

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

CONTACT FOR
INFORMATION

Inquiries and/or arrangements to lease a District facility will be made through the facilities energy specialist, who can be reached by the following methods:

- Phone: (214) 780-3000
- E-mail: crispim@hpsid.org

APPLICATION
PROCEDURE

Organizations desiring to rent District facilities must complete and submit a District Lease Agreement through the online portal.

HPISD Lease Agreement

The application must be signed by an adult applicant and approved by the District personnel indicated in GKD(LOCAL).

Applications must be filed no fewer than five business days and no more than 90 calendar days prior to the requested date(s) of use, with the exception of approved annual agreements approved by the Superintendent or designee.

BILLING FOR USE

The business services office will generate an agreement for use of the facility. An invoice will be delivered to the lessee via email the first week of each month containing the previous month usage and its fees.

PAYMENT OF FACILITY
USE FEES

Payment of facility use fees should be made payable to Highland Park ISD within 30 days of receipt of the invoice.

Payment is to be delivered or mailed to the attention of:

Highland Park ISD

Attention: Marcus Crispin

6915 Westchester Drive, Dallas, TX 75205

Merchant services are available. If you wish to use this service, there is an additional processing fee for each transaction.

DISTRICT
CANCELLATION

The District will have first priority on facility use and may cancel any agreement for use of any facility by giving notice 24 hours prior to the event if the District determines that it must use the facility for a function directly related to the operation of the District.

LEASING SCHEDULE

Unless otherwise noted, District facilities will be available for lease as follows:

- Monday through Friday until 9:00 p.m.
- Saturdays 9:00 a.m. until 5:00 p.m.
- Sundays at the discretion of the District.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

Facilities will not be available for lease as follows:

- Holidays and holiday weekends.
- Overnight.

TERMS AND
CONDITIONS

Terms and conditions for use of District facilities include:

1. Any inaccurate or untruthful statement made in a lease application or contract, or violation of any rule or regulation regarding use of District facilities may result in permanent cancellation of the individual's or organization's use of District facilities.
2. A written agreement may be canceled should conduct or infraction of the rules warrant such action.
3. No individual, group, or organization may sublet the building or facilities to any other group.
4. Usage of campus facilities is restricted to the areas designated on the lease agreement, including corridors adjacent to the entrances and designated restrooms. Any area used on the date of the event that was not designated will be charged and billed to the lessee, and the organization and/or individual will be responsible for payment of said use.
5. The District assumes no responsibility for improving or maintaining the facilities eligible for rental use.
6. The District makes no representations that the facilities are safe or suitable for the intended use.
7. The lessee is responsible for leaving all used facilities in the same condition in which they were found. All United States and Texas flags, bulletin boards, wall posters, permanent fixtures, furniture, or equipment will be left undisturbed.
8. Any movement of furniture will be under the supervision of the District representative. No alterations of any kind will be allowed to be made to the building.
9. Smoking and/or the possession or use of drugs or alcohol on District property is strictly prohibited. The lessee will agree to communicate this prohibition to all individuals who are a part of his or her group.
10. Possession of a firearm, illegal knife, and/or any form of prohibited weapon is strictly prohibited on District property.
11. The lessee will obtain prior approval from the District before allowing food or drink in designated areas.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

12. In conformity with state and local ordinances, all decorations used in places of public assembly must be made of fireproof materials. Approval for the use of any decorations must be obtained from the school coordinator.
13. The lessee accepts full responsibility for and will reimburse the District for any damages to facilities as a result of or in connection with the intended use.
14. The lessee will indemnify and hold the District harmless from all liability, claims, damages, settlements, judgments and/or expenses, including without limitation attorneys' fees, that it may incur as a result of claims made against it for bodily injury, loss of life, property damage, personal injury, or for any other reason by any person, firm, or entity, including without limitation any participant, sponsor, spectator, or employee of the District or any other person, firm, or entity whatsoever as a result of or in connection with the intended use of the facility by the lessee even if such claim, liability, damages, settlements, judgments, and/or expenses arise from and/or are based on the sole, partial, or concurrent negligence of the District, its agents, or employees.
15. The individual or organization leasing school facilities will guarantee orderly behavior of any and all persons using the facilities and will be liable for any property damage due to their use of the building and for any personal injury of any participant or spectator.
16. Meetings will be under the supervision of an approved adult leader who will be responsible for compliance with the terms of the lease agreement and enforcement of all safety regulations.
17. Any malfunction of District equipment will not automatically result in any refunds to the lessee.
18. The lessee will agree to pay custodial charges for any additional cleanup that may be required.
19. The District will provide a representative on duty throughout the time the building is in use. The lessee will be required to pay for these services in addition to any time for cleanup performed by the custodian and/or maintenance personnel. The District representative will prepare the building for use, be able to assist, be responsible for opening and closing the building, and will remain on duty for the entire period of the activity. Presence of a District representative is mandatory. The employee will be paid only by the District.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

20. When large crowd control and security are needed, the lessee is required to pay the firemen/policemen directly once the event has concluded. Cash or check are the only forms of payment accepted.
21. Extra charges may be assessed for equipment use other than tables and chairs (for example: piano, public address system, physical education and athletic equipment, and supplies). The fees will be assessed in accordance with the type of equipment and length of usage.
22. Fees for those facilities that are available to lease are set forth in the rental fee schedule. [See GKD(EXHIBIT)]
23. The lessee or representative must have a copy of the lease agreement in hand in order to obtain early entrance into the facility at the time of use. Security precautions are a necessary factor for protection of District facilities and personnel.

GYMNASIUM USE

Guidelines for use of District gymnasiums include:

1. Every adult leader will be held responsible for enforcement of all safety regulations.
2. Lease fees for gymnasiums will not include concession areas or athletic locker rooms.
3. The lessee agrees that no street shoes other than non-marking sneakers will be permitted on gymnasium floors. Every reasonable caution will be exercised to see that water, dirt, and mud are removed from shoes before admittance to the gymnasiums.
4. Activities that could cause damage to floor coverings are prohibited.
5. Users may be subject to special instructions by the building principals.

NATATORIUM USE

Guidelines for use of the District's natatorium include:

1. Every adult leader will be held responsible for enforcement of all safety regulations.
2. An adult supervisor on site will be certified in CPR and first aid.

TECHNOLOGY USE

Guidelines for use of District technology include:

1. The lessee will reimburse the District for use of technology equipment based on approved rates, i.e., computer system, projection device, disc player, and printers.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

2. The District will provide a staff member as a representative on duty throughout the time the equipment is in use. The lessee will be required to pay for these services in addition to equipment rental fees. The District representative will prepare the leased area for use, be available to assist, and will be responsible for closing. Presence of a District representative is mandatory.
3. The lessee accepts full responsibility for and will reimburse the District for any damages to the computer equipment as a result of or in connection with the intended use. Damages may include, but are not limited to physical damage to hardware and time spent correcting software damage.

KITCHEN USE

Guidelines for use of District kitchen facilities include:

1. The lessee agrees that one or more employees of the respective cafeteria being used must be present when a school kitchen is being used. Dallas County Health Department guidelines require the presence of a certified sanitation person when food is prepared/served in District facilities. Additional charges for these employees will be billed to the lessee.
2. Reservations for kitchen facilities must be made at least 30 days in advance of use.
3. The use of the food service area will not include the use of dishes, silverware, or items needed for food preparation in daily meals.
4. Fees for cafeteria use and supervising workers are in addition to the fees for rental usage or custodial help.

ATHLETIC FACILITIES

Guidelines for use of approved District athletic facilities are as follows:

1. Highlander Stadium, Scotland Yard, and the Girls' Softball Field are available for rent as follows:
 - For non-game days.
 - For groups comprised of District students.
2. Highlander Stadium is only available for rent to groups in Category B, as specified in GKD(LOCAL), on non-game days during the fall semester and all groups during the spring semester.
3. The District will provide a staff member to manage the public address system throughout the time the equipment is in use.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

The lessee will be required to pay for these services in addition to rental fees.

4. Pre-game music is limited to 85 decibels or less to avoid disturbing people outside the stadium or field.
5. Pre-game music is limited to music approved by the head coach of the participating sport.
6. Pre-game music is limited to 15 minutes prior to the start of the contest and is prohibited during half-time or the end of the game.
7. Parents who are responsible for music must adhere to these guidelines, and the game administrator will ensure that the guidelines are being met.
8. Lacrosse goals will be stored off the playing field after each practice and game. The goals will be removed from the facility after the lacrosse season ends.
9. An additional fee will be charged for the lights to be used at outdoor athletic facilities.
10. Stadium lighting is prohibited past 9:15 p.m. Sunday-Thursday and 10:15 p.m. Friday-Saturday for non-UIL activities.