

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

**CONTACT FOR
INFORMATION**

The District facilities manager will oversee the use of all facilities and can be reached for questions by the following methods:

(214) 780-3000
facilityrental@hpsd.org

**REQUESTS FOR
USE**

Approved users may request the reservation of a facility through the online request form. All requests must be approved by the District facilities manager. Submission of a request for use does not constitute a reservation. Under most circumstances, requests for use should be for the benefit of District students, staff, and/or residents. Per GKD(LOCAL), the District reserves the right to limit use of District facilities.

**PRIORITIZATION OF
REQUESTS**

Users in Category A (e.g., PTAs, Dads Clubs) will be permitted to make reservations for the entire school year by submitting dates by June 30th. These reservations will be managed by campus staff. Additional reservations can be made after this date but are subject to availability in accordance with the timeframes outlined below.

Users in Category B (e.g. YMCA, Highland Park club teams) will be permitted to make reservations for the entire school year by submitting dates between July 1 and July 31st, or for the spring semester by submitting dates by November 30th. These reservations will be managed by District staff. Additional reservations can be made after this date but are subject to availability in accordance with the timeframes outlined below.

Reservations for all other users can be made beginning the first week of August using the following timeframes in accordance with the prioritization outlined in GKD(LOCAL):

- Category A: 90 calendar days
- Category B: 75 calendar days
- Category C: 60 calendar days
- Category D: 45 calendar days
- Category E: 30 calendar days

BILLING FOR USE

When a Request has been approved, an invoice and contract will be sent to the requester. No fees will be charged to groups in Category A. Fees will be charged for other users in accordance with GKD(EXHIBIT). Payments should be made online or delivered or mailed to:

Highland Park ISD
Attention: Operations
6915 Westchester Drive
Dallas, TX 75205

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**AVAILABILITY OF
FACILITIES**

If payment is not received within 3 business days of invoice, the reservation will be cancelled.

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.

Facilities available for lease are listed in GKD(EXHIBIT).

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

- Monday through Friday until 9:00pm
- Saturdays 9:00am until 5:00pm
- Sundays at the discretion of the District.

Facilities will not be available for lease as follows:

- Holidays and holiday weekends
- Overnight

Highlander Stadium, Scotland Yard, and the Softball Field are available for lease as follows:

- Only on non-game days.
- Only by groups in Category A, B, C, or D which have been approved by the Athletic Director.

**TERMS AND
CONDITIONS**

Organizations and individuals requesting use of District facilities must agree to the terms and conditions listed below.

1. The District shall have first priority on facility use and may cancel any agreement on any facility giving notice twenty-four hours prior to the event if the District determines that it must use the facility for functions directly related to the operation of the District. The District may also cancel an event with less than twenty-four hours notice under emergency circumstances that would preclude the safe occupancy and use of the leased facility.
2. Any inaccurate or untruthful statement made in an 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.

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3. Rental privileges may be revoked and future reservations cancelled should conduct or infraction of the rules warrant such action.
4. No individual, group, or organization may sublet the building or facilities to any other group.
5. The Lessee agrees to pay the fees specified in the Facility Fee Schedule (GKD EXHIBIT).
6. The Lessee shall use the facility only for the purpose specified on the online application.
7. 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.
8. The District assumes no responsibility for improving or maintaining the facilities eligible for rental use.
9. The District makes no representations that the facilities are safe or suitable for the intended use.
10. 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.
11. 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.
12. 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.
13. Possession of a firearm, illegal knife, and/or any form of prohibited weapon is strictly prohibited on District property.
14. The lessee will obtain prior approval from the District before allowing food or drink in designated areas.
15. 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.

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16. 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.
17. 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.
18. 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.
19. 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.
20. Any malfunction of District equipment will not automatically result in any refunds to the lessee.
21. The lessee will agree to pay custodial charges for any additional cleanup that may be required.
22. The District will provide a representative on duty throughout the time the building is in use. 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.
23. At the District's discretion, security may be required for events or ticketed games. Security personnel will be at the lessee's expense, and the lessee must utilize District-approved security personnel.
24. 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

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supplies). The fees will be assessed in accordance with the type of equipment and length of usage.

25. Fees for those facilities that are available to lease are set forth in the rental fee schedule. [See GKD(EXHIBIT)]

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.
2. Light, sound, video scoreboards, and projection systems may only be operated by District staff or representative. The District will provide a staff member or 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.
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.

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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. Outdoor athletic facilities may not be used during inclement weather such as lightning. If District personnel informs the lessee that weather conditions are unsafe, lessee agrees to stop all activity and inform participants and spectators to seek shelter. Failure to discontinue activity will result in loss of privileges for future rentals.
2. The following are prohibited from all athletic facilities: pets, bicycles, scooters, skateboards, metal cleats, glass containers. Golf carts and other vehicles are only allowed with express permission.
3. The District will provide a staff member to manage the public address system throughout the time the equipment is in use. The lessee will be required to pay for these services in addition to rental fees.
4. In accordance with GRA(REGULATION), the public address system will not be permitted at any facility before 9:00am on weekends. Use of the public address system at the softball fields is prohibited on Sundays. A sound system or portable music system at the high school tennis courts may only be used from 9:00am to 6:00pm Monday thru Saturday.

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5. The public address system and any other sound amplification system or music must be limited to 85 decibels or less to avoid disturbing people outside the stadium or field.
6. Pre-game music is limited to music approved by the head coach of the participating sport. Music shall not include any profanity.
7. 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.
8. Parents who are responsible for music must adhere to these guidelines, and the game administrator will ensure that the guidelines are being met.
9. 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.
10. Stadium lighting is prohibited past 9:15 p.m. Sunday-Thursday and 10:15 p.m. Friday-Saturday for non-UIL activities.