

COMMUNITY RELATIONS
USE OF SCHOOL FACILITIES AND EQUIPMENT

GKD
ADMINISTRATIVE REGULATION

**Building and
Grounds**

Eagle Mountain-Saginaw ISD activities have priority use for facilities. In case of conflict with other non-school groups, every effort will be made to provide an alternate site. However, District activities will take precedence over all other scheduled events regardless of confirmation status. The District may cancel any agreement without notice if the facility is needed for District operations.

**School Facilities &
Equipment**

Eagle Mountain-Saginaw ISD facilities and equipment may be made available to civic or other responsible groups upon approval through the approved online rental. The District reserves the right to determine which available facility best meets the needs of the District and the Licensee. The District also reserves the right to require staff be present during the lease period. If District staff is required, the Licensee is responsible for the cost of such personnel. All Licensees shall be required to furnish a \$1,000,000 liability insurance policy for use of school facilities.

The District also reserves the right to deny usage requests if personnel are not available to work the event, if the facility lacks capacity or is unavailable, if usage will disrupt a facility's maintenance schedule, or if in the District's sole opinion any other conditions warrant denial of usage, including non-compliance or non-payment.

Any entity using District facilities may not sublet their scheduled use.

**Guidelines for
Political Candidates**

Political Candidates and/or their representatives shall be allowed on campuses or other school facilities to campaign provided they are outside the 100-foot limit.

Each candidate shall be responsible for awareness of and adherence to local, state, and federal laws that govern the political process in addition to the District's guidelines. Campaign materials shall not be distributed by candidates inside school facilities at school activities or events, including but not limited to musical programs, award ceremonies, plays, or athletic events. [See GKDA].

Political materials shall not be delivered by the central administration mail distribution system. [See CPAB].

School equipment and supplies shall not be used to produce or create political campaign materials, advertisements, or announcements, even on a reimbursement basis.

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Solicitations from or contributions to a candidate shall not be made on school property.

Cancellation

Eagle Mountain-Saginaw ISD reserves the right to immediately cancel a rental agreement, without refunding any funds, during the use/lease period if the actions and/or conduct of the user violates local, state, or federal laws, or any portion of this agreement, or any portion of District policy.

Licensee

The District makes no representations regarding the safety and/or suitability of District owned property in relation to the licensee's intended use of said property. The District is also under no obligation to maintain and/or improve its property for the benefit of the Licensee.

The Licensee is responsible for set-up and break-down of equipment after the event. District approved attendant may assist; however, the sole responsibility of the condition of the facility belongs to the Licensee. The Licensee further agrees to abide by the direction of any employee hired to facilitate the event/activity in the facility being used.

Request Changes

All change requests and/or cancellations for a scheduled event must be made 72 hours prior to that event. The District cannot guarantee that any change requests made outside this time frame can be made, and assumes no responsibility for such.

**Licensee
Responsibility**

Licensee accepts responsibility for overseeing and controlling participants, sponsors, spectators, and visitors that are in or on District property, and must enforce the following at all times:

1. Participants, sponsors, spectators and visitors may not walk through or use any other part of a building or its grounds, use any school equipment, materials, athletic equipment, furnishings, etc., other than those specifically requested and approved for use in writing according to the agreement. Only the restrooms most closely related to the area described will be available for use.
2. Food and drink may only be served in the cafeteria on a school campus.

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3. The use of tobacco products, e-cigarettes, or other electronic vaporizing devices are prohibited on District property.
4. Possession and/or use of alcoholic beverages is prohibited on District property.
5. Firearms, knives, and weapons of any sort are not permitted on District property.

**Cost Recovery
Philosophy**

The District shall operate its facility use program in a manner that protects instructional resources and ensures long-term financial sustainability.

Community access to District facilities is encouraged when it aligns with the District's educational mission and does not impose uncompensated costs on school programs or operations.

Facility use fees are intended to recover the reasonable direct and indirect costs associated with such use while maintaining transparency, equitable access, and fiscal accountability across all user groups.

Group Classifications

Classification 1
District Internal Use

Classification 1 District Internal Use refers to activities that are directly organized, operated, and supervised by the District as part of its official operations. These activities include instructional programs, athletic programs, and extracurricular activities provided for current students. All activities are conducted by District employees acting within the scope of their employment and responsibilities and are covered under District liability insurance.

Classification 2
District Expanded

Classification 2 District Expanded refers to organizations that are formally recognized by the District and operate in direct support of school programs. These organizations do not exist independently of the school or District program they support and are established to enhance or assist District-sponsored activities. They operate under documented District oversight, approval, or agreement and function as school-connected groups. While not directly operated by District employees, these organizations maintain a defined relationship with the District and support the educational, athletic, or extracurricular mission of the school.

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Classification 3
Government, Civic,
and Community
Benefit Use

Classification 3 Government, Civic, and Community Benefit Use refers to the use of District facilities by governmental entities for civic, administrative, or other legally authorized public purposes. This classification includes community-based organizations that provide programs, services, or activities intended to benefit the public and are generally accessible to the community. Such activities may be offered without participant fees and are commonly supported through volunteer efforts, community partnerships, or nonprofit sponsorship.

Classification 4
Community
Program Providers

Classification 4 Community Program Providers refers to organizations that offer structured programs, classes, leagues, camps, services, or similar activities on District property. Participation in these activities requires registration, enrollment, or payment of a fee, tuition, admission charge, or required donation. This classification applies regardless of whether the organization is nonprofit or for-profit and includes activities provided primarily for the benefit of enrolled or paying participants rather than for general public access.

Classification 5
Private or
Commercial Use

Classification 5 Private or Commercial refers to all other organizations, individuals, or businesses using District property for proprietary, restricted-access, or revenue-generating purposes. This classification includes events, services, business activities, and other uses that are not structured as participant-based programs and are not primarily intended to provide a broad community benefit. Activities within this classification are conducted for private, organizational, or commercial interests and are generally limited to designated participants, customers, guests, or invitees.