ROISD
USE OF DISTRICT FACILITIES
2026-27 MANAGEMENT GUIDELINES

Red Oak ISD
109 W. Red Oak Rd.
Red Oak, TX 75154

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FILING REQUEST FOR USE OF FACILITY

All Facility Use Agreement Applications and, if needed, **Event Request Forms must be submitted at least two (2) weeks prior to the event date.** Before final approval of the request, District Administration will review the appropriateness of the venue for the event requested and the availability of the facility.

Use of school facilities by all entities should be coordinated through the campus where the facility is located. **All athletic facilities will also be coordinated through the Athletic Department. Requests for the use of the Performing Arts Center (PAC) will also be coordinated through ROISD Fine Arts Director.**

AVAILABILITY

School buildings and other facilities shall be made available to groups that wish to conduct activities which promote, stimulate and foster the interest of students and the community, as well as activities which promote the efficiency of the school district, so long as such activities do not conflict with the school program. Programs serving District students will be given priority for use. The Superintendent or designee shall have authority to cancel a scheduled non-school use event if an unexpected conflict arises with a District activity or District staffing availability prohibits use. The Superintendent or designee reserves the authority to allow or reject any application for the use of ROISD facilities.

FACILITY USE GUIDELINES

The following guidelines shall pertain to all groups who desire to use schools and/or other facilities in accordance with this policy.

1) COMPLIANCE WITH LAWS, RULES, REGULATIONS AND POLICIES

No school facility shall be used by any group or individual who is not in compliance with the requirements of all federal or state statutes, regulations and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, handicapping conditions, age or other classification. State law prohibits the use of alcohol on school property. All laws (federal, state, local) and Red Oak ISD policies are in effect 24 hours per day, including the times a facility is rented.

Contraband shall include, but not be limited to drugs, drug paraphernalia, weapons, and/or alcohol. District police officers, or any other law enforcement officer, shall enforce the law and arrest individuals for the violation of any law including but not limited to possession or consumption of alcohol on school property, drug law violations, weapon law violations, disruptions, trespassing, and the violation of any traffic law.

The District's "Tobacco Free Policy" prohibits the use of tobacco in ANY form including e-cigarette, vapes, or dip/chewing tobacco, in or on any District property or any location leased by the District where a user group is being held. The policy includes, but is not limited to, all buildings, vehicles, property (outdoor or indoor), and all staff, students, parents, visitors, and patrons. (Education Code 38.006).

The District prohibits the unlawful use, possession, or display of any firearm, knife, club, or weapon, as defined in FNCG, on all District property at all times. Exceptions: No violation occurs when (1) Texas handgun license holder stores a handgun or other firearm in a locked vehicle out of plain sight on District property; (2) the use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities.

2) VIOLATION OF LAWS, RULES, REGULATIONS AND POLICIES

Any misrepresentation by any organization and/or individual, any abuse of any District property, any violation of state, local law or federal and/or any violation of any District policy, rule or regulation may result in: (1) the immediate termination of the agreement; (2) the requirement to immediately vacate the premises; and/or (3) the denial of that organization's and/or individual's request for future use of the premises.

3) YOUTH GROUPS

Youth groups using District facilities and seeking Classification II use (discounted fee), unless otherwise specified, must be composed of at least 75% of students from the District. A student verification list/roster must be turned in with each request for lease of facilities.

4) LONG-TERM LEASES

Leases for longer than six (6) consecutive months will be prohibited.

5) RESTRICTED USE OF CERTAIN AREAS

Certain campus/district areas such as laboratories, shops, kitchens and designated teaching areas are not available for public use. Goodloe Stadium and Red Oak High School turf practice fields are not available for non-District public or private use. Signage that is placed on school property to advertise an event must be placed and removed on the same day as the event.

6) RESTRICTED USE DATES

Facilities cannot be reserved for leasing until September of each year to allow campus staff the opportunity to set campus schedules. There will be no leasing during school holidays (including holiday weekends) or summer months when school is not in session. Athletic facilities (gyms, fields, and courts) will not be available during season play. In the event the District must close campuses for any reason (i.e. bad weather, emergency repairs, etc.), events will be cancelled. Any prepaid fees will be reimbursed.

7) ACCESS TO FACILITY KEYS

Only authorized employees of Red Oak ISD shall be permitted to have keys to District facilities.

8) CUSTODIAL, SECURITY, TECHNOLOGY AND OTHER SERVICES

Base fees charged to paying groups shall include only the use of the facility. Any specific service required shall be paid for in addition to the base fee. The rental of the facility may require the service of ROISD administration, technology or security personnel in addition to custodial service. The District shall furnish the necessary staff to open and close the property. If the building is being rented or used during hours when District staff members are normally on duty and it is determined by the Superintendent or designee that no additional cleanup is warranted, there will be no charge for this service. However, if the building is being rented or used for hours during which District staff members are not normally on duty, the Superintendent or designee shall assign the number of staff necessary to maintain the facility. The Superintendent or designee shall have authority to deny an event if District staffing availability prohibits use.

The District may not be able to accommodate a rental request if staff cannot be secured for the event.

9) USE AGREEMENT

Organizations or individuals using District facilities shall sign a Hold Harmless & Indemnity Agreement that releases ROISD from liability for personal injury and/or damages to personal property. Damages to District property that occurs during the rental period of the facility shall be paid for by the renting group, whether caused by the using group or others. Misuse or abuse of District equipment and/or facilities will result in

the immediate denial for further use. There will be no unauthorized use of District facilities. Entities shall be fined and possible employee reprimand will be incurred for misuse or unauthorized use of District facilities.

10) INSURANCE

Any organization using school facilities must provide an original Certificate of Insurance, with Red Oak ISD named as the Certificate Holder, indicating a minimum of $1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Red Oak ISD must be named as an additional insured on this policy. The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, Red Oak ISD reserves the right to determine the acceptability of a carrier regardless of its rating.

The insurance requirement may be waived by organizations that exist for the improvement of educational opportunities in the District, subject to the approval by the Superintendent or designee.

11) ATTENDANCE BY GENERAL PUBLIC

Any group renting or using a building for an occasion which the general public is eligible to attend shall be held responsible for the treatment of the property by the general public during that time. The group shall, at the discretion of the Superintendent's designee, be required to employ law enforcement officers or District security personnel to help ensure the safety of attending persons as well as to help prevent the destruction of school property. Employment of law enforcement officers or District security personnel does not release the renting or using group from liability for any damages incurred and/or injuries sustained while the building is occupied by the using group.

12) DESIGNATED REPRESENTATIVE

Any group renting or using District facilities shall designate one member of the group to be responsible for the program or activity. This person shall, in turn, be responsible to the building principal and/or the Facilities Director.

13) ROISD CAMPS

Any ROISD staff member conducting a youth camp must be a full-time employee. All registration fees for camps must be made payable to Red Oak ISD. The camp shall not be sponsored by a private organization; if so, the rental Classification will be changed. ROISD encourages summer camp programming for athletics and fine arts. The District may offer ROISD Summer Enrichment Camp and Summer School.

14) RENTAL AND PAYMENT TERMS

Checks shall be made payable to the Red Oak ISD, and payment of the facility usage charges shall be made at least ten (10) days before rental or use of the facility. Rental time shall be charged from the time the lessee enters the building until the lessee leaves the building (set-up time until break-down time).

15) CANCELLATION OF EVENTS

Cancellation by using groups is required two weeks in advance of the event in order to receive a refund of prepaid fees. Cancellation must be received by the District in writing.

16) EXCEPTIONS AND MODIFICATIONS

ROISD recognizes the need to allow exceptions for, or make modifications to, this policy as it applies to the best interests of the District. As such, the Superintendent or designee reserves the authority to make exceptions or modifications to this policy without notice. The Superintendent, or designee, shall have final discretion regarding rates, rules, scheduling, and regulations.

PERFORMING ARTS CENTER FACILITY USE GUIDELINES

Seating capacity 1,000

1. Absolutely NO food or drink shall be allowed in the Performing Arts Center (PAC) or PAC Lobby at any time. Evidence of food or drink found in the PAC while under lease shall result in the forfeiture of all or part of the deposit.

2. Sound/lighting technician fees, custodial fees and administrative fees will be assessed for all auditorium rental agreements.

3. The level of security needed for the event will be determined by District administration. The lessee is responsible for paying for any required security.

4. No banners, signs or posters may be hung on inside or outside walls.

5. Lessee is responsible for repair or replacement of any damage or disfigurement to the facility.

6. No electrical or communication devices may be connected to the PAC's sound or lighting system without prior approval.

7. Non-school-related activities requesting to be placed on the PAC's calendar must be received at least thirty (30) days before the date of the event. All school-related activities have priority over non-school-related activities for the use of the PAC.

8. Nothing may be hung, attached to, or suspended from the stage rigging without prior written consent of District administration.

9. The lessee is responsible for furnishing all tickets and for advance and performance date sale of tickets. Lessee shall not, under any circumstances, print or sell more tickets for any one performance than there are seats available.

10. Fees for the PAC include use of the dressing rooms.

11. The lessee must sign a Rental Agreement and must furnish liability insurance before approval for use. The lessee must provide an original Certificate of Insurance, with Red Oak ISD named as the Certificate Holder, indicating a minimum of $1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Red Oak ISD must be named as an additional insured on this policy. The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, Red Oak ISD reserves the right to determine the acceptability of a carrier regardless of its rating.

12. All content (program subject matter/films/music/written programs, etc.) which are to be presented or displayed in or around the PAC must be listed in advance on the contract/reservation form and approved by District administration.

13. The Superintendent, or designee, shall have final discretion regarding rates, rules, scheduling and regulations.

14. There must be a minimum of three (3) hours between events for cleaning and break down/set up of events.

CLASSIFICATION OF GROUPS

*Any and all Groups, Organizations, Businesses, Associations, etc. not physically located/based within the geographical boundaries of Red Oak ISD will be subject to a surcharge of 50% of the total rental fees.

The specified District facilities shall be available for use to the following classifications in priority order and at fees established by the District.

CLASSIFICATION I – District Organizations

**District organizations are not required to pay the facility usage fee, but will still be responsible for the cost of services provided by staff (example: custodial, technology, security, etc.)*

Non-Paying groups shall not sub-lease or sponsor an activity for which a charge is assessed.

1. Student, staff and parent organizations directly related to the District shall have the use of facilities as scheduled by and under the supervision of the Principal without charge. Examples: (non-exhaustive)
    a. School student organizations
    b. PTA/PTO/Booster Clubs
    c. Educational professional organizations for Red Oak ISD staff
    d. School clubs and activities
    e. ROISD Summer Camps (District approved)

CLASSIFICATION II – Youth groups with a minimum of 75% ROISD students.

The hourly rental fee will be sufficient for most rentals; however, the cost of services provided by staff (example: custodial, technology, security, etc.) may be added for larger groups. Youth groups shall not sub-lease or sponsor an activity for which a charge is assessed.

1. Area youth groups must provide a roster of participants showing 75% or more are current Red Oak ISD students to receive a discounted rate.

CLASSIFICATION III – Non-profit groups and activities serving youth and community.
Examples: (non-exhaustive)

1. Youth Groups (not fitting Classification I)
2. Civic and Homeowner's Associations
    a. Rotary Clubs
    b. Lions Clubs
    c. Chamber of Commerce
    d. Political Meetings
3. Cities within Red Oak ISD
4. Any religious groups

CLASSIFICATION IV – Profit-making groups and/or activities that serve school or District purposes.
Examples: (non-exhaustive)

1. For-profit Organizations and Camps
    a. Athletic camps or events
    b. Drill Team and Cheerleading Camp
    c. Band Camp
    d. SAT Instruction – if conducted by outside private organizations
    e. Instructional Private Organizations
    f. Performance Studios
2. UIL – events hosted at ROISD facilities; UIL rates vary by activity.

FEE SCHEDULE BY CLASSIFICATION

CLASSIFICATION I – DISTRICT

Examples: ROISD PTA/Booster Clubs, District student organizations, ROISD Summer Camps (District approved)

** Facility usage fee is waived, but groups are still responsible for the cost of services provided*

Facility	ROHS	ROMS	Elementary
Gym (per hour)	*	*	*
Cafeteria (per hour)	*	*	*
Baseball/Softball field (per game)	*		
Baseball/Softball – lights required	N/A		
Performing Arts Center	*		

CLASSIFICATION II – YOUTH GROUPS WITH A MINIMUM OF 75% ROISD STUDENTS.

** Discounted rental fee, but groups are still responsible for the cost of services provided, if needed.*

Facility	ROHS	ROMS	Elementary
Gym (per hour)	$25	$25	$25
Cafeteria (per hour)	$25	$25	$25
Baseball/Softball field (per hour)	$25		
Baseball/Softball field (per game)	$100		
Baseball/Softball – lights required	$150		
Performing Arts Center (per hour) + minimum of 4 hours required	$200+		

CLASSIFICATION IIA – NON-PROFIT COMMUNITY GROUPS

Examples: Lions Club, Chamber of Commerce, cities within ROISD, church groups

Facility	ROHS	ROMS	Elementary
Gym (per hour)	$60	$60	$60
Cafeteria (per hour)	$60	$60	$60
Baseball/Softball field (per hour)	$60		
Baseball/Softball field (per game)	$200		
Baseball/Softball – lights required	$250		
Performing Arts Center (per hour) + minimum of 4 hours required	$350+		

CLASSIFICATION III – FOR-PROFIT

Examples: For-profit sports and cheerleading camps; private instruction groups/team camps, U.I.L.

Facility	ROHS	ROMS	Elementary
Gym (per hour)	$100	$100	$75
Cafeteria (per hour)	$100	$100	$75
Baseball/Softball field (per game)	$300		
Baseball/Softball – lights required	$350		
Performing Arts Center (per hour) *+ minimum of 4 hours required*	$350+		

SERVICES PROVIDED

All groups will be required to pay for services provided by staff outside of normal school hours.

- Custodians $25.00 per hour
- Security/Officers $50.00 per hour
- Technical Support $50.00 per hour
- Supervisory Staff $50.00 per hour

RED OAK
INDEPENDENT SCHOOL DISTRICT
109 W. RED OAK ROAD P.O. BOX 9000 RED OAK, TEXAS 75154 972.617.2941
BRENDA SANFORD, SUPERINTENDENT

CLASSIFICATION I - FACILITY USE AGREEMENT APPLICATION

This is for internal use only. All non-District entities, including Boosters and PTAs must compete indemnity agreement as well.

Event Name: _____

Description of Activity: _____

Number of Attendees: _____

Campus Site: _____ Area Requested: _____

Date(s): _____ Times: from _____ a.m./p.m. to _____ a.m./p.m. # Hours: _____

Multiple Dates and Times:

Note: This form is only for securing the space. If you are an employee with approved use and do not need additional resources this form will permit usage. If you require custodial, security, technology, administration, set-up, door access, food, or other resources you MUST complete the Event Request Form as well. HVAC will be automatic once this form is approved.

Requesting Party: _____ Contact Person: _____

Phone: (_____) _____ Address: _____

Signed: _____ Date: _____

COMPLETED BY DISTRICT ADMIN:

Do you need Security onsite ☐ No ☐ Yes, I need # __ Officer(s)

☐ Approved ☐ Denied _____ _____
Principal's Signature Date

☐ Approved ☐ Denied _____ _____
Facility Principal's Signature (or attach approval) Date
(only if using a different campus)

☐ Approved ☐ Denied _____ _____
Facility Representative (or attach approval) Date
(Fine Arts Director for PAC/Athletic Director for Athletics Facilities)

Submit completed form to your campus secretary who will enter the event into Eduphoria and secure space.

RED OAK
INDEPENDENT SCHOOL DISTRICT
109 W. RED OAK ROAD P.O. BOX 9000 RED OAK, TEXAS 75154 972.617.2941
BRENDA SANFORD, SUPERINTENDENT

CLASSIFICATION II, IIA & III - FACILITY USE AGREEMENT APPLICATION

This is for external use only. All non-District entities, including Boosters and PTAs, must complete the indemnity agreement and Event Rental Form as well.

Event Name: _____

Description of Activity: _____

Number of Attendees: _____

Campus Site: _____ Area Requested: _____

Date(s): _____ Times: from _____ a.m./p.m. to _____ a.m./p.m. # Hours: _____

Multiple Dates and Times:

Note: This form is only for securing the space. All external groups MUST complete the Event Request Form to determine custodial, security, technology, administration, set-up, door access, food, or other resources. HVAC will be automatic once approved.

Requesting Party: _____ Contact Person: _____

Phone: (_____) _____ Address: _____

Signed: _____ Date: _____

COMPLETED BY DISTRICT ADMIN:

Do you need Security onsite ☐ No ☐ Yes, I need # __ Officer(s)

☐ Approved ☐ Denied _____ _____
Principal's Signature Date

☐ Approved ☐ Denied _____ _____
Facility Principal's Signature (or attach approval) Date
(only if using a different campus)

☐ Approved ☐ Denied _____ _____
Facility Representative (or attach approval) Date
(Fine Arts Director for PAC/Athletic Director for Athletics Facilities)

Submit completed form to your campus secretary, who will enter the event into Eduphoria and secure space.

FACILITIES INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

I, _____, am the duly authorized representative of _____, and am empowered to enter into this agreement on behalf of the aforementioned organization or company. I understand that the Red Oak Independent School District (ROISD) has insurance which protects the Red Oak Independent School District, its employees, agents, and properties, for school district sponsored and supervised events only. My company or organization understands and agrees that it shall provide proof of full liability insurance coverage to the Red Oak Independent School District upon request, and that it shall assume full responsibility for any property damage suffered by the Red Oak Independent School District as a result of the event or function involved. Furthermore, my company or organization agrees to hold harmless and to indemnify for any damages of the Red Oak Independent School District as a result of any claim for compensation as a result of any injuries of persons or damage to any property which may occur while my company or organization has the right to the use of any facilities owned or operated by the Red Oak Independent School District.

Signed: _____ Date: _____

Witnessed: _____ Date: _____

EVENT REQUEST EXPLANATIONS

Help us make your event a success!

All Event Requests need to be submitted at least 2 weeks in advance.

The Application will not be accepted unless all information is filled in.

No events will be scheduled during school breaks, holidays or summer.

- **If your event is changed or cancelled prior to the scheduled event date, please contact the campus secretary during normal business hours.**

Event Name:
Please give a detailed name of this event. Ex. ROMS PTA Board Meeting

Event Description:
Please give a short description of this meeting. Ex. PTA Board Monthly Meeting

Location:
Please indicate the campus where your event will be held. Ex. ROMS

Room Number/Area:
Please indicate the specific room or room number. Ex. Cafeteria

Date of Event:
Please indicate the start and end date of your event.

Begin Setup Time:
This indicates when you would like the event to begin setup (this is when the doors will be unlocked for you to start setting up). This is helpful to know so everything is set up for you when you need to decorate, etc. ***Please remember the high school cafeteria will not be set up on a school day before 4:30 p.m. and elementary campuses are not available until 6:30 p.m. on a school day.**

Begin Event Time:
This is the time your event will begin. Please be sure to put the exact time (please do not add additional time, this needs to be the exact time the event begins).

End Event Time:
This is the time your event will end. Please make sure this is exact.

Tear Down Time:
Please be very specific on this time. This will indicate when the cleanup can begin. Please allow time for your group to take down any decorations.

Number of Attendees:
Please be as accurate as possible. The number of attendees will indicate the number of custodial and security staff needed.

Contact Name:
Please indicate the name of the person to be contacted for this event. This person should be able to answer any questions regarding time, setup, etc.

Contact Number:
Please give a phone number where the contact person can be reached in case questions arise.

Contact E-mail Address:
Please indicate the e-mail address of the person who will be the primary contact for this event.

Event Setup Description/Instructions:
Please make sure you give specific instructions regarding setup. Note whether existing tables/chairs will be used (if requesting Cafeteria or Library).

- If you need 6 round tables – how many chairs at each table? Also note whether the podium is needed and the location.
- If you need trash cans, how many and do you need them in a specific location?

Number of Tables Needed and Location:
Please indicate how many tables needed (round or rectangle, Cafeteria tables, etc.). Please indicate placement of these tables on your setup map.

Number of Chairs Needed and Location:
Please indicate how many chairs you will need. Specify if these chairs are to go around tables & how many per table. Please indicate the arrangement of the chairs on setup map.

Attach Drawing of room layout/setup map:
A setup map is required if you are requesting tables/chairs be setup for you.

Food (Yes or No):
Please indicate if food is being served and a brief description (catered dinner, or snacks only?). If food is being served, this requires more custodial staff.

Technology Needs:
Please indicate everything you will need from technology for this event. Please indicate where you would like the technology equipment on the setup map. ***(Laptop, Projector, Screen, # of Microphones, Document Camera, Sound System, on-site Technician)***

Custodial Needs:
Please be specific in any needs for custodial staff (number of trash cans?). Indicate whether your group will handle the setup/cleanup.

Door Needs:
Please note if Campus Staff/Administrator will be handling door needs, or for larger events note which door# and times for it to be unlocked and locked back.

Additional Needs:
Please be specific in this area. If you need furniture moved, indicate the current location and the location where the furniture needs to be moved.

Attachments:
Attach the approved Facilities Usage Application.

RED OAK
INDEPENDENT SCHOOL DISTRICT
109 W. RED OAK ROAD P.O. BOX 9000 RED OAK, TEXAS 75154 972.617.2941
BRENDA SANFORD, SUPERINTENDENT

EVENT REQUEST FORM

Please review the Explanations form first and complete this form in its entirety. Then attach this form to the Facility Use Agreement Application, and send your request to the campus where the facility is located.

For questions regarding events, contact Beth Trimble @ 972-617-4172.

Event Name

Event Description

Is this Event a Fundraiser? ***(Yes or No) – Must have approved Fundraiser Request Form***

Location ***(Campus)***

Room Number/Area

Date of Event ***(must be at least 2 weeks away)***

Begin Setup Time

Begin Event Time

End Event Time

Tear Down Time

Number of Attendees

Contact Name

Contact Phone Number

Contact E-mail Address

Event Setup Description/Instructions ***(Note if using existing tables/chairs, such as in the Cafeteria or Library)***

Number of additional Tables Needed ***(Round or Rectangle?) – please note if using existing tables***

Number of additional Chairs Needed ***(Total & how many per table)- please note if using existing chairs***

Food ***(If Yes, provide a brief description. Ex: snacks or catered dinner)***

Technology Needs ***(Laptop, Projector, Screen, # of Microphones, Document Camera, Sound System)***

Please list Special Needs for Technology ***(special software, on-site Technician needed)***

Custodial Needs ***(# of Trash Cans) – Note whether your group will handle the setup & cleanup***

Door Needs- ***Note whether Campus Staff/Administrator is handling door needs, or for larger events list the Door# and times you need it unlocked***

Maintenance Needs ***(AC/Heat)***

Additional Needs ***(Podium, Portable Stage Set Up-ROHS Only, Furniture Moved, Risers Set Up)***

REQUIRED ATTACHMENTS

- Include your approved Facility Use Agreement Application
- Include a drawing of how you want the room set up if requesting the room to be set up for you

Requestor's Name

Date Submitted