



COMMUNITY USE OF DISTRICT FACILITIES

Management Guidelines | 2026-2027

ORGANIZATION: All use of school facilities by non-District entities will be coordinated through the Celina ISD Administration Office in conjunction with campus administration.

AVAILABILITY: School buildings and other facilities may be made available to groups that wish to conduct activities that promote, stimulate, and foster the interests of students and the community, as well as activities that promote the efficiency of the school district, provided the activities do not conflict with the school program or community expectations for the District. Programs serving District students will be given priority for use. The following guidelines apply to all groups that wish to use schools or other facilities in accordance with GKD(LEGAL), GKD(LOCAL), and applicable regulations.

1. COMPLIANCE WITH LAWS, RULES, REGULATIONS, AND POLICIES

No school facility shall be used by any group or individual that does not comply with all federal and state statutes, regulations, and rules prohibiting discrimination based on race, religion, color, sex, national origin, disability, age, or other classification. All federal, state, and local laws and Celina ISD policies remain in effect at all times, including during facility rentals.

State law prohibits alcohol on school property. Prohibited items include, but are not limited to, alcohol, illegal drugs, drug paraphernalia, and weapons. District police, local police, and other law-enforcement officers may enforce applicable laws, including those involving alcohol, drugs, weapons, disruptions, trespassing, and traffic violations.

The District's tobacco-free policy prohibits tobacco products and e-cigarettes in any form in or on District property, District vehicles, and locations leased by the District. This prohibition applies to all staff, students, parents, visitors, and patrons. [See GKA(LEGAL) and Education Code 38.006.]

2. VIOLATIONS OF LAWS, RULES, REGULATIONS, AND POLICIES

Any misrepresentation by an organization or individual, abuse of District property, or violation of federal, state, or local law or District policy, rule, or regulation may result in:

1. Immediate termination of the contract;
2. A requirement to vacate the premises immediately; and/or
3. Denial of the organization's or individual's requests for future use of the premises.

3. LONG-TERM LEASES (6+ MONTHS)

Celina ISD accepts long-term lease requests subject to District approval. Long-term lease requests require approval and sign-off by the Superintendent.

4. RESTRICTED USE OF CERTAIN AREAS

Laboratories, classrooms, and administrative front-office areas are not available for public use.

5. ACCESS TO FACILITY KEYS

Only authorized employees of Celina Independent School District may possess keys to District facilities.

6. CUSTODIAL AND OTHER SERVICES

Custodial staff shall be present throughout all facility use. Base custodial fees charged to paying groups include limited custodial service only. The user shall pay for any additional or specialized service required.

7. PROPERTY DAMAGE

The user group shall pay for all damage to District property caused by the user group, its participants, guests, or others attending the activity. Misuse or abuse of District equipment or facilities may result in immediate denial of future use.

8. INSURANCE

All groups must sign a Rental Agreement and furnish proof of liability insurance before approval. An organization using school facilities must provide an original Certificate of Insurance naming Celina Independent School District as the certificate holder and additional insured. Coverage must include a minimum \$1,000,000 combined single limit for bodily injury and property-damage liability. The Superintendent or designee may waive the insurance requirement for an organization that exists to improve educational opportunities in the District.

9. ATTENDANCE BY THE GENERAL PUBLIC

A group renting or using a building for an event open to the general public is responsible for the public's treatment of District property during the event. At the discretion of the Superintendent or Facilities Manager, the group may be required to employ law-enforcement officers, at the lessee's expense, to promote attendee safety and help prevent damage to school property. Employing law-enforcement officers does not release the user group from liability for damage or injury occurring while it occupies the facility.

10. SUBSEQUENT AGREEMENTS

After the original agreement, groups or organizations seeking continued facility use must update the agreement annually. Changes affecting the amount charged or the rental conditions require a new agreement that supersedes the original agreement.

11. DISTRICT STAFF

The District shall provide the staff necessary to open, clean, and close the property. If a building is used during hours when District employees are not normally on duty, the Facilities Manager shall assign the number of staff members necessary to maintain the facility.

12. DESIGNATED REPRESENTATIVE

A group renting or using District facilities shall designate one member responsible for the program or activity. That person shall be responsible to the building principal and/or Facilities Manager. Certain rentals may require specialized staff members at an additional cost.

13. CELINA ISD STAFF CAMPS

A District employee conducting a camp must be employed under a contract or employment agreement. A private organization may not sponsor or conduct the camp. Financial assistance shall be made available to participants who qualify for the National School Lunch Program.

14. RENTAL AND PAYMENT TERMS

Checks shall be payable to Celina Independent School District. Facility-use charges must be paid before the rental or facility use. Rental time is charged from the time the lessee enters the building for setup until the lessee leaves after breakdown.

15. POLITICAL AND CAMPAIGN-RELATED USE

Facility-use decisions shall be administered in a reasonable and viewpoint-neutral manner. Celina ISD does not endorse or favor any political party, candidate, campaign, or viewpoint.

Except when a District facility serves as an official polling place or when another use is required by law, District facilities shall not be used for political advertising, campaign communications, electioneering, or partisan campaign activity. Campaign materials posted or displayed in violation of this provision shall be removed. This restriction does not prohibit an approved, lawful, nonpartisan civic meeting or candidate forum that provides fair and viewpoint-neutral participation opportunities.

CLASSIFICATION OF GROUPS

Celina ISD reserves the right to determine the classification and facility charges for all organizations and groups. Celina ISD events have the highest priority for facility use. Celina ISD may cancel or move an event that conflicts with a District event.

Groups allowed to use or rent District facilities are classified as reduced-rate groups or paying groups.

A. REDUCED-RATE GROUPS

1. Student, staff, and parent organizations directly related to the District may use facilities, as scheduled by and under the supervision of the principal or designee, without a facility charge.

- Celina ISD student organizations
- District-affiliated PTA, PTO, and booster clubs
- Educational professional organizations for District staff and/or students
- Approved District clubs and activities
- City of Celina (MOU)
- Governmental elections

Reduced-rate groups may not sublease or sponsor an activity for which a charge is assessed. Custodial, administrative, and law-enforcement charges may apply.

2. Nonschool youth organizations composed of at least 80% Celina ISD students are not charged for facilities used between student dismissal and a time agreed upon by the applicable campus principal on school days.

- 4-H Clubs
- Boy Scouts
- Girl Scouts
- Special Olympics

Youth/adult sports organizations and select teams do not qualify under this reduced-rate classification.

3. Nonprofit 501(c)(3) service organizations with IRS tax-exempt status whose efforts support the goals, curriculum, and student-development practices of Celina ISD, as determined by the Superintendent or Facilities Manager. Access is assigned based on space and schedule availability.

- Celina ISD Educational Foundation
- Helping Hands

B. PAYING GROUPS

Specified District facilities may be rented to the following groups, in priority order, at fees established by the District.

CLASSIFICATION I - Nonprofit groups and activities serving Celina ISD youth and the community

1. Civic and community organizations

- Homeowners and neighborhood associations
- Rotary, Lions, Kiwanis, and similar service clubs
- Chambers of commerce and veterans' organizations
- Approved nonprofit community-service organizations
- Approved nonpartisan civic meetings and candidate forums

2. Religious organizations

- Churches, congregations, and faith-based nonprofit organizations using facilities for worship services, meetings, or community programs

3. Qualifying local youth sports and enrichment groups

- ASA and PSA teams
- Texoma Tackle Football League teams meeting the 80% Celina ISD student requirement
- Local nonprofit youth leagues, clinics, arts, or enrichment groups meeting the 80% Celina ISD student requirement

Student groups must be composed of at least 80% Celina ISD students.

Youth/adult sports organizations and select teams that do not meet this requirement do not qualify for Classification I.

CLASSIFICATION II - Nonprofit, non-District-based educational institutions

- Texas public school districts and charter schools
- UIL contests, clinics, and related educational events
- Colleges, universities, and community colleges
- Nonprofit private schools and educational organizations
- Nonprofit academic tutoring, enrichment, or teacher-training programs
- ACT/SAT instruction conducted by outside private organizations

CLASSIFICATION III - Other District-approved groups, profit or nonprofit, that are not District-based

- Adult recreational leagues and sports organizations
- Select, travel, or club teams that do not meet the Classification I student-composition requirement
- Approved professional or semiprofessional teams and organizations
- Dance, cheer, gymnastics, music, theater, and other performance studios
- Commercial camps, clinics, lessons, or tournaments conducted by private instructors or promoters
- Businesses, vendors, trade associations, and other commercial organizations
- Approved private banquets, reunions, celebrations, and similar events

Examples are illustrative. Celina ISD determines the appropriate classification based on the requesting organization, participants, purpose, and proposed activity.

PAYING GROUP: CLASSIFICATION I

Nonprofit groups and activities serving Celina ISD youth and the community. Student groups must be composed of at least 80% Celina ISD students.

Examples include civic and service clubs, homeowners associations, religious organizations, and qualifying local youth sports or enrichment groups.

AREA	MINIMUM HOURS	RATE/HR.	RATE/EVENT
HIGH SCHOOL/DISTRICT FACILITIES			
Auditorium	N/A	N/A	Not Currently Available
Dressing Room	N/A	N/A	Not Currently Available
Choir Room, Band Hall, and Percussion Room	N/A	N/A	Not Currently Available
Aux Gym	N/A	N/A	Not Currently Available
Main Gym	N/A	N/A	Not Currently Available
MIDDLE SCHOOL/SIXTH GRADE CENTER			
Open Areas	3	\$25	Custom after 3 hrs.
Tennis Court	3	\$25	Custom after 3 hrs.
Cafeteria	3	\$75	Custom after 3 hrs.
Main Gym	3	\$75	Custom after 3 hrs.
Aux Gym	3	\$60	Custom after 3 hrs.
Library	3	\$50 (New)	Custom after 3 hrs.
Collaborative Spaces	3	\$50 (New)	Custom after 3 hrs.
ELEMENTARY SCHOOL			
Gym	3	\$75	Custom after 3 hrs.
Cafeteria	3	\$75	Custom after 3 hrs.
Collaborative Spaces	3	\$50 (New)	Custom after 3 hrs.
ATHLETIC FIELDS AND FACILITIES			
MS Turf Field (No Lights)	3	\$100	Custom after 3 hrs.
MS Turf Field (With Lights)	3	\$150	Custom after 3 hrs.
HS Turf Field (No Lights)	3	\$300	Custom after 3 hrs.
HS Turf Field (With Lights)	3	\$400	Custom after 3 hrs.
High School Indoor Facility	2	\$125	Custom after 2 hrs.
High School Banquet Hall	3	\$150	Custom after 3 hrs.

HOW CHARGES ARE CALCULATED: The minimum charge equals the listed hourly rate multiplied by the minimum hours. Use beyond the listed minimum is custom-priced based on the event length, requested spaces, staffing, setup, and anticipated facility impact. Athletic Department determines availability. Required custodial, security, monitoring, technical, setup, and cleanup charges are additional.

PAYING GROUP: CLASSIFICATION II

Nonprofit, non-District-based educational institutions, including school districts, UIL events, colleges, universities, and ACT/SAT instruction.

Examples include public or charter school districts, UIL educational events, colleges, universities, nonprofit private schools, and nonprofit academic programs.

AREA	MINIMUM HOURS	RATE/HR.	RATE/EVENT
HIGH SCHOOL/DISTRICT FACILITIES			
Auditorium	N/A	N/A	Not Currently Available
Dressing Room	N/A	N/A	Not Currently Available
Choir Room, Band Hall, and Percussion Room	N/A	N/A	Not Currently Available
Aux Gym	N/A	N/A	Not Currently Available
Main Gym	N/A	N/A	Not Currently Available
MIDDLE SCHOOL/SIXTH GRADE CENTER			
Open Areas	4	\$40	Custom after 4 hrs.
Tennis Court	4	\$35	Custom after 4 hrs.
Cafeteria	4	\$75	Custom after 4 hrs.
Main Gym	4	\$75	Custom after 4 hrs.
Aux Gym	4	\$65	Custom after 4 hrs.
Library	4	\$60 (New)	Custom after 4 hrs.
Collaborative Spaces	4	\$50 (New)	Custom after 4 hrs.
ELEMENTARY SCHOOL			
Gym	3	\$75	Custom after 3 hrs.
Cafeteria	3	\$75	Custom after 3 hrs.
ATHLETIC FIELDS AND FACILITIES			
MS Turf Field (No Lights)	3	\$200	Custom after 3 hrs.
MS Turf Field (With Lights)	3	\$300	Custom after 3 hrs.
HS Turf Field (No Lights)	3	\$450	Custom after 3 hrs.
HS Turf Field (With Lights)	3	\$600	Custom after 3 hrs.
High School Indoor Facility	2	\$200	Custom after 2 hrs.
High School Banquet Hall	3	\$225	Custom after 3 hrs.

HOW CHARGES ARE CALCULATED: The minimum charge equals the listed hourly rate multiplied by the minimum hours. Use beyond the listed minimum is custom-priced based on the event length, requested spaces, staffing, setup, and anticipated facility impact. Athletic Department determines availability. Required custodial, security, monitoring, technical, setup, and cleanup charges are additional.

PAYING GROUP: CLASSIFICATION III

Other District-approved, non-District-based groups and activities, whether profit or nonprofit.

Examples include adult leagues, select or travel teams, performance studios, commercial camps or clinics, businesses, and approved private events.

AREA	MINIMUM HOURS	RATE/HR.	RATE/EVENT
HIGH SCHOOL/DISTRICT FACILITIES			
Auditorium	N/A	N/A	Not Currently Available
Dressing Room	N/A	N/A	Not Currently Available
Choir Room, Band Hall, and Percussion Room	N/A	N/A	Not Currently Available
Aux Gym	N/A	N/A	Not Currently Available
Main Gym	N/A	N/A	Not Currently Available
MIDDLE SCHOOL/SIXTH GRADE CENTER			
Open Areas	4	\$75	Custom after 4 hrs.
Tennis Court	4	\$75	Custom after 4 hrs.
Cafeteria	4	\$100	Custom after 4 hrs.
Main Gym	4	\$100	Custom after 4 hrs.
Aux Gym	4	\$75	Custom after 4 hrs.
Collaborative Spaces	4	\$75 (New)	Custom after 4 hrs.
ELEMENTARY SCHOOL			
Gym	3	\$100	Custom after 3 hrs.
Cafeteria	3	\$100	Custom after 3 hrs.
ATHLETIC FIELDS AND FACILITIES			
MS Turf Field (No Lights)	3	\$300	Custom after 3 hrs.
MS Turf Field (With Lights)	3	\$450	Custom after 3 hrs.
HS Turf Field (No Lights)	3	\$600	Custom after 3 hrs.
HS Turf Field (With Lights)	3	\$800	Custom after 3 hrs.
High School Indoor Facility	2	\$250	Custom after 2 hrs.
High School Banquet Hall	3	\$300	Custom after 3 hrs.

HOW CHARGES ARE CALCULATED: The minimum charge equals the listed hourly rate multiplied by the minimum hours. Use beyond the listed minimum is custom-priced based on the event length, requested spaces, staffing, setup, and anticipated facility impact. Athletic Department determines availability. Required custodial, security, monitoring, technical, setup, and cleanup charges are additional.

ADDITIONAL SERVICES/CHARGES WHEN REQUIRED

ALL CLASSIFICATIONS

AREA	MINIMUM HOURS	RATE/HR.	RATE/EVENT
ADDITIONAL SERVICES			
Police Officers		\$100/hr. (4-hour minimum)	
Supervisory Staff		\$40/hr.	
Custodians		\$40/hr. (4-hour minimum)	
Extra Chair Setup		\$25 per 100 chairs	
Setup / Breakdown Fee		Custom based on scope	

FACILITY RESET EXPECTATION: All users must leave District facilities clean, orderly, and fully reset for their intended purpose of educating students. A setup / breakdown fee may be assessed when District staff must complete, correct, or restore the setup after an event.

HOLIDAY STAFFING: District staff required on a District-observed holiday will be billed at 1.5 times the listed hourly rate. Police officers and contracted personnel will be billed at the applicable agency or vendor holiday rate.

PARKING LOT USE AND RENTAL RATES

ALL CLASSIFICATIONS | 2026-2027

PROPOSED ADDITION - SUBJECT TO DISTRICT APPROVAL

Standalone use of District parking lots by outside organizations is subject to District approval, campus and event scheduling, and the applicable group classification. District and student activities retain priority.

GROUP CLASSIFICATION	MINIMUM HOURS	PROPOSED RATE / HR.
Classification I	3	\$25
Classification II	3	\$35
Classification III	3	\$50

PARKING WITH AN APPROVED BUILDING RENTAL

Ordinary guest parking in designated areas may be included with an approved building rental. Exclusive use, reserved sections, overflow parking for a separate event, or other dedicated parking requests require separate review and may be charged as standalone parking lot use.

STANDALONE PARKING LOT USE

The three-hour minimum applies to the proposed hourly rate. Rental time includes access, setup, event operations, breakdown, and departure. Use beyond the minimum may be custom-priced based on duration, size, staffing, lighting, and anticipated facility impact.

ADDITIONAL COSTS AND REQUIREMENTS

Required custodial, supervisory, law-enforcement, lighting, cleanup, setup/breakdown, or other special services are additional as applicable under these Guidelines. An approved rental agreement and required liability insurance are necessary before use. Celina ISD must be named as certificate holder and additional insured, with a minimum \$1,000,000 combined single limit for bodily injury and property-damage liability, unless an authorized waiver applies.

SPECIAL USE AND RESTRICTIONS

Vehicle staging, vendors, tents, generators, equipment, filming, or activities beyond ordinary vehicle parking require specific written District approval. Access, traffic flow, emergency lanes, and student activities must remain protected. Reduced-rate groups, including City of Celina uses, remain subject to applicable guidelines and any governing MOU.

CELINA INDEPENDENT SCHOOL DISTRICT

COMMUNITY FACILITY USE AGREEMENT AND APPROVAL FORM

2026-2027

Organization/User: _____ Authorized Representative: _____ Event/Activity: _____ Facility/Campus: _____	Classification: I / II / III / Reduced Rate Phone: _____ Email: _____ Estimated Attendance: _____ Ages Served: _____ Approved Entrance(s): _____
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APPROVED SCHEDULE, SPACES, AND CHARGES

DATE(S)	ACCESS / EVENT TIME	APPROVED SPACE(S) & USE	APPROVED CHARGES
Facility Space: \$ _____	Staff/Security/Custodial: \$ _____	Deposit: \$ _____	
TOTAL APPROVED: \$ _____	Payment Due: _____	Insurance Due: _____	

AGREEMENT TERMS

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| <p>1. Governing documents. This form, the approved request, and the 2026-2027 Community Use of District Facilities Management Guidelines constitute the agreement. If terms conflict, written District approval controls.</p> <p>2. Approved use only. Use is limited to the dates, times, entrances, spaces, activities, attendance, and equipment approved above. Classrooms, offices, storage, kitchens, mechanical/technology rooms, and all other areas are off-limits unless expressly approved.</p> <p>3. School priority. District and school activities have first priority. The District may relocate, shorten, suspend, or cancel use because of school needs, emergencies, safety concerns, facility conditions, or violations.</p> <p>4. User responsibilities. The User provides adult supervision, check-in, event management, vendor oversight, equipment control, cleanup, reset, and prompt incident reporting. Children must remain appropriately supervised.</p> | <p>5. District personnel. The District monitor controls access, verifies approved boundaries and reset, and may pause unsafe or unauthorized activity. District security and custodial staff do not manage the event or supervise participants.</p> <p>6. Property, technology, and internet. The User must protect District property, remove all materials, restore approved arrangements, and pay for damage, excess cleanup, overtime, or other added costs. Technology and guest Wi-Fi are available only when specifically approved; internal-network access is prohibited.</p> <p>7. Fees, insurance, and cancellation. Required fees must be paid before use. The User must provide the required certificate of liability insurance naming Celina ISD as certificate holder and additional insured. Cancellation, refunds, termination, and suspension are governed by the Guidelines and written District approval.</p> <p>8. Compliance and acknowledgment. The User will comply with all laws, District policies, safety directions, and viewpoint-neutral facility rules. The signer is authorized to bind the User and acknowledges receipt and acceptance of the complete Guidelines.</p> |
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AGREEMENT-SPECIFIC NOTES

SIGNATURES

USER/ORGANIZATION AUTHORIZED REPRESENTATIVE Signature: _____ Date: _____ Printed Name/Title: _____	CELINA ISD AUTHORIZED REPRESENTATIVE Signature: _____ Date: _____ Printed Name/Title: _____
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DISTRICT USE: Request No. _____ Approved by _____ COI Received _____ Payment Received _____