



COMMUNITY FACILITY USE

Renter Orientation

What to expect before, during, and after your approved event

2026-2027

The signed agreement and Management Guidelines control all facility use.

The facility-use process

1



2



3



4

Request

Submit the event, dates, attendance, and requested spaces.

Review

The District confirms availability, classification, staffing, and conditions.

Approve

Provide insurance, sign the agreement, and pay required charges.

Use and reset

Follow the approved plan and return the facility ready for students.

District and student activities always have first priority. Approval is required before any use.

Availability starts with the school program

The District may approve community use when the activity supports students or the community and does not conflict with school operations.

Priority

- Celina ISD events and student programs
- Programs serving District students
- Approved community and outside uses

The District may

- Relocate or shorten an approved use
- Suspend or cancel for school needs, safety, emergencies, or violations
- Determine classification and applicable charges

Access is limited to the written approval

Approved access

- Only the approved dates and times
- Only the approved entrances and spaces
- Long-term requests of six months or more require Superintendent approval
- District employees retain facility keys

Restricted unless expressly approved

- Classrooms, laboratories, and offices
- Storage, kitchens, mechanical rooms, and technology rooms
- Any area outside the approved event boundaries

Group classification determines the facility rate

Reduced rate

District-connected groups and approved qualifying organizations

Classification I

Nonprofit groups serving Celina ISD youth and the community

Classification II

Nonprofit outside educational institutions and programs

Classification III

Other approved outside groups, including commercial and private uses

For youth groups, the student-composition requirement matters. Celina ISD makes the final classification decision.

Rates begin with a minimum-use calculation

MINIMUM CHARGE

$$\text{Hourly rate} \times \text{Minimum hours} = \text{Base facility charge}$$

Use beyond the listed minimum

The District custom-prices extended use based on event length, spaces, staffing, setup, and anticipated facility impact.

Custodial, security, monitoring, setup, cleanup, and specialized services may be additional.

Payment covers the full approved use period

1

Rental time starts when your group enters for setup.

2

Rental time ends after breakdown and departure.

3

Pay all required facility-use charges before the event.

Checks are payable to Celina Independent School District.

Insurance and public-event safeguards

Before approval

- Sign the Rental Agreement
- Provide an original Certificate of Insurance
- Name Celina ISD as certificate holder and additional insured
- Carry at least \$1,000,000 combined single-limit liability coverage

When the public attends

- Your organization remains responsible for guests and District property
- The District may require law-enforcement officers at your expense
- Security staffing does not remove your liability for damage or injury

Only an authorized District waiver can remove the insurance requirement.

District staff support the building, not the event

DISTRICT RESPONSIBILITIES

- Open, monitor, clean, and close the facility as assigned
- Control access and verify approved boundaries
- Pause unsafe or unauthorized activity

USER RESPONSIBILITIES

- Designate one authorized representative
- Manage participants, vendors, equipment, and the event
- Provide adult supervision and report incidents promptly
- Pay for required specialized staff or added services

Security and custodial staff do not supervise participants or run the event.

All laws and District policies remain in effect

PROHIBITED ON DISTRICT PROPERTY

Alcohol – Illegal drugs – Weapons – Tobacco – E-cigarettes

A violation, misrepresentation, or abuse of property may result in:

**Immediate
termination**

Immediate removal

Denial of future use

Facility decisions remain viewpoint-neutral

May be considered

- Official polling-place use
- A use required by law
- An approved nonpartisan civic meeting
- A candidate forum with fair participation opportunities

Not permitted

- Political advertising
- Campaign communications
- Electioneering
- Partisan campaign activity

Celina ISD does not endorse or favor a party, candidate, campaign, or viewpoint.

Protect the facility and return it ready for students

- | | | |
|-----------|----------------|---|
| 01 | Protect | Use only approved equipment and spaces. Prevent damage and unauthorized access. |
| <hr/> | | |
| 02 | Remove | Take all materials, decorations, vendor items, and equipment when the event ends. |
| <hr/> | | |
| 03 | Reset | Restore approved room arrangements and leave the space clean and orderly. |
| <hr/> | | |
| 04 | Pay | The user is responsible for damage, excess cleanup, overtime, and added costs. |

Technology and guest Wi-Fi require specific approval. Internal-network access is prohibited.

Parking requests may require separate approval

Ordinary guest parking

May be included with an approved building rental in designated areas.

Standalone or dedicated use

- Separate review and charges may apply
- Three-hour minimum for the proposed hourly rate
- Setup, event operations, breakdown, and departure count as rental time
- Lighting, traffic control, cleanup, and staffing may be additional

Vendors, tents, generators, filming, vehicle staging, and special equipment require written approval.

The agreement defines exactly what the District approved

1

Governing documents

The approval form, approved request, and Guidelines work together. Written District approval controls conflicts.

2

Approved use only

Use stays within the approved dates, times, entrances, spaces, activities, attendance, and equipment.

3

School priority

The District may relocate, shorten, suspend, or cancel use for school needs, safety, facility conditions, or violations.

4

User responsibilities

The user manages supervision, check-in, vendors, equipment, cleanup, reset, and incident reporting.

Personnel, property, fees, and compliance complete the agreement

5

District personnel

The monitor controls access and may stop unsafe or unauthorized activity. Staff do not manage the event.

6

Property and technology

Protect property, remove materials, restore arrangements, and use technology only when approved.

7

Fees and insurance

Pay required fees before use and provide the required insurance. Guidelines govern cancellation and refunds.

8

Compliance

Follow laws, District policies, safety directions, and viewpoint-neutral rules. The signer binds the organization.

Event closeout protects the next school day

- ☐ Event remained within the approved schedule and spaces

- ☐ Participants and vendors have exited

- ☐ Materials, decorations, and equipment have been removed

- ☐ **Furniture and approved arrangements have been restored**

- ☐ Trash and event debris have been addressed

- ☐ Damage, safety concerns, or incidents have been reported

Leave every space clean, orderly, and ready for its intended purpose of educating students



Before your event

- Confirm the final approval, schedule, and spaces
- Submit insurance and payment by the stated deadlines
- Share the approved plan with staff, volunteers, and vendors
- Contact the District before making any change

The written agreement controls.

Questions?

**Refer to the
complete
2026-2027
Guidelines and
your signed
approval form.**