CAMPUS INDOOR AREAS



Campus Indoor Areas Available for Non-school Use

- Cafeteria
- Classrooms
- Gyms
- Auditoriums

Weight Rooms and Indoor Activity Centers shall not be available for non-school use.

Campus Indoor Facility Use

The Facility Services department has final approval authority of non-school use of an indoor area.

Scouting Groups

Groups such as Boy Scouts and Girl Scouts (which directly relate to LISD students) will be given a discounted rate on events held at LISD campuses. Boy Scouts and Girl Scouts will not be charged for recurring weekly/monthly meetings if either of the following criteria is met:

1. Meetings must take place prior to and conclude before 8 p.m. on weekdays; or
2. No climate control is required for the meeting(s).
3. No additional custodial services outside of the regular weekday custodial hours are required.

All events relating to Boy Scouts and Girl Scouts that do not meet the above criteria will be charged a discounted room rate and be required to pay custodial and supervisor fees for meetings and special events which occur after 8:00 p.m. on weekdays; or on weekends.

Non-Profit Organizations

Not-for-profit organizations that provide proof of a 501(c)(3) standing with the Internal Revenue Service and whose program is for school-age children and involves primarily LISD students will be charged a non-profit rate.

Campus Indoor General Rules and Regulations

1. Per GKD (LOCAL), academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The principal shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.
2. LISD reserves the right to deny rental requests made by organizations that restrict participation in high school sports.
3. An LISD Rental Supervisor is required for all non-school use. Fees will be assessed for this service.
4. LISD Rental Supervisors must be approved by the campus principal.
5. Renter shall provide its own floodlights, projectors, TV's, VCR's, musical instruments, stereos, microphones, physical education or athletic equipment.
6. Equipment may not be stored at an LISD facility.
7. Only LISD employees may operate LISD equipment. Fees will be assessed for these services
8. Keys to LISD facilities will not be provided to renters.
9. Custodial services may be required. Fees will be assessed for these services.
10. Upon receipt of the rental request, the event will be evaluated by the LISD Safety and Security staff to determine the security needs for the event. Fees will be assessed for the security personnel.

11. If a renter desires to have concessions during an indoor event, Renter must note this on the application form. The LISD site you are using will contact an LISD approved organization on behalf of the Renter. Should no LISD approved organization choose to provide concessions, Renter will not be permitted to sell concessions during the event. Beverages served must comply with the LISD Exclusive Beverage Company Agreement.
12. Food and drinks may only be consumed in the cafeteria.
13. No skating devices of any kind (skateboards, Heelys, roller skates) may be used indoor.

Gym Rules and Regulations

1. Only rubber soled shoes shall be allowed on gymnasium floors and Renter shall take every reasonable measure to see that gymnasium floors are protected by using mats under tables and/or chairs and removing dirt, mud, sand, and water from shoes before stepping onto gym floors.
2. Renters will provide their own athletic equipment. Only LISD employees may set up LISD nets.
3. Renters may not store equipment at an LISD facility.
4. Absolutely no climbing or jumping on gym bleachers or equipment
5. The fee paid for the use of a gymnasium does not include use of the concession area or the athletic locker rooms.
6. Taping of signs to gym walls is not permitted.
7. Taping of gym floors is not permitted.

Cafeteria Rules and Regulations

1. If using a cafeteria, Renter may use the cafeteria tables and chairs housed in the building.
2. Renter may not use any other LISD property unless specific arrangements have been made in advance and in writing with the site you are renting. This includes, but is not limited to, the public announcement system.

Classrooms– Classroom rentals will be considered on a case-by-case basis.

Performing Arts Centers (Auditoriums)

The following applies to any request to utilize a Performing Arts Center (Auditorium) at any High School in the district:

1. A mandatory walk-through with LISD personnel is required and LISD personnel will determine:
    A. the number of technicians required to work the event (light, sound and stagehand);
    B. if Renter will need to use the orchestra pit;
    C. if the existing lighting and sound system must be altered;
    D. the number of dressing rooms needed;
    E. any other specific needs.
2. When light, sound or stagehand technicians are required for an event, separate fees apply for each technician (see attached Schedule of Fees). LISD will determine the need for technicians. A technical supervisor is also required at the rate set in the attached Schedule of Fees.
3. Only LISD technicians are approved to operate LISD equipment.
4. Should an auditorium's lighting pattern be required, other than the basic preset pattern, there will be a charge to set another pattern and to return to the basic preset pattern at a rate of $25 per hour per required technician.
5. If strike and reset of the stage is required, fees will be added at the rental supervisor hourly rate.
6. LISD does not provide microphones, light gels, music stands or any other supplies. Renter must supply these, if needed.