

Galveston Independent School District (GISD or the District) shall permit use of designated District facilities when these activities do not conflict with school use or with GISD policy.

Requests for non-school use of District facilities shall be considered on a first come, first-served basis.

Facility Usage Guidelines

General Requirements

The following general conditions apply to use:

1. No general administrative costs shall be incurred by the District for the program.
2. The on-site administrator shall resolve schedule conflicts.
3. Users shall pay for any identifiable incremental costs borne by the District on behalf of users including, but not limited to, security, facility supervisor, and janitorial costs.
4. The rental charge of a school facility requiring the presence of one or more support personnel shall be for a period of time not less than four hours.
5. Persons and/or organizations using school facilities shall be responsible to the District for any and all damages to school facilities and/or equipment.
6. The persons and/or organizations using school facilities shall comply with all national, state, and local laws and all District policies.
7. Depending on the nature of the intended use, the District reserves the right to require any additional personnel that may be deemed necessary for the safe and proper use of school facilities. An individual's or organization's refusal to furnish the additional personnel may result in the denial of the requested use and the denial of any future use.
8. Minor children shall not be permitted to assume responsibility for the use of school facilities.
9. School equipment (excluding chairs) is not a part of facilities use.

Approval of Use

The following procedure shall be used in making application for use of any District facility:

1. Applications for use shall be obtained from the GISD Finance Department or online at www.gisd.org.
2. The completed facility request form, certificate of insurance, and IRS nonprofit

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status certification shall be submitted to the appropriate approval authority at least 10 District business days prior to the date of use.

3. All applications for the use of school facilities shall be made and signed by an officer and/or other responsible representative of a group or organization, or by the individual making the request.

Fees for Use

Individuals and organizations shall be charged for use of District facilities according to the following guidelines:

1. Use of facilities shall be charged according to a Board-adopted Facility Rental Fee Schedule for the District's school facilities. The Superintendent shall have the authority to adjust and/or waive fees or minimum hour requirements when in the best interest of the District.
2. Parent/teacher/employee organizations and other adult groups organized for the express purpose of supporting District activities and/or programs (e.g., PTA, booster clubs) shall be permitted to use District facilities without charge, provided such use does not require the District to incur any additional costs or expenses.
3. Nonprofit groups, organizations, or clubs that are headquartered in the District (e.g., Churches, 4-H Club, YMCA, YWCA, homeowner's associations, or youth sports organizations) shall be permitted to use school facilities according to the published schedule. "Fee Rate A" shall apply to those rental times prior to 6 p.m. on a day school is in session. "Fee Rate B" shall apply to the rental time after 6 p.m. on a day school is in session, any weekend day, and any weekday that school is not in session.
4. Other organizations, groups, or clubs of a commercial nature that are headquartered in the District or where a majority of the members reside in the District (e.g., commercial sports camps, adult sports organizations) shall be permitted to use District facilities using "Fee Rate C."
5. The need for custodial services for outdoor facilities shall be determined by the appropriate approval authority.
6. Payment for use of a facility shall be as follows:
 - If the rental of the facility is for a one-time use, payment shall be made at the time of the application or no less than 10 business days in advance of the requested usage.

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- If the rental of the facility is for repeated use, payment shall be due on the first business day of the month. Payments received after the 15th day of the month may be charged a late fee of \$25.00.
- Simultaneous use by multiple organizations may result in the sharing of custodial fees.

Rental of Kitchen Facilities

The following guidelines shall apply to rental of kitchen facilities:

1. A certified food manager must be present any time that unauthorized persons are in the kitchen. Unauthorized persons are those who are not food manager certified and are not designated by food service as official representatives.
2. A certified food manager may supervise up to six persons in the kitchen. If the group renting the serving line or kitchen area will have more than six persons working in a food service capacity in the area at one time, another certified food manager must be added.
3. The District reserves the right to enforce health department requirements. This includes destroying food that is stored at inappropriate temperatures or deemed to be inedible. The District reserves the right to require compliance with the instructions of a certified food manager. Persons who refuse to comply or who otherwise present a safety issue (such as failing to wash hands, wear gloves, or wear a hat or hair net) may be required to leave the premises.
4. The kitchen area is defined as any area beyond the confines of the cafeteria that envelops the kitchen. If a group wants to use only a warmer or a steam table, this requires a certified food manager.
5. Outside vendors who bring ready-to-eat-food to the site to serve must follow the instructions of the certified food manager. They may not use the kitchen for any purpose unless that area has been rented.
6. Unauthorized persons may not access the ice machine. Authorized personnel include campus administrators and campus kitchen staff.
7. Consumable supplies are not included in the basic rental of the kitchen. Examples: serving gloves, foil wrappers, napkins, paper towels, hairnets, etc. A charge will be assessed for items used or you can bring your own supplies.
8. No one under 18 years of age is allowed to work in the kitchen.

Liability Insurance

Individuals and/or organizations using school facilities shall demonstrate to the satisfaction of the Superintendent or designee that the individuals and/or organizations possess adequate liability insurance. The user shall furnish evidence of liability insurance coverage in the amount of \$100,000 each person, \$300,000 each accident, and property damage in the amount of \$50,000 each incident for the event and shall name the District as an additional insured on the policy as specified by the District.

Use of Indoor Facilities

The following shall apply:

1. An hourly rate based on cost experience shall be charged as a base fee.
2. The requirement for a facility supervisor and/or security personnel shall be at the discretion of the appropriate approval authority. The determination of the need for a facility supervisor shall depend on the type and/or size of activity that is planned. If local campus personnel volunteer to serve as the responsible party, supervisory costs shall not be charged; otherwise, the campus shall provide personnel to function as the facilities supervisor at a rate detailed in Facility Rental Fee Schedule.
3. The rental of the kitchen shall require the use of a certified kitchen manager at a rate detailed in Facility Rental Fee Schedule. For every six people working in the kitchen, a certified kitchen manager shall be required.
4. The rental of the performance auditorium shall require the use of a certified lighting/sound technician to oversee operations at a rate detailed in Facility Rental Fee Schedule.
5. Custodial services shall be charged at a rate detailed in Facility Rental Fee Schedule.
6. The rental of the pool facilities shall require the organization renting the facility to provide a certified lifeguard onsite for the total rental period. Proof of lifeguard name/certification is required with the completed facility request form.

Emergency Use

In case of emergency, the Superintendent or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.

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For more information on the rental process, please contact the Finance Department via email at notifyfinance@gisd.org or contact the Facilities Department via email at notifyfacilities@gisd.org.

Rate Descriptions:

Rate A: Non-Profit are defined as non-profit groups, organizations, or clubs that are headquartered in the District that use the facility **prior to 6:00 pm on a day school is in session**. (Examples: Churches, YMCA, youth sports, etc.)

Rate B: Non-Profit are defined as non-profit groups, organizations, or clubs that are headquartered in the District that use the facility **after 6:00 pm on a day school is in session and any day school is not in session**. (Examples: Churches, YMCA, youth sports, etc.)

Rate C: For Profit Any commercial organization, group, or club. (Example: commercial sports camps, national clubs, etc.)

RATES SHOWN ARE PER HOUR, PER FACILITY			
NAME OF FACILITY	RATE A	RATE B	RATE C
<u>ELEMENTARY SCHOOLS:</u>			
Cafeteria without kitchen	5.00	15.00	30.00
Cafeteria with kitchen	15.00	30.00	45.00
Gymnasium	5.00	15.00	30.00
Multipurpose room/Classroom (minimum 4 rooms)**	5.00	12.50	15.00
<u>MIDDLE SCHOOLS:</u>			
Cafeteria without kitchen	10.00	17.00	45.00
Cafeteria with kitchen	15.00	17.00	60.00
Auditorium with house lights/standard microphone	10.00	16.00	45.00
Gymnasium	10.00	19.00	55.00
Multipurpose room/Classroom (minimum 4 rooms)**	10.00	15.00	20.00
Swimming pool	10.00	15.00	30.00
<u>HIGH SCHOOL:</u>			
Cafeteria/commons without kitchen	15.00	30.00	45.00
Cafeteria/commons with kitchen	20.00	32.00	60.00
Auditorium with house lights/standard microphone	18.00	26.00	60.00

Certified lighting/sound technician – required	Paid Directly to Technician		
Gymnasium	10.00	29.00	55.00
Swimming pool	10.00	15.00	30.00
Multipurpose room/Classroom (minimum 4 rooms)**	10.00	15.00	20.00

OTHER FACILITIES:

NAME OF FACILITY	RATE A	RATE B	RATE C
GISD stadium (no lights) *	12.50	50.00	75.00
GISD stadium (with lights) *	27.50	75.00	125.00
Weis Field (no lights)*	6.00	10.00	25.00
Weis Field (with lights)*	12.00	30.00	45.00
Spoor Field (no lights)*	10.00	20.00	50.00
Spoor Field (with lights)*	20.00	40.00	100.00
Unlocked, outdoor recreational facilities*	N/C*	N/C*	40.00
Tennis Courts (no lights)*	10.00	10.00	25.00
Tennis Courts (lights)*	20.00	30.00	45.00
Baseball Field (no lights)*	30.00	30.00	50.00
Baseball Field (with lights) *	45.00	45.00	75.00
Boardroom or Library @ Administration Building	15.00	15.00	40.00
Annex Room A	15.00	15.00	40.00

**A/C minimal usage

ADDITIONAL FEES, AS NEEDED OR REQUESTED:	
Custodian (4 hour minimum)	\$30 per hour
Maintenance (4 hour minimum)	\$35 per hour
Facilities supervisor	\$40 per hour
Certified kitchen manager	\$30 per hour
Lighting/sound technician for Auditorium and Stadium	\$30 per hour
Security (4 hour minimum)	\$40 per hour
Supplies, Paint, Field Preparation, Other Agreed-Upon Fees	Actual Costs

- * # of Police Officers and # of Custodians needed for rental are set by Department Leadership.
- * District property not requiring a rental fee must be left in good condition; renter will be required to cover anycost associated with cleanup and/or damage.
- * Athletic Varsity Fields and Facilities shall not be available during that sport specific season to non-GISD events. Academic and extracurricular activities sponsored by the District shall always have priority when anyuse is scheduled.