

**RIVER ROAD INDEPENDENT SCHOOL DISTRICT
BOARD OF EDUCATION
AMARILLO, TEXAS**

Subject: School Facility Use

Date: Monday, August 11, 2014

Presented By: Mike Hodgson
Business Manager

Related Page(s): This page,
School Use Policy,
School Use Fee Schedule,
School Use Rental Agreement

ACTION

BACKGROUND INFORMATION:

The School District has a policy regarding the use of school facilities for non-school use (Policy GKD Local - see attached.)

According to the policy, the district will charge a fee for such rentals. Based on a fee schedule from Amarillo ISD, we have developed a schedule of rental fees which we have attached for your information.

This past school year, there were a couple of instances where people claimed to be surprised with the fees they were charged. To eliminate this surprise, we have developed a School Use Rental Agreement. Prior to renting a facility, an individual or organization must sign this completed form. At that time they will also be given a copy of the district's school use policy and fee schedule.

BOARD ACTION REQUESTED:

None, Information Only

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

SCOPE OF USE	<p>The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.</p> <p>Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.</p> <hr/> <p>Note: See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none">• Use by employee professional organizations: DGA• Use of facilities for school-sponsored and school-related activities: FM• Use by noncurriculum-related student groups: FNAB• Use by District-affiliated school-support organizations: GE <hr/>
NONPROFIT FUND-RAISING	<p>The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.</p>
FOR-PROFIT USE	<p>The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.</p>
SCHEDULING	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The principal shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>
APPROVAL OF USE	<p>The principal is authorized to approve use of facilities on a school campus. The Superintendent is authorized to approve use of all other District facilities except athletic facilities. The athletic director is authorized to approve use of District athletic facilities.</p>
EXCEPTION	<p>No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.</p>

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

- EMERGENCY USE In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.
- USE AGREEMENT Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.
- FEES FOR USE Nonschool users shall be charged a fee for the use of designated facilities.
- The District shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.
- REQUIRED CONDUCT Persons or groups using school facilities shall:
1. Conduct business in an orderly manner.
 2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]
 3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.
- All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

**RIVER ROAD INDEPENDENT SCHOOL DISTRICT
2014-2015 RENTAL FEE SCHEDULE**

Charge per Hour	
Civic/Non-Profit *	Commercial

Auditoriums

High School	\$25	\$40
Middle School	\$25	\$40

Cafeteria/Kitchens

Cafeterias	\$10	\$30
Kitchens	\$50	\$75

Note: Use of Kitchens also requires at least one Food Service Employee be paid via the Food Service Fee.

Gymnasiums

High School	\$70	\$100
Middle School (Fee is for use of either gym. Double for both gyms.)	\$20	\$30
Willow Vista/Rolling Hills	\$15	\$30
Use of Scoreboard	\$5	\$10

Libraries

High School/Middle School	\$10	\$30
Willow Vista/Rolling Hills	\$10	\$30

Athletic Facilities (Athletic Facility charges are per game, not per hour)

H.S. Baseball Field	\$10	\$100
H.S. Softball Field	\$10	\$100
H.S. Football Field/Track	\$300 UIL Only	N/A

* Civic/Non-Profit includes Kid's Inc., 4-H, Boy Scouts, Girl Scouts, and Church Groups where there is no admission fee.

If an admission fee is charged, then the commercial rental fees will apply, regardless of the group's status.

**RIVER ROAD INDEPENDENT SCHOOL DISTRICT
RENTAL AGREEMENT**

The River Road Independent School District (hereinafter District), agrees to let _____ (hereinafter Lessee), use the _____ on the _____ between the hours of _____:

1. The Lessee agrees to pay the following fees which shall be made payable to River Road ISD at least 5 days prior to the scheduled event.
 - Deposit of \$200, to be returned provided the building is left in good condition: \$ _____
 - Rental Fee per the attached fee schedule: \$ _____
 - Custodial fee of \$22/hour for _____ hours: (if rental is not during normal hours) \$ _____
 - Food Service Fee of \$20/hour/employee for _____ hours for _____ employees: \$ _____
(the Food Service Fee is in addition to the rental of a kitchen)
 - TOTAL – Including Refundable Deposit \$ _____
2. The Lessee shall notify the District of cancellation five days in advance. Failure to notify of cancellation will result in the loss of all fees paid. If cancellation is received at least 5 days prior to the event, all fees charged will be refunded.
3. The Lessee shall use the facility only for the purposes of _____.
4. The Lessee shall provide their own equipment, technology, and security.
5. The Lessee shall be responsible for restoring the facility to its original state after use.
6. The District may revoke its permission to use the facility at any time it is determined that a group's use creates instructional conflicts, damages school property, or violates Board policy and/or administrative regulations.
7. The Lessee accepts full responsibility for school property and equipment and assumes any and all liability for repairs or replacements or for any damage done to buildings, equipment, or other school property used by the Lessee. Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the rental.
8. The Lessee agrees to assume all liability and hold harmless and indemnify the District, its Trustees, employees, and agents from any and all liability arising out the Lessee's use of District facilities.
9. The Lessee shall furnish evidence of liability insurance coverage for the event and shall name District as an additional insured on the policy as specified by the District.

Executed on this _____ day of _____, 20__.

LESSEE:

LESSOR:

Name

Name

Title

Title (Principal or Athletic Director)

Organization

RIVER ROAD ISD

School District

Lessee Signature

Lessor Signature