

**Aledo ISD Facilities Available for Rental**

Thank you for your interest in using an Aledo ISD Facility. The District allows limited use of District facilities by outside organizations/groups. The purpose of these guidelines will be to clarify district procedures and expectations regarding usage of facilities. Board Policy GKD (LOCAL) states academic and extracurricular activities sponsored by the District shall always have priority when any facility use is scheduled. Because of the number of students and programs using our facilities, scheduling of facilities by outside groups are limited. Use of District facilities shall not be permitted when it interferes with the educational program of any scheduled campus or District activities, including facility maintenance and/or repair projects.

**Please note below the listing of Aledo ISD Facilities that are available to rent and the office to contact regarding reservations or rentals.**

- **Elementary School Cafeterias**
  - **Contact Aledo ISD Facility Office**
    - Coder Cafeteria
    - McCall Cafeteria
    - Stuard Cafeteria
    - Vandagriff Cafeteria
      - Kitchen may be rented for each
  
- **Secondary School Cafeterias**
  - **Contact Aledo ISD Facility Office**
    - Aledo Middle School Cafeteria
    - Aledo High School Cafeteria
    - Aledo Ninth Grade Cafeteria
      - Kitchen may be rented for each
  
- **Elementary Gyms and Outdoor Fields**
  - **Aledo Elementary Gyms**
    - **Contact Aledo ISD Facility Office**
      - Coder Gym
      - McCall Gym
      - Stuard Gym
      - Vandagriff Gym
  - **Aledo Elementary/Intermediate Outdoor Fields**
    - **Neither the Aledo ISD Facility Office nor the Aledo ISD Athletic Director nor the Aledo ISD Stadium Manager reserves any elementary outdoor practice fields.**
      - Stuard practice field

## **GUIDELINES/AGREEMENT FOR USE OF ALEDO ISD FACILITIES**

- Coder practice field
- McCall practice field
- McAnally Intermediate practice fields
- Access to all on a first come/first served basis
- **Aledo Middle School Athletic Facilities**
  - Aledo Middle School Gym and MPC
    - **Contact Aledo ISD Facility Office**
  - Aledo Middle School Stadium
    - **Contact Aledo ISD Stadium Manager**
      - All requests for rental or reservation of Aledo ISD Middle School Stadium fall under the authority of the Aledo ISD Stadium Manager and should be directed to that office.
  - **Aledo Middle School Outdoor Practice Fields**
    - **Neither the Aledo ISD Facility Office nor the Aledo ISD Athletic Director nor the Aledo ISD Stadium Manager reserves any Middle School outdoor sport practice field.**
      - Practice football/soccer fields
      - Practice baseball/softball field
      - Tennis courts
      - Access to all on a first come/first served basis
- **Aledo High School Athletic Facilities**

**PLEASE NOTE: Aledo High School Athletic Facilities are available for high school level competition only.**

- **Contact Aledo ISD Athletic Director**
  - All requests for rental or reservation of Aledo ISD High School Athletic Facilities fall under the authority of the Aledo ISD Athletic Director and should be directed to that office.
    - Aledo High School Stadium: may also contact Aledo ISD Stadium Manager
    - Aledo High School practice fields
    - Aledo High School Gymnasium
    - Aledo High School Practice Gymnasium
    - Aledo High School Baseball/Softball Complex
    - Aledo High School Tennis Courts
    - Aledo 9<sup>th</sup> Grade Practice field
    - Aledo 9<sup>th</sup> Grade Competition Gymnasium
    - Aledo 9<sup>th</sup> Grade Practice Gymnasium
    - Aledo 9<sup>th</sup> Grade Tennis Courts
- **Aledo Elementary Cafeteriums**
  - **Contact Aledo ISD Facility Office**
    - Elementary cafeterias with a stage/elevated area
      - Stuard
      - McAnally
      - McCall
      - Vandagriff

## ***GUIDELINES/AGREEMENT FOR USE OF ALEDO ISD FACILITIES***

- Coder Elementary has a stage in its gym
- **Aledo Middle School Multipurpose Center (MPC)**
  - ***Contact Aledo ISD Facility Office***
    - The Middle School MPC has a stage
- **Aledo ISD 9<sup>th</sup> Grade Cafetorium**
  - 9<sup>th</sup> Grade Cafetorium has a stage/elevated area
    - ***Contact Aledo ISD Facility Office***

**The Aledo ISD High School Auditorium is not available for reservations/rental by any outside parties.**

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# ***GUIDELINES/AGREEMENT FOR USE OF ALEDO ISD FACILITIES***

## **Aledo ISD Athletic Facilities Provisions and Guidelines**

- I. Aledo ISD High School Athletic Facilities
  - A. Aledo ISD High School Athletic Facilities available only for high school level competition.
  - B. All requests for rental or reservations of any Aledo ISD High School Athletic Facility should be directed to the Aledo ISD Athletic Director.
  - C. The Aledo ISD Athletic Director has the authority over the usage of all Aledo High School and 9<sup>th</sup> Grade Campus Athletic facilities in alignment with district facility guidelines.
    1. Aledo High School Stadium: The Aledo ISD Athletic Director may designate the Stadium Manager to coordinate stadium usage.
    2. Aledo High School Practice Fields
    3. Aledo High School Indoor Practice Facility
    4. Aledo High School Competition Gymnasium
    5. Aledo High School Practice Gymnasium
    6. Aledo High School Baseball/Softball Complex
    7. Aledo High School Tennis Courts
    8. Aledo 9<sup>th</sup> Grade Practice Field
    9. Aledo 9<sup>th</sup> Grade Competition Gymnasium
    10. Aledo 9<sup>th</sup> Grade Practice Gymnasium
    11. Aledo 9<sup>th</sup> Grade Tennis Courts
  - D. The Aledo ISD Athletic Director has the discretion to approve rental or reservation of Aledo ISD High School athletic facilities in alignment with district facility guidelines.

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E. All staff members requesting to reserve any Aledo ISD High School athletic facility outside of regular school program use must direct the requests to the Aledo ISD Athletic Director for approval and scheduling purposes in alignment with district facility guidelines.

F. The Aledo ISD Athletic Director maintains the schedules of all Aledo ISD High School athletic facilities

### II. Aledo ISD Middle School, McAnally, and Elementary School Athletic Facilities

A. The Aledo ISD does not reserve the practice fields at the Middle School, McAnally Intermediate, or any of the Aledo ISD Elementary Campuses. Because they are open to the public for use, teams may use the outdoor practice fields on a first-come, first-served basis. Middle School practice fields may not be used when District programs are conducting practices or other activities.

Commissioners or leaders of involved parties should work cooperatively to schedule their practices so as to best serve the interests of the youth.

B. Aledo ISD Middle School Stadium is not available for practices but may be reserved or rented by leagues, not individual teams, at the discretion of the Aledo ISD Stadium Manager. Requests should be directed to the Aledo ISD Stadium Manager.

C. Requests for reservations or rentals of middle school or elementary indoor athletic facilities should be directed to the Aledo ISD Facility Office.

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# ***GUIDELINES/AGREEMENT FOR USE OF ALEDO ISD FACILITIES***

## **Aledo ISD Middle School Stadium Usage Rules**

In an effort to keep our athletic facilities in excellent condition for our students and community, the following rules and guidelines will apply to all parties using or renting the Middle School Stadium.

- The Middle School Stadium field is to be used only by Aledo ISD student/athletes under the supervision of Aledo ISD coaches or athletic groups/leagues who have a contractual agreement with Aledo ISD.
- Community members may walk or run on the track when the gates are open and no school activities, including practices, are taking place within the stadium.
- Anything with wheels or tires (i.e., bicycles, rollerblades, skateboards, strollers, wheelie shoes, and wagons) are not allowed within the stadium or on the track surface at any time.
- Any motorized vehicle used in or around the stadium must be approved by the Aledo ISD Stadium Manager prior to usage.
- No “Boot Camps” or fitness clubs that charge a fee for participation are allowed to use the stadium.
- All food and drinks are not allowed at any time on the field or track. Sunflower seeds, gum, popcorn, or similar food products are especially injurious to the field surface and are never allowed on the track or field even for a school sponsored event.
- Athletes participating in games or practicing under the supervision of coaches may have water and/or sports drinks appropriate for use at athletic events on the sidelines.
- The sale of any concession items must be approved in advance by Aledo ISD conducted in accordance with all concession agreements between Aledo ISD and its approved vendors.
- Use of any tobacco products or alcoholic beverages within the stadium (or any school district property) is strictly prohibited.
- No pets are allowed at any time within the stadium. The track, field, stands, concession stand and restroom facilities are all included in this restriction.

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- All groups or individuals using the Middle School Stadium field, track, stands or any other areas of the facility are responsible for the pickup of any trash or litter left at the end of an event.
  - Individuals or groups using any part of the Middle School Stadium when it is locked or using the facility without expressed permission from Aledo ISD will be trespassing and subject to law enforcement intervention.
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## **Reserving or Renting an Aledo ISD Facility**

- I. **Procedures for Requesting:** The procedures for requests for nonschool use of Aledo ISD facilities are as follows:
  - a. **Facility Office:** The requests are considered on a first-come, first-served basis through the Aledo ISD Facility Office.
  - b. **Submit in Writing:** The requests must be submitted in writing, by email to [facilitiesoffice@aledo.schoolfusion.us](mailto:facilitiesoffice@aledo.schoolfusion.us), fax 817-441-5144 to the Aledo ISD Facility Office, or may be delivered in person during school hours.
  - c. **Request Form:** A Facility Usage Request Form will be completed by the individual or organization making the request. This request will confirm acknowledgement of the requester's review of the facilities guidelines.
  - d. **Submission Date:** Requests for facility usage must be submitted a minimum of two weeks in advance.
  - e. **Advance Scheduling:** Requests for reservations for a single event facility rental may not be scheduled more than 90 days in advance.
  - f. **Notification:** The Aledo ISD Facility Office will notify all requesting applicants of the status of their request.
  - g. **Access to Forms:** All required forms for facility usage may be obtained through the district web page at [www.aledo.schoolfusion.us](http://www.aledo.schoolfusion.us) or at the Aledo ISD Facilities Office, 1008 Bailey Ranch Road, Aledo, Texas 76008. 817-441-8327
  - h. **Approval Required:** The Aledo ISD Facilities Office is authorized to schedule use of facilities on all district campuses subject to the approval of the campus principal or other appropriate administrator.
  - i. **Priority Scheduling:** Aledo ISD sponsored academic and extracurricular activities shall always have priority when scheduling as set forth in said District policies. **The campus principal or other appropriate administrator shall have authority to cancel a scheduled nonschool event in an Aledo ISD facility if an unexpected conflict arises with a District sponsored event or activity.**
- II. **Responsibilities of Organizations or Persons Requesting:** The organization or persons requesting rental or reservations will be responsible for the following:
  - a. **Written Rental Agreement:** An organization or individual approved for a nonschool usage of Aledo ISD facilities shall be required to complete a **written rental agreement** which will include:
    - i. An acknowledgement of receipt and understanding of guidelines and any applicable administrative regulations , and



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- ii. A signed acknowledgement that Aledo ISD is not liable for any personal injury or damages to personal property related to the nonschool use.
- b. **On-site Game or Event Administrator:** All organizations or individuals approved for a nonschool usage of Aledo ISD Facilities shall be **required to provide an on-site game or event administrator to be noted on the Agreement Form for each/all events**. This administrator shall be responsible for adherence to the agreement and all facility guidelines. The administrator shall be physically present at each /all events and if multiple facilities are used, an administrator shall be designated and on site for each facility. If an administrator is not appointed by the organization or individuals involved in the agreement, Aledo ISD will appoint an administrator for each /all sites and events at a cost to the organization.
- c. **Damage to Aledo ISD Property:** All organizations or individuals approved for a nonschool usage of Aledo ISD facilities shall be responsible for the **cost of repairing any damages incurred** during use and shall be required to repay Aledo ISD for the cost of any such repairs. Facilities are to be left in a clean and orderly manner at the end of use. Failure to keep the facility clean and/or damages caused to the property during usage may result in forfeiture of future facility usage.
- d. **Adherence to Law:** All organizations or individuals approved for a nonschool usage of Aledo ISD facilities are strictly **forbidden to use, sale, or possess alcoholic beverages, illegal drugs, firearms, and tobacco products or exhibit any other illegal behaviors** while using school property.
- e. **Restrictions on Agreements:** All organizations or individuals approved for a nonschool usage of Aledo ISD facilities, including participants, sponsors, spectators and visitors at the event **may not walk through or use any other part of a building or its grounds**, and may not use any school equipment, materials, athletic equipment, furnishings, etc., **unless specifically requested and approved for use in writing** according the rental agreement. Only restrooms closest to the approved area may be used for the event.
- f. **Security:** All organizations or individuals approved for a nonschool usage of Aledo ISD facilities may be required to **provide an appropriate level of security** with uniformed Aledo ISD police officers on site of the event and shall provide said uniformed police officers at no expense to Aledo ISD. Prior to finalizing Rental Agreements, proof of security arrangements may be necessary. Fees for Aledo ISD security are in the fee schedule.

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- g. **Parking:** All organizations or individuals approved for a nonschool usage of Aledo ISD facilities and the participants in the events associated with the rental of the facilities shall **park in designated approved parking areas** only.
    - h. **Janitorial:** All organizations or individuals approved for a nonschool usage of Aledo ISD facilities shall **make arrangements for janitorial services**. Janitorial fees must be paid directly to the janitorial staff at the time of the event. A three hour minimum fee is required for janitorial services. Please note that janitors are not authorized to provide access to another area of a facility other than the rented area.
    - i. **Concessions:** All organizations or individuals approved for a nonschool usage of Aledo ISD facilities must **obtain prior approval for concession sales** at any event. All district procedures and legal agreements for concessions must have compliance for the duration of the event. Aledo ISD Stadium Manager approval is required for concession sales.
- III. **Additional Costs:** Additional possible costs involved with rental of Aledo ISD are/but not limited to the following:
  - a. **Opening /Closing Buildings:** Unless prior arrangements have been made for long-term rentals, ALL facilities for all events must be opened and closed by an Aledo ISD employee designated for the event and the appropriate fees will apply.
  - b. **Approval for Equipment Use:** Aledo ISD does not provide items such as extension cords, power strips, computers, projectors, or other similar equipment. All Aledo ISD equipment is not available for use by approved organizations or individuals using the facility without prior approval at the time of the rental agreement. Any such items approved will be used under the supervision of appropriate Aledo ISD personnel and appropriate fees will apply.
  - c. **Approval for Furniture Use:** Use of Aledo ISD furniture for an event requires prior approval at the time of the rental agreement and may require additional rental charges at a fee to be determined.
- IV. **Payment:** Payment procedures for rental of an Aledo ISD facilities have the following guidelines:
  - a. **Advanced Payment:** Payment of all applicable fees must be made in advance of the scheduled event at the time the rental agreement is signed. Failure to make payment in advance will result in forfeiture of a facility reservation.
    - i. The minimum fee charged for all rentals is for a 3 hour allotment regardless of the actual time used by the renter.

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- ii. The renter is responsible for all fees associated with the actual clock time used by the Renter which shall include early arrival or late departure by the participants.
    - iii. Payment of any additional charges will be due upon receipt of notice from Aledo ISD.
  - b. **Returned Check:** Any check received from a renter as a fee payment that is returned to Aledo ISD for insufficient funds shall incur a \$25 returned check fee.
  - c. **Cancellations:** Rental reservation cancellations that are made less than a week from the rental date will incur a \$50 processing fee. All prepaid funds will be refunded minus the \$50 cancellation fee.
  - d. **Yearly Review:** Fee schedules and facility rental agreements are established each year. Unless otherwise noted, rental agreements are on a yearly basis aligning with the board adopted *Guidelines/Agreement for Use of Aledo ISD Facilities* for the term of July 1, 2011 to June 30, 2012.
- V. **Variances on Rentals:** Possible variances on eligibility and fee schedule for rental/reservation of Aledo ISD facilities are/but are not limited to the following:
- a. **Summer Rentals:** Rentals during summer months when school is not in session will be limited to schools hosting summer programs. Schools with facilities undergoing repairs or renovations are not eligible for use or rental during the summer months.
  - b. **Boot Camps:** Fitness “Boot Camps” or fitness classes that charge participation fees are not allowed on any Aledo ISD facility space without written approval from the District. Additional agreements and /or fees may apply.
  - c. **Long Term Agreements:** Long term rental agreements with municipal or church organizations using Aledo ISD facilities will not exceed a maximum rental time of 24 months. If, at the conclusion of 24 months, the renting organization can show plans for their own permanent meeting place within the boundaries of the Aledo ISD, the organization may apply for a rental extension of a time to be determined at the discretion of the appropriate administrator.
  - d. **Private Tutoring or Lessons:** Individuals requesting use of Aledo ISD facilities to conduct private or group tutoring or lessons may be required to pay a usage fee.
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# **GUIDELINES/AGREEMENT FOR USE OF ALEDO ISD FACILITIES**

## **Group Definitions for Fee Assessment**

Aledo ISD will assess facility fees based on the following categorizations:

### **Group 1:**

- **Aledo ISD Student Groups/School Organizations** Groups comprised of Aledo ISD students, staff, professional employees and campus-registered clubs whose activities benefit the schools, students, or teachers (e.g., campus-registered student clubs, teacher organizations, PTO, booster clubs, choir, band, theatre, cheerleaders, Project Celebration).
- **Sanctioned Local, State and Federal Elections** Authorized individuals conducting sanctioned elections.
- **Youth Summer Camps** Camps sponsored by Aledo ISD coaches/sponsors that are considered District sponsored. An additional fee to cover district utility costs added per participant.

### **Group 2:**

- **Youth Service Organizations Sponsored by Nonprofit Organizations.** Groups (1) of whom the majority of members reside or work within the community and hold their regularly scheduled meetings within the community, and (2) that serve, benefit, and contribute to the welfare of the youth of the community (e.g., scout groups, YMCA, community youth sports associations, non-profit cheerleading groups, etc.) **Non-profit status may be required.**
  - **Group 2 Teams:** Teams with participants in 8<sup>th</sup> Grade or lower.
    - **Basketball Youth Leagues**
      - Includes multiple gyms for practices and games for a specified season. (i.e. Lions Club Youth Basketball program)
    - **Youth Basketball/Volleyball Teams I**
      - Teams comprised of 100% Aledo ISD Students
    - **Youth Basketball/Volleyball Teams II**
      - Teams comprised of 50% Aledo ISD Students  
(Available rental facilities for Group 2 indoor athletic teams are Aledo Middle School Gym and MPC, McAnally Gym, Coder Elementary Gym, McCall Elementary Gym, Stuard Elementary Gym, and Vandagriff Elementary Gym)
    - **Youth Outdoor Sport Leagues**  
(Available rental facility for Group 2 outdoor sport leagues is the Aledo Middle School Stadium which requires approval of Aledo ISD Stadium Manager)

### **Group 3:**

- **For Profit Organizations or Businesses** Organizations or businesses that do not claim non-profit status or who conduct an occasion/activity within Aledo ISD facility where

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admission is charged for profit (e.g., local businesses, dance schools, national organizations, governmental groups)

- **Church Organizations** Those churches and religious organizations comprised of a majority of members who reside within the community.
- **Councils of City/Local Government** Local government bodies conducting meetings.

### **Group 4:**

- **Private tutors/teachers working with students before or after school using district facilities**
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# **GUIDELINES/AGREEMENT FOR USE OF ALEDO ISD FACILITIES**

## **2011-2012** **Aledo ISD Facility Fee Schedule** **For Indoor Events**

- Facility fees are based on a three hour minimum usage.
- Facility usage beyond three hours will be charged hourly rates.
- Personnel costs are based on one school district employee per event, for a minimum of three hours. Some events may require more personnel with the added fees applied. Fees for personnel will vary based on type of event and personnel required.
- Security charges a rate of \$120 per officer for event regardless if it last less than four hours. If event exceeds four hours, the \$30 per hour per officer will apply. Some events require multiple officers.
- Schedule of fees are subject to change without notice.

FACILITY	Group 1	Group 2	Group 3	Group 4	Personnel	Security
Elementary Cafeteria	NO FEE	\$100 (+Kitchen use =\$150)	\$160 (+ Kitchen use =\$210)	Contractual agreement with processing fee of \$25	\$20-\$30 per hour	\$120 minimum (\$30 per hour after first 4 hours)
Intermediate/ Middle School Cafeteria	NO FEE	\$160 (+ Kitchen use =\$210)	\$220 (+ Kitchen use = \$270)	Contractual agreement with processing fee of \$25	\$20-\$30 per hour	\$120 minimum (\$30 per hour after first 4 hours)
High School Cafeteria	NO FEE	\$220 (+ Kitchen use = \$270)	\$280 (+ Kitchen use = \$330)	Contractual agreement with processing fee of \$25	\$20-\$30 per hour	\$120 minimum (\$30 per hour after first 4 hours)
High School Gymnasium	NO FEE	\$320	\$480	Contractual agreement with processing fee of \$25	\$20-\$30 per hour	\$120 minimum (\$30 per hour after first 4 hours)
Middle School Gymnasium	NO FEE	\$250	\$320	Contractual agreement with processing fee of \$25	\$20-\$30 per hour	\$120 minimum (\$30 per hour after first 4 hours)
Elementary/ Intermediate Gymnasium	NO FEE	\$190	\$250	Contractual agreement with processing fee of \$25	\$20-\$30 per hour	\$120 minimum (\$30 per hour after first 4 hours)

## **GUIDELINES/AGREEMENT FOR USE OF ALEDO ISD FACILITIES**

**2011-2012**

### **Aledo ISD Facility Fee Schedule**

#### **Additional Fees**

- Additional fees that may be assessed for usage of Aledo ISD Facilities are listed below.
- This list is non-exhaustive.
- League play may require a contractual agreement with additional fees to be determined.
- Schedule of fees are subject to change without notice.

<b>ADDITIONAL FEES</b>	<b>AMOUNT OF FEE</b>
<b>Outdoor Fields Participation Fees for Camps/Leagues</b>	<b>\$10 per participant for camp \$10 per participant for league play based on a 12 week schedule.</b>
<b>Indoor Gymnasium Participation Fees for Camps/Leagues</b>	<b>\$15 per participant for camp \$15 per participant for league play based on a 12 week schedule.</b>
<b>Field Lights</b>	<b>\$150 per hour; 2 hour charge minimum</b>
<b>Softball/Baseball Complex lights</b>	<b>\$150 per hour; 2 hour charge minimum</b>
<b>Custodian</b>	<b>Fees set by Faulk Company</b>
<b>Building Maintenance</b>	<b>\$25 hour, 3 hour minimum</b>
<b>Technical Support</b>	<b>\$25 hour, 3 hour minimum</b>
<b>Extra Chair Set up</b>	<b>\$10 per hour, per 100 chairs</b>
<b>Light or Sound Operator</b>	<b>\$25 per hour, 3 hour minimum</b>
<b>Tennis Courts</b>	<b>By contractual agreement</b>
<b>PA/AV Equipment</b>	<b>\$15 hour; AISD employee required to use PA/AV</b>
<b>PA/AV Operator</b>	<b>\$25 hour; 3 hour minimum</b>

## **GUIDELINES/AGREEMENT FOR USE OF ALEDO ISD FACILITIES**

**2011-2012**

### **Additional Aledo ISD Athletic Facility Fees For High School Select Teams**

III. High school level select or competitive teams comprised of 100% Aledo ISD students may be allowed to reserve high school level facilities **at the discretion of the Aledo ISD Athletic Director with the following fee rates:**

- A. Fee for rental is \$10/participant for the season.
- B. Fee based on a 12 week season. Full year teams requesting reservations for fall and spring will be required to pay for two 12 week seasons.
- C. The stipulations for the rental agreement are to be determined and agreed upon prior to reservations.

IV. High school level select or competitive teams comprised of 50% Aledo ISD students may be allowed to reserve high school level facilities **at the discretion of the Aledo ISD Athletic director with the following fee rates:**

- A. Fee for rental is \$20/participant for the season.
- B. Fee based on a 12 week season. Full year teams requesting reservations for fall and spring will be required to pay for two 12 week seasons.
- C. The stipulations for the rental agreement are to be determined and agreed upon prior to reservations.

V. Additional fees may be assessed based on any unique situations and will be determined by the Aledo ISD Athletic Director and will be agreed upon prior to reservations.

VI. Any team with membership of less than 50% Aledo ISD students is NOT ELIGIBLE to practice in/on any Aledo ISD athletic facility. **Teams outside the district are able to participate in games or tournaments by invitation of Aledo ISD.**

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