

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

**Scope of Use**

The District has established a limited open forum for non-school use of District facilities in accordance with this policy.

The District shall provide equal access to youth groups designated in federal law, including the ~~Boy~~ ~~Scouting of~~ America, as it provides the other non-school users of District facilities. [See Patriotic Societies in GKD(LEGAL)]

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~~ District use or with this policy.

Approval shall not be granted for any purpose that would damage ~~school~~ District property or to any group that has damaged District property.

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**Note:** See the following policies for other information regarding facilities use:

- 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

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**Nonprofit Fund-Raising**

The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with ~~school~~ District use or with this policy.

**For-Profit Use**

The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with ~~school~~ District use or with this policy.

**Campaign-Related Use**

Except to the extent a District facility is used as an official polling place, District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

**Scheduling**

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

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM]  
The Superintendent ~~or designee~~ ~~or designee~~ shall have authority

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to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

**Approval of Use**

All requests shall be submitted through the Facility Rental website and shall be submitted at least 15 District business days in advance of the scheduled use. The principal or designee or designee is authorized to approve any nonschool use of facilities on a school campus. The ~~deputy s~~-Superintendent is authorized to approve a nonschool use of all other District facilities.

**Exception**

No approval shall be required for individual 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. ~~Groups wishing to use practice and game fields must have approval from the campus administration.~~

This exception does not apply to organized team or group activities or to individuals providing lessons. Organized team or group activities and individuals providing lessons shall submit a request for non-school use of any District facility.

*Emergency Use*

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

**Repeated Use**

HCISD recognizes that some Users may wish to enter long-term usage contracts with the District. There is a one-year limit on any continuous usage agreement. Users must submit a written request to extend the usage agreement to the District 60 days prior to the one-year anniversary date of the contract. The District limits extensions to four years past the original contract term, for a total of five (5) years.

**Exception**

The limitations on repeated use by a non-school group or organization shall not apply to any group or organization when the primary participants in the activities are school-aged children.

**Use Agreement**

Any organization or individual approved for a nonschool use of District facilities shall be required to complete an ~~written~~ agreement, either written or online, 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 District facilities.

The deputy superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities,

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as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

Exceptions

Fees shall not be charged when ~~school buildings~~ District Facilities are used:

1. For public meetings sponsored by state or local governmental agencies; or
2. By District employee professional organizations. [See DGA]

**Required Conduct**

Persons or groups using ~~school~~ District 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.
4. Refrain from using the District's name or likeness in connection with any advertising associated with its use of District facilities. The name of the rented facility may be used solely for geographical mapping or for the purpose of identifying a meeting location. [See CY]

All groups using ~~school~~ District 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.