



ALEDO ISD

## Facility Usage Guidelines and Fee Schedules 2010-2011

Thank you for your interest in using an Aledo ISD school facility. We are very proud of the quality of our facilities and take seriously the responsibility of their on-going care. The rising cost of energy used to operate our facilities along with our growing student population, creates a unique challenge for maintaining our facilities. It is our goal to provide the citizens of Aledo ISD and other relevant parties a quality experience whenever our facilities are used for non-school purposes. It is our hope that you will enjoy the facilities available to you and recognize that safe, proper usage of school property is in the best interest of everyone in our community.

Aledo ISD's requirements and fees pertaining to reservation and usage of its facilities **are effective beginning July 1, 2010**. The information on the following pages contains all pertinent guidelines needed to schedule a District facility. Additional forms may also be needed to complete a facility usage request.

### **FACILITIES ELIGIBLE FOR RESERVED USE (subject to availability):**

- Elementary School Cafeterias
- Secondary School Cafeterias
- \*Kitchen Areas in all schools (used for events in conjunction with cafeteria)
- High School Auditorium
- \*\* Selected Athletic facilities (MS and Elementary Gyms only- MS Football Stadium, see below)

***All facilities used by outside parties require one or more district employees to manage an event. Some facilities may not be available for use during the regular school year.***

***\*Use of Kitchen area will require an on-site kitchen manager at additional cost***

***\*\* School Athletic facility usage is limited, especially during the regular school year. High School fields and facilities are not available to rent or for public use except for High School UIL level competition. The Middle School Stadium field is not available for public use at any time. Track is available for public use during appointed hours only. (See Middle School Stadium Rules) Reservation of Middle School Football stadium must be done through the District's Stadium Manager. Use of press box, concession areas, or lights will incur additional charges. Additional facility questions may be directed to the district's facility coordinator.***

### **GUIDELINES FOR FACILITY USAGE**

All individuals or organizations using Aledo Independent School District Facilities must follow all provisions as outlined in District Policies **GKD (LOCAL), DGA (LOCAL), FNAB (LOCAL), and FM (LOCAL) and detailed in the following guidelines**. 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 these policies.

1. Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis through the District facilities coordinator's office. All requests must be

submitted in writing by e-mail, fax or in person using the district's current facility usage request form. The facilities coordinator will notify all applicants requesting a facility of the status of their request. **Requests for facility usage must be submitted a minimum of two weeks in advance.** Reservations for single event facility rental may not be scheduled more than 90 days in advance. All required forms for facility usage may be obtained through the district web page at [www.aledo.k12.tx.us](http://www.aledo.k12.tx.us) or at the Aledo ISD Administration Building at 1008 Bailey Ranch Road, Aledo, TX, 76008.

2. The District Facilities coordinator is authorized to approve use of facilities on a school campus and all other District facilities except athletic facilities.
3. 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 nonschool use if an unexpected conflict arises with a District activity.
4. Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written rental agreement indicating receipt and understanding of these guidelines and any applicable administrative regulations. Signed acknowledgment that the District is not liable for any personal injury or damages to personal property related to the nonschool use is also required.
5. All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to repay the District for the cost of any such repairs. All facilities are expected to be left in a clean and orderly manner at the end of use. Failure to keep the facility clean and damages caused to the property may result in forfeiture of future facility usage.
6. 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 group can show plans for their own permanent meeting place within the boundaries of the District, the group or organization may apply for a six month extension until their permanent meeting place is ready for use.
7. The use, sale, or possession of alcoholic beverages, illegal drugs, firearms, and tobacco products or any other illegal behaviors while using school property are strictly prohibited.
8. **Concession Sales-** All concession sales for any event in an Aledo ISD facility require prior approval. Renters approved to sell concessions during their facility rental will be required to comply with all district procedures and legal agreements for concessions.
9. Nonschool participants, sponsors, spectators and visitors may not walk through or use any other part of a building or its grounds, use any school equipment, materials, athletic equipment, furnishings, etc., unless specifically requested and approved for use in writing according to the rental agreement. Only restrooms closest to the approved area may be used.
10. **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.** Minimum charge for all rentals is 3 hours regardless of actual time used. Renter is responsible for all fees associated with the actual clock time used by the Renter such as early arrival or late departure of participants. Payment for any additional charges will be due upon receipt of notice from the District.

11. Unless prior arrangements have been made for long-term rentals, ALL facilities for all events must be opened and closed by an AISD employee designated for the event.
12. Aledo ISD does not provide items such as extension cords, power strips, computers, projectors, or other similar equipment. All district equipment is not available for use without prior approval at the time of the rental agreement and must be under the supervision of appropriate AISD personnel.
13. Use of District furniture for an event requires prior approval and may require additional rental charges.
14. Scheduled use of Elementary or Middle School practice fields by youth sports associations during after school hours for practices or games will not be the responsibility of Aledo ISD. Use of those fields should be coordinated by the leaders of such leagues with copies of schedules shared with the District. Usage priority will always go to Aledo Youth sports programs. **The District requires all youth sports teams utilizing District property to have at least 50% of its children be residents of the Aledo Independent School District.**
15. If using the High School Auditorium, please be aware of the rules governing the use of that facility which are on a separate page. Use of lighting, sound equipment, curtains or any other equipment associated with the auditorium must be approved in advance and provided by an AISD representative.
16. **Security Personnel.** In order to provide an appropriate level of security, some events may require uniformed police officers to be on site. The Renter shall provide for any needed uniformed police officers at no expense to the District. Security is to be provided with Aledo ISD Police Department Officers. Prior to finalizing Rental Agreements, proof of security arrangements may be necessary. Fees for security are in the fee schedule.
17. **Parking for events using Aledo ISD Facilities-** All participants for events associated with rental of District facilities should park in designated approved areas only.
18. All **janitorial arrangements** (3 hour minimum paid directly to the janitorial staff, with the price set by the janitorial staff) are to be made through **Jesse Villa at (817-781-5557)**. Janitorial fees must be paid directly to the janitorial staff at the time of the event. Janitors are not authorized to provide access to another area of a facility other than the rented area.
19. Rentals during summer months when school is not in session will be limited to schools hosting summer programs. **Schools undergoing repairs or renovations are not eligible for use or rental in summer months.**
20. **Fitness "Boot Camps" or fitness classes that charge participation fees are not allowed on any District facility space.**
21. Fee schedules for facility rental are established each school year. Unless otherwise noted, long-term rental agreements are on a yearly basis based on the AISD fiscal calendar, which is September 1<sup>st</sup> through August 31<sup>st</sup> each school year.

22. Any check returned for insufficient funds shall incur a \$25 return check fee. Rental reservation cancellations made less than a week from rental date will incur a \$50 processing fee. All prepaid funds will be repaid minus the \$50 cancellation fee

### **GROUP DEFINITIONS FOR FEE ASSESSMENT**

**Group 1: NO FEES -School: Student Groups/School Organizations-** Groups comprised of students, staff, professional employees and campus-registered booster clubs/PTO parent groups of the District whose activities benefit the schools, students, or teachers (e.g., campus-registered student clubs, teacher organizations, PTO, booster clubs, choir, band, Operation Graduation). Also includes authorized officials conducting sanctioned local, state and federal elections.

**Group 2: Youth service organizations that are sponsored by nonprofit organizations.** These organizations are described as those groups, a majority of whose members reside or work within the community and whose regularly scheduled meetings are normally held within the community, 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.) Proof of nonprofit status required.

**Group 3- Organizations or businesses** without non-profit tax status; this would include local businesses, dance schools, national organizations, governmental groups, or any occasion where admission is charged for profit.

**Church organizations** – those churches and religious organizations, a majority of whose members reside within the community who rent AISD facilities.

**Councils of City/Local Government-** Local government bodies conducting meetings.

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## 2010-2011 FACILITY FEE SCHEDULES

**All fees are based on a three hour minimum**

<b>FACILITY</b> (All fees based on a 3 hr. minimum- Usage past 3 hours charged hourly rate)		<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Personnel Costs*</b>	<b>Security (police officer) if necessary</b>
<b>Elementary Cafeteria</b>		<b>NO FEE</b>	<b>\$95</b> (w/ Kitchen use, \$150)	<b>\$160</b> (w/ Kitchen use, \$210)	<b>\$20-\$30 per hour depending on event*</b>	<b>\$100 minimum (\$25 per hour after first 4 hours)</b>
<b>Intermediate/ Middle School Cafeteria</b>		<b>NO FEE</b>	<b>\$160</b> (w/ Kitchen use, \$210)	<b>\$220</b> (w/ Kitchen use, \$270)	<b>\$20-\$30 per hour depending on event*</b>	<b>\$100 minimum (\$25 per hour after first 4 hours)</b>
<b>High School Cafeteria</b>		<b>NO FEE</b>	<b>\$220</b> (w/ Kitchen use, \$270)	<b>\$280</b> (w/ Kitchen use, \$330)	<b>\$20-\$30 per hour depending on event*</b>	<b>\$100 minimum (\$25 per hour after first 4 hours)</b>
<b>High School Auditorium</b>	<u>Level I</u> No curtain or equipment usage	<b>NO FEE</b>	<b>\$330</b>	<b>\$480</b>	<b>\$20-\$30 per hour depending on event*</b>	<b>\$100 minimum (\$25 per hour after first 4 hours)</b>
	<u>Level II</u> Use of lights, sound, curtains	<b>NO FEE</b>	<b>\$500</b>	<b>\$650</b>		
<b>High School Gymnasium</b>		<b>NO FEE</b>	<b>\$320</b>	<b>\$480</b>	<b>\$20-\$30 per hour depending on event*</b>	<b>\$100 minimum (\$25 per hour after first 4 hours)</b>
<b>Middle School Gymnasium</b>		<b>NO FEE</b>	<b>\$250</b>	<b>\$320</b>	<b>\$20-\$30 per hour depending on event*</b>	<b>\$100 minimum (\$25 per hour after first 4 hours)</b>
<b>Elementary/ Intermediate Gymnasium</b>		<b>NO FEE</b>	<b>\$190</b>	<b>\$250</b>	<b>\$20-\$30 per hour depending on event*</b>	<b>\$100 minimum (\$25 per hour after first 4 hours)</b>

\*Posted personnel costs are based on a minimum of one school district person per event, for a minimum of three hours. Some events may require more personnel.

**FEES FOR GROUP 2 ATHLETIC TEAMS**  
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## GROUP 2 YOUTH ATHLETIC TEAMS AND SUMMER CAMPS

Facility space is at a premium during all athletic seasons in Aledo ISD. Numerous youth leagues and select teams frequently request to reserve facility space for practice or game use. Aledo ISD will allow certain facilities to be reserved for local Group 2 (*non-profit organizations benefitting local children*) Youth leagues through a memorandum of understanding and/or a one price agreement effective through the predetermined season dates. Group 2 select teams wishing to reserve gyms will be charged a season fee with predetermined season length and dates.

Group 2 Team(s)	Price
<b>Basketball Youth Leagues</b> (e.g. Lions Club Youth Basketball program) Includes multiple gyms for practices and games for a specific season	Set through MOU agreement
<b>Select Basketball/Volleyball Teams I</b> – These teams must have 100% Aledo ISD student participants for this price. Gyms are reserved for practices and games only. All practices and/or games must be predetermined at outset of gym reservation <b>and approved by the District's athletic director.</b>	<b>\$10</b> per participant per season (Based on a 5 week season)
<b>Select Basketball/Volleyball Teams II</b> - Teams must have at least 50% of its participants be residents of the Aledo Independent School District. Gyms are reserved for practices and games only. All practices and/or games must be predetermined at outset of gym reservation <b>and approved by the District's athletic director.</b>	<b>\$15</b> per participant per season (Based on a 5 week season)
<b>Select Football/Soccer/Baseball Teams</b> - Teams must have at least 50% of its participants be residents of the Aledo Independent School District. The Middle School Stadium field is not available for practice or game use <b>at any time.</b> Practice fields at the Middle School, McAnally, and all Elementary schools are available on a first come, first served basis. High school level teams may be able to reserve varsity level facilities through the athletic director.	<b>100% Aledo ISD participants will be \$10 all others, \$15.</b> No charge for MS and Elementary practice fields. <b>Teams using lights for games will be charged \$75 per hour with a two hour minimum</b>

**IMPORTANT:** Any team with less than 50% Aledo ISD residents is not eligible to practice in any athletic facility. **Teams outside the district are able to participate in games or tournaments by invitation of Aledo ISD.**

## YOUTH SUMMER CAMPS

Occasionally, gyms or fields are also reserved for youth summer camps sponsored by AISD coaches which are considered Group 1 participants (no rental charge because these programs are district sponsored) Gyms and other athletic areas used for these camps must be reserved through the Athletic Director. **Aledo ISD will collect a fee of \$10 for every student participating in summer camps to cover district utility costs.**

## MIDDLE SCHOOL STADIUM RULES

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## **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 teams who have a contractual agreement with Aledo ISD to rent the field for a specific time period.
- Community members are welcome to walk the **track** during hours when the gates are open and as long as there are no school activities taking place within the stadium. This includes practice times for the school.
- 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.
- Athletes who are participating in games or practicing under the supervision of coaches may have water and other 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 in the stadium on the field, track or any other area within the facility.
- All groups or individuals using the Middle School Stadium field, track, stands or any other areas of the facility are responsible for the pick up of any trash or litter left at the end of an event.
- Individuals or groups using any part of the Middle School stadium during unauthorized hours or without expressed permission from Aledo ISD will be trespassing and subject to law enforcement intervention.

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## Procedures for Reserving and Renting a Facility

1. Step one in reserving a facility is to fill out the **AISD Facilities Request Form**. The form may be found on the AISD Web page. Click on "District Information"; then look for the "Facility Usage" link. You may also pick up a form in person at the AISD Administration Building **Bearcat Store/Facilities Office** at 1008 Bailey Ranch Rd. Aledo, TX, 76008. Request forms may be e-mailed to: [jlmorrow@aledo.k12.tx.us](mailto:jlmorrow@aledo.k12.tx.us), faxed to 817-441-5144 or delivered in person to AISD administration building.
2. If your reservation is approved or denied, you will be contacted by phone or e-mail. If approved, you must sign the **AISD Facility Rental Agreement** and return it in person to the AISD administration building. Payment for rental charges will be due in full at the time of submission of the signed rental agreement. Failure to make payment in advance will result in loss of the facility reservation.
3. Questions regarding details of a facility usage request or rental may be directed to the Aledo ISD Facility Coordinator at 817-441-8327. Questions regarding the Middle School Football Stadium use for Youth Associations, Private Schools, etc. should be directed to the Stadium Manager at 817-441-5176.