



JUDSON INDEPENDENT SCHOOL DISTRICT

Meeting Date: July 31, 2025

Submitted By: Daniel Brooks
Title: Assistant Superintendent

Agenda Item: Consider and take action approving the proposed revisions to the Judson ISD Facility Usage Procedures and Fees Schedule.

CONSENT ITEM

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revisions to the Judson ISD Facility Usage Procedures and Fees Schedule.

IMPACT/RATIONALE:

The approval of this recommendation will align Judson ISD with neighboring districts and ensure that facility rental rates reflect current market value.

BOARD ACTION REQUESTED:

Approval/Disapproval



JUDSON INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARTMENT

Campus Facility Use Usage Procedures and Fees

Deletions- ~~red-strikethrough~~/ Additions- **highlighted in yellow**

Requestor

- ~~1. Secure a Campus Facility Use Procedures packet in the administrative office of the specific campus being requested or print it from the JISD Reserving Facilities webpage <http://www.judsonisd.org/ReserveFacilities> (needs to be the link)*****~~
2. Complete the *Application for Use of School Facility* form. Incomplete forms will not be processed.
3. Return the form, **two weeks 30 (thirty) days** prior to your event, to the **administrative JISD Facilities Office (210-945-5142)** of the requested site along with the necessary liability insurance documentation.
4. Once the administration has determined the site is appropriate, the information will be posted onto the facilities reservation system by ~~a designated site employee~~ **the JISD Facilities Office**.
- ~~5. The designated employee should take care to input the correct contact information.~~
6. The **Office of Operations JISD Facilities Office** will process the request accordingly and will communicate the final decision to the original requestor.
7. If approved, ~~any proposed payment will be due prior to the event.~~ **the facility charge is due upfront, and all additional expenses are due after the event.**
8. **No reimbursements for cancellations or time schedule changes.**

All requests will be approved in this priority order:

- Internal campus use- tutoring, PTA, extracurricular
- District use- Adult/Community Ed, community forum, Boys & Girls Clubs
- Judson community youth programs (staff are volunteers)- basketball, soccer, football, Little League
- External not-for-profit youth programs (staff are volunteers)- CYO, private schools, other districts
- For-profit youth programs (staff are paid by participants)- AAU, select baseball, sports lessons
- Adult programs- volleyball leagues, camps, churches
- Governmental- local municipalities, elected officials
- For-profit/commercial- charge for event, local business use
(These descriptors are general guidelines and not all-inclusive)

District Facilities are not available for use/rental the day before, during, or the day after holidays & during early release days:

This includes all non-athletic & athletic reoccurring events. (See JISD School Calendar **at** <http://www.judsonisd.org/calendar> for specific dates)

- Independence Day
- Labor Day (weekend)
- Columbus Day (weekend)
- Veterans Day
- Thanksgiving Break, **Christmas Break, Spring Break**
- ~~• Christmas Break~~
- Martin Luther King Day
- ~~• Spring Break~~
- Battle of the Flowers (weekend)
- Memorial Day (weekend)

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JUDSON INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARTMENT

- June 19th Day
- Summer Break
- All Staff Holidays

General Information:

1. The requests for use of all ~~elementary school~~ JISD facilities will originate at the JISD Facilities Office. ~~campus.~~
2. ~~The requests for use of all high school and middle school non-athletic facilities will originate at the campus.~~
3. ~~The requests for use of all high school and middle school athletic facilities will originate at the JISD Athletic Office.~~
4. A **Campus Facility Use Procedures** packet will be available at ~~the appropriate office as specified above.~~ <http://www.judsonisd.org/ReserveFacilities>.
5. Rental fees will be payable in advance no later than forty-eight (48) hours prior to the rental date. Rental fees must be paid with cash, certified check, or money order to Judson Independent School District. *No personal checks will be accepted.* **Without total payment for a facility rental application, the application will be considered unapproved.**
6. Adequate supervision and ~~security (police)~~ officer(s) for all events will be required at the expense of the renter. Judson ISD will determine the number of ~~security police~~ officers.
7. Liability insurance (\$1,000,000 coverage) is required by all renting groups.
8. Rental fees are based on eight (8) hours. Minimum rental fee (prorated) is four (4) hours.
9. In ~~situation~~ situations ~~were~~ where the full rental of the facility was not available (i.e. inclement weather or power outages), a refund may be issued based on the hours of use.

Non- Athletic Facilities

Non-Refundable Application Fee \$25.00

Elementary schools	\$25.00 \$85.00 per hour (minimum of 2 hours)
Middle schools	\$25.00 \$85.00 per hour (minimum of 2 hours)
High schools	\$25.00 \$85.00 per hour (minimum of 2 hours)
JECA Commons	\$200.00 per hour (minimum of 2 hours)

Additional expenses not included in rental fee:

- ~~Operating expenses for supervision, security, and custodial/maintenance will be billed on a per hour basis according to the following fee schedule:~~

Facility Supervisor (mandatory)	\$35.00 per hour
Custodial and/or Maintenance	\$25.00 \$30.00 per hour / per person
Security Police Officer	\$37.00 \$55.00 per hour / per person
Lighting/Audio Visual Technician (May be a student intern)	\$25.00 \$30.00 per hour / per person

Group Categories

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JUDSON INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARTMENT

Category I – Not-for-profit groups utilizing unpaid volunteers

Non- Refundable Application Fee	\$25.00
<u>Gymnasium</u>	
Judson HS - Main	\$500.00 \$600.00
Judson HS- Aux	\$300.00 \$400.00
Wagner HS - Main	\$500.00 \$600.00
Wagner HS - Aux	\$300.00 \$400.00
Veterans Memorial HS – Main	\$500.00 \$600.00
Veterans Memorial HS - Aux	\$300.00 \$400.00
Cibolo Creek MS (per gym)	\$400.00
Metzger MS (per gym)	\$300.00 \$400.00
Judson MS (per gym)	\$200.00 \$400.00
Kirby MS (per gym)	\$200.00 \$400.00
Kitty Hawk MS (per gym)	\$200.00 \$400.00
Woodlake Hills MS (per gym)	\$200.00 \$400.00
Elementary schools	\$150.00 \$200.00
<u>Football Stadiums</u>	
Rutledge Stadium (Artificial Turf)	\$1,200.00
Judson Frank Arnold (per Grass field- practice only)	\$700.00
Veterans Memorial Stadium (Artificial Turf)	\$1,200.00
Veterans Memorial (Grass)	\$500.00 \$700.00
Wagner Stadium (Artificial Turf)	\$1,200.00
Wagner (Grass)	\$500.00 \$700.00
Middle Schools	\$250.00 \$500.00
<u>Track Meets</u>	
Judson Track Rutledge Track	\$600.00 \$1,200.00
Veterans Memorial Track	\$400.00 \$750.00
Wagner Track	\$400.00 \$750.00
<u>Soccer Fields</u>	
Rutledge Stadium (Artificial Turf)	\$250.00 \$1,200.00
Judson Frank Arnold (per Grass field- practice only)	\$250.00 \$700.00
Veterans Memorial Field (Artificial Turf)	\$1,200.00
Veterans Memorial field Field (Grass)	\$250.00 \$700.00
Wagner Stadium (Artificial Turf)	\$1,200.00

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JUDSON INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARTMENT

Category I- Cont'd	
Wagner field Field (Grass)	\$250.00 \$700.00
Baseball/Softball Fields	
Judson Frank Arnold field Field (per field)	\$250.00 \$500.00
Veterans Memorial field Field (per field)	\$250.00 \$500.00
Wagner field Field (per field)	\$250.00 \$500.00
Swimming Pool	\$20.00 lane/hour

**Use of field lighting and/or outdoor scoreboards are NOT included in the following rates:*

Additional expenses not included in rental fee:

- ~~Operating expenses for supervision, security, and custodial/maintenance will be billed on a per hour basis according to the following fee schedule:~~

Facility Supervisor (mandatory)	\$35.00 per hour
Custodial and/or Maintenance	\$25.00 \$30.00 per hour/ per person
Security Police Officer	\$37.00 \$55.00 per hour/ per person
Lifeguard	\$16.50 hour/person
Lighting/Audio Visual Technician (May be a student intern)	\$25.00 \$30.00 per hour/ per person
Field Lighting	\$100.00 flat fee
Scoreboard	\$100.00 flat fee
Videoboard (Rutledge)	\$500.00 flat fee

- ~~Additional expenses for events that exceed the eight (8) hour limit will be billed at \$100.00 an hour for each additional hour over the limit.~~
- ~~Above rates are single game rates. Add \$100 for each additional game.~~
- Maximum rental not to exceed eight (8) hours.

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JUDSON INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARTMENT

Category II – For-profit and designated non-profit groups utilizing paid staff or charging admission

Non- Refundable Application Fee	\$25.00
<u>Gymnasium</u>	
Judson HS - Main	\$700.00 \$1,000.00
Judson HS- Aux	\$500.00 \$800.00
Wagner HS - Main	\$700.00 \$1,000.00
Wagner HS - Aux	\$500.00 \$800.00
Veterans Memorial HS – Main	\$700.00 \$1,000.00
Veterans Memorial HS - Aux	\$500.00 \$800.00
Cibolo Creek MS (per gym)	\$750.00
Metzger MS (per gym)	\$500.00 \$750.00
Judson MS (per gym)	\$400.00 \$750.00
Kirby MS (per gym)	\$400.00 \$750.00
Kitty Hawk MS (per gym)	\$400.00 \$750.00
Woodlake Hills MS (per gym)	\$400.00 \$750.00
Elementary schools	\$350.00 \$550.00
<u>Football Stadiums</u>	
Rutledge Stadium (Artificial Turf)	\$1,400.00 \$2,000.00
Judson- Frank Arnold (per Grass field- practice only)	\$1,200.00
Veterans Memorial Stadium (Artificial Turf)	\$2,000.00
Veterans Memorial (Grass Field)	\$700.00 \$1,200.00
Wagner Stadium (Artificial Turf)	\$2,000.00
Wagner (Grass Field)	\$700.00 \$1,200.00
Middle Schools	\$450.00 \$900.00
<u>Track Meets</u>	
Judson Track Rutledge Track	\$800.00 \$2,000.00
Veterans Memorial Track	\$500.00 \$1,100.00
Wagner Track	\$500.00 \$1,100.00
<u>Soccer Fields</u>	
Rutledge Stadium (Artificial Turf)	\$450.00 \$2,000.00
Judson Frank Arnold (per Grass field- practice only)	\$1,200.00
Veterans Memorial Stadium (Artificial Turf)	\$2,000.00
Veterans Memorial field Field (Grass)	\$450.00 \$1,200.00

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JUDSON INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARTMENT

Category II- Cont'd	
Wagner Stadium (Artificial Turf)	\$2,000.00
Wagner field Field (Grass)	\$450.00 \$1,200.00
Baseball/Softball Fields	
Judson Frank Arnold field Field (per field)	\$450.00 \$1,000.00
Veterans Memorial field Field (per field)	\$450.00 \$1,000.00
Wagner field Field (per field)	\$450.00 \$1,000.00
Swimming Pool	\$20.00 lane/hour

**Use of field lighting and/or outdoor scoreboards are NOT included in the following above rates
—Above rates are single game rates. Add \$100 for each additional game.*

Additional expenses not included in rental fee:

- Operating expenses for supervision, security, and custodial/maintenance will be billed on a per hour basis according to the following fee schedule:

Facility Supervisor (mandatory)	\$35.00 per hour
Custodial and/or Maintenance	\$25.00 \$30.00 per hour/ per person
Security Police Officer	\$37.00 \$55.00 per hour/ per person
Lifeguard	\$16.50 hour/person
Lighting/Audio Visual Technician (May be a student intern)	\$25.00 \$30.00 per hour/ per person
Field Lighting	\$100.00 flat fee
Scoreboard	\$100.00 flat fee
Videoboard (Rutledge)	\$500.00 flat fee

- Additional expenses for events that exceed the eight (8) hour limit will be billed at \$100.00 an hour for each additional hour over the limit.
- —Above rates are single game rates. Add \$100 for each additional game.
- Maximum rental not to exceed eight (8) hours.

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JUDSON INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARTMENT

Category III – For all UIL Playoffs

Non- Refundable Application Fee	\$25.00
Gymnasium	
Judson HS - Main	\$800.00
Judson HS- Aux	\$800.00
Wagner HS - Main	\$800.00
Wagner HS - Aux	\$800.00
Veterans Memorial HS – Main	\$800.00
Veterans Memorial HS - Aux	\$800.00
Football Stadiums*	
Rutledge Stadium (Artificial Turf)	1A/2A- \$2,500.00 3A- \$3,000.00 4A- \$3,500.00 5A- \$5,000.00 6A- \$6,000.00
Veterans Memorial Stadium (Artificial Turf)	1A/2A- \$2,500.00 3A- \$3,000.00 4A- \$3,500.00
Wagner Stadium (Artificial Turf)	1A/2A- \$2,500.00 3A- \$3,000.00 4A- \$3,500.00
Soccer Fields	
Rutledge Stadium (Artificial Turf)	\$1,500.00
Veterans Memorial Stadium (Artificial Turf)	\$1,500.00
Wagner Stadium (Artificial Turf)	\$1,500.00
Baseball/Softball Fields*	
Judson Frank Arnold Field (per field)	\$800.00
Veterans Memorial Field (per field)	\$800.00
Wagner Field (per field)	\$800.00
Swimming Pool	\$20.00 per lane/hour

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JUDSON INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARTMENT

Category III- Cont'd		
	Football	Other Sports
Ticket Attendant	\$50.00 person/game	\$25.00 person/game
Clock/Spotter	\$50.00 person/game	\$25.00 person/game
Announcer	\$80.00 per game	\$25.00 per game
Gate Worker	\$50.00 person/game	N/A
45 second Timer	\$45.00	N/A
Chain Crew	\$60.00 per person	N/A
Gate Supervisor	\$75.00 flat fee	N/A
Supervisor Fee	\$35.00 per hour	\$35.00 per hour
Press Box Supervisor	\$40.00	N/A
Elevator/Pass Gate	\$50.00	N/A
Book/Libero	N/A	\$25.00 per game
Lifeguard	N/A	\$16.50 hour/person
Shot Clock	N/A	\$25.00 per game

Additional expenses not included in rental fee:

Facility Supervisor (mandatory)	\$35.00 per hour
Custodial and/or Maintenance	\$30.00 hour/person
Police Officer	\$55.00 hour/person
Lighting/Audio Visual Technician (May be a student intern)	\$30.00 hour/person
Field Lighting	\$100.00 flat fee
Scoreboard	\$100.00 flat fee
Videoboard (Rutledge)	\$500.00 flat fee

- Maximum rental not to exceed eight (8) hours.

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JUDSON INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARTMENT

Judson community sports programs will receive special rates based on the following parameters:

- Must be a feeder program into JISD athletics
- Ninety-five percent (~~95%~~ **75%**) of participants must be JISD students
(Please provide a list of students and volunteers with packet.)
- ~~Must submit organization financial statements upon request~~

Other Criteria to Consider

- Elementary gyms- first-come, first-served
- ~~Middle school gyms may use 2 gyms at one location, once a week (limited to availability)~~
- ~~Must clean gym after use~~
- ~~Fee: \$25.00 per day, per gym~~
- ~~Special Rate: \$20.00 per day, per gym~~
- Rental fees will be payable in advance no later than forty-eight (48) hours prior to the rental date. Rental fees must be paid with cash, certified check, or money order to Judson Independent School District. **No personal checks will be accepted.**
- ~~Mandatory Saturday Facility Supervisor fee as per schedule (see Additional Expenses above)~~
- ~~Security expenses will be charged for events open to the public.~~

Thank you for choosing Judson Independent School District to host your event and we look forward to serving you. Any request(s) to use facilities are treated on a first come, first serve basis, and depend on prior rental history held with the district. In situations where there have been issues or concerns from previous rental history, a requestor may not be approved based on treatment of the facility and/or JISD staff. Please review the checklist below to ensure you have all documentation when submitting your request. Any facility use packets that are incomplete will not be considered until all forms are submitted. Please review the checklist for the following:

- Complete a Application for Use of School Facility form
- Sign the Hold Harmless & Indemnity Agreement
- Provide Proof of Insurance showing JISD as certificate holder (Limit \$1,000,000 coverage)
- (Athletic Event) Proof of 95% JISD Student Enrollment (Feeder Program into JISD Athletics)

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JUDSON INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARTMENT

APPLICATION FOR USE OF SCHOOL FACILITY

(Return two weeks prior to your event)

Today's Date _____ Name of Organization _____

Category: ☐ Not-For-Profit (unpaid volunteers) ☐ For-Profit (paid staff or admission charge)

☐ For all UIL Playoffs

Name authorized to make application _____

Mailing address _____

City _____ State _____ Zip Code _____

Person responsible for fee payment _____

Bus. Phone _____ Cell _____ Home _____

Email _____

Campus/Facility Requested _____

Specific area(s) requested _____

Special Arrangements _____

Date (s) of usage _____

Time of usage: From _____ To _____ Total Hours _____

Purpose of usage _____

Is this an event that is open to the public? ☐ Yes ☐ No How many will be in attendance? _____

Fees and Conditions:

All rental fees (see Campus Facilities Use Procedures) should be sent to the ~~Office of Operations or Athletic Dept.~~ JISD Facilities Office, no later than two (2) business days prior to the rental date.

I agree to leave the premises in good order or be billed for additional cleaning. I further understand that staff schedules must be arranged to accommodate use of this facility.

A copy of the organization's liability-bodily injury and property damage insurance policy must accompany this request, and it must name Judson Independent School District as an insured.

☐ By checking this box, I acknowledge that I have read and agree to the terms of the Campus Facilities Use Procedures.

Signature of Applicant _____ Date _____

Signature of: ☐ Principal ☐ Athletic Director Date _____

FOR OFFICE USE ONLY:

Name of employee assigned _____

Hours worked: From _____ To _____ Total Hours _____

AC Needed? Yes No Heat Needed Yes No

Amount Paid _____ Date Paid _____

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JUDSON INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARTMENT

HOLD HARMLESS & INDEMNITY AGREEMENT Individual Use of Facilities

The undersigned, _____, agrees to hold harmless and indemnify the Judson ISD, its Board Members, officials, and their respective employees against any and all claims and demands or actions which may hereafter at any time be made or instituted against the Judson ISD, its Board Members, officials, and or any of their respective employees which may arise out of the use of any school property or facility.

The undersigned, _____ hereby releases and forever discharges Judson ISD, its Board members, officials, and any respective employees who might be claimed to be liable for any and all claims, demands, damages, actions, causes of action, suits, judgments, or executions by reason of any losses incurred during the use of a Judson ISD property or facility which may arise out of the use of such property or facility.

It is further stipulated and agreed that the laws of the State of Texas shall control in the construction of this instrument.

ACKNOWLEDGED AND AGREED:

PARTICIPANT SIGNATURE

DATE

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