



Beeville ISD
Use of School Facilities
Administrative Regulations
(Revised 02/14/2018)

The Board of Trustees desires to encourage the fullest possible use of school facilities in a manner that will serve the needs of the community. The following guidelines and rental schedules are designed to assure equitable treatment of all individuals and groups desiring to use these facilities and to protect community's investments.

SCHOOL-RELATED ACTIVITIES

School buildings and grounds shall be available at no cost for school-related activities and projects. Such use will be approved by the building principal (or designee), who will determine if each scheduled activity meets the guidelines established by the Beeville ISD (BISD) Board of Trustees. School meetings will have precedence over all other meetings and may be scheduled by arrangement with the building principal (or designee). A school administrator, or professional staff assigned to supervise the event, shall be present at each activity.

NON-SCHOOL ACTIVITIES

School facilities may be used for educational, civic, cultural, welfare, or recreational activities that do not infringe upon, or interfere with, the conduct of the District or in conflict with local and state laws.

School facilities are provided primarily for use of students, faculty, and patrons of the District that comprise groups or organizations operating within the boundaries of BISD. However, area-wide or state-wide groups and organizations with which local units are closely affiliated may be granted use of school facilities in accordance with the following provision, and if sponsored by the local unit.

Complimentary Use: organizations and/or groups within the boundaries of the District shall be permitted to use school facilities on a complimentary basis if:

1. The organization or group is community-wide in nature and offers a program of interest and benefit to the general public.
2. Such use does not entail custodial, supervising, and utility service beyond that provided for the normal school day.

Minimum Charge: Organizations or groups within the boundaries of the District shall be permitted to use school facilities for personnel costs, if:

1. An educational, civic, or charitable purpose shall be served.
2. A substantial segment of the community shall be benefited.
3. Alternate facilities are unavailable or available only at undue cost or inconvenience.
4. Such use does not entail utility service beyond that provided for the normal school day.

These organizations or groups would include: civic clubs, recreational programs and ex-student organizations.



BEEVILLE

INDEPENDENT SCHOOL DISTRICT

INSPIRING BOLD INNOVATIVE LEADERS

Central Administration Office

201 N. St. Mary's Street

Beeville, Texas 78102

361-358-7111

Fax: 361-362-6046

Fax: 361-358-7837

Full Charge: In all other instance full charge for facilities will be made in accordance with the structure approved by the BISD Board of Trustees.

Exceptions:

1. School facilities shall not be rented to a group or organization that does not have a local sponsoring group.
2. School facilities shall not be used for commercial purposes.
3. The superintendent, or designee, shall determine whether the charge to the requesting group or organization will be at "full charge", "minimum charge", or "complimentary". Any variation from the District's facility use policy, relating to rental costs, shall be at the discretion of the Superintendent, or his designee. The superintendent or designee may consider in-kind payments in lieu of cash from non- profit student-oriented groups or organizations.



Rules and Regulations

1. **Procedures:** Use of buildings and facilities shall be cleared with the BISD Deputy Superintendent. Use of athletic facilities shall also be cleared with the district's Athletic Director. Prior to use, all users shall sign an appropriate contract in forms promulgated by the Superintendent. Such contract form(s) shall be consistent with Board policies, but may contain provisions regarding insurance or other matters deemed advisable by the Superintendent. Renters must clearly and accurately specify in the rental contract the sponsoring organization, the purpose of the activity, the number and ages of the expected participants and the name, address and telephone number of the lessee.
2. **District facilities** should not be used for activities that would be in conflict with the purpose for which the facility is intended, that could cause a public safety or health hazard, or that would be for the purpose of advancing any doctrine or theory subversive to the Constitution of laws of the State of Texas or the United States.
3. **Political Groups:** Political groups shall be eligible to use school facilities provided all opposing candidates, views, and/or positions shall be given equal opportunity for representation. Failure to provide such an open forum shall result in the revocation of any existing contract to use school facilities.
4. **Alcohol, Tobacco, Controlled Substances:** the State of Texas prohibits by law the possession, consumption, or exchange of any alcohol or controlled substances on public school premises. Smoking and/or the use of tobacco products in school facilities or on school property is strictly prohibited. The possession of any intoxicating beverage for consumption, sale, or distribution while on the grounds or in a building of any school in the district or while entering or inside any enclosure, field, or stadium where an athletic event sponsored or participated in by a school in the district is being held constitutes a Class C misdemeanor.
5. **Flammable Liquids and Volatile Materials:** Volatile materials and flammable liquids such as, but not limited to, gasoline, kerosene, bottle gas and oil are not permitted in any school facility, other than as necessary for classroom instruction and under the supervision of school district employees.
6. **Damages:** Any group using school facilities, on a fee or non-fee basis, including school-related groups shall be responsible for all damages, willful or accidental, and shall agree to restore to original condition any school property damaged during the time when the school facility was in use. School officials shall be the sole judges of any damages done to school property.
7. **Equipment Use Requests:** Requests must be made at the time of application for any equipment that is to be furnished by Beeville ISD that is in addition to the normal items found available in the facility being rented. All such items will be charged for at a rate determined by the Deputy Superintendent at the time of application. No fixtures, equipment, or furniture shall be removed from any building or re-arranged between rooms and facilities except by permission of the principal subject to the confirmation of the Facilities Director.
8. **Supervision:** Adequate supervision, including law enforcement officials, is to be



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9. provided by those to who the accommodation is granted to ensure order and the protection of property. If questions arise regarding the need for law enforcement supervision, the Superintendent or designee will make the determination in conference with the approved user. No usage of facilities shall be allowed unless an employee of the District is present to open and close the facility. Renter assumes full responsibility for the conduct of any and all persons using the facility during rental.
10. Kitchen Use: Any usage of the kitchen area requires a BISD child nutrition employee in attendance to supervise, open and close the kitchen, and oversee any usage of equipment. The cost for this supervision will be determined annually. Preparation and cleanup is the responsibility of the group using the facility.
11. Sunday Use Restrictions: No district facilities shall be rented on Sundays, other than as provided in #11 below or as approved by Superintendent or designee. Utility and personnel costs shall be a determining factor in consideration of these requests.



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12. Church Services (extended use): School facilities will not be rented on Sundays by any organization other than an established religious group for church services following a catastrophe or emergency which make the regular place of worship unusable, or during temporary construction or renovation. Rental for services will be on a monthly basis and will be limited to a period not to exceed six (6) months. Any religious groups that worship on any other day of the week would be subject to the same limitations as those that worship Sunday. Such churches must have their regular place of worship located within the Beeville Independent School District.
13. Custodians: Custodial assistance shall be furnished for all after-hours and non-school day events, at a rate to be determined annually, to ensure facilities are clean and ready for school the following day. A minimum of one additional hour shall be charged for custodial opening and closing. All payments for district employees shall be made to the District; employees will be paid through BISD payroll. The custodian assigned to open and close the building will remain on duty for the entire period of activity unless otherwise stated in contract. The custodian will be paid only by the school district. The organization using the building will pay no honorarium, and will not "tip" the custodian or other employees.
14. Fees and Deposit: BISD facilities are leased at operational cost only. The Superintendent or designee may require an additional security deposit which may be used to cover any additional clean-up or repair of the facility following use. If additional clean-up or repair is not necessary, the deposit will be returned to the renter.
15. Insurance Requirement: Any organization using school facilities shall be required to provide an original Certificate of Insurance with Beeville ISD as the Certificate Holder, indicating a minimum \$1,000,000 combined single Limit for Bodily Injury and Property Damage Liability coverage. The adequacy of the insurance certificates shall be determined by the Superintendent or designee. The group or organization renting school facilities shall guarantee orderly behavior of any and all persons using the facilities and shall be liable for any property damage due to their use of the facility and for any personal injury to any participant or spectator.
16. Inaccurate or untruthful statements made in rental applications or contracts, or violation of rules and regulations for use of school facilities, may place the group or organization on an ineligible list for future use of school facilities.
17. Summer Recreation Programs and Summer Camps shall be governed and coordinated through a separate district regulation and within the joint agreement with the City of Beeville or Coastal Bend College.
18. IN NO EVENT SHALL KEYS BE ISSUED TO NON-SCHOOL EMPLOYEES.

The Beeville Independent School District shall in no event be responsible for injuries to persons or damage to property immediately prior to, during or after any program held on school property.



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The Beeville Independent School District does not discriminate in the acceptance of applications for, or the rental of any facility, with regard to race, creed, color, and religion or political persuasion. However, the Superintendent may refuse the use of any school facility to any lessee when, in the opinion of the Superintendent, such use would not be to the best interest of the public or would be in conflict with the school use. The Board, through its administration, reserves the right to revoke at any time any lease or rental agreement of a school facility whenever, at the sole discretion of school authorities, the public interest demands such action. Any unused rental fee shall be refunded.



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Beeville ISD
Rental Rates for non-school
related (Revised on
07/27/2017)

All facilities shall be rented on a three-hour minimum basis unless
otherwise noted.

A.C. Jones High School, Moreno Junior High,

Cafeteria	with Kitchen	\$100/hour	
	w/o Kitchen	\$65/hour	(support staff at additional cost)
Gym		\$100/hour	(support staff at additional cost)

Auditorium and Stage	\$300/hour	
	\$100 each additional hour (3 hour minimum)	
	(Support staff at additional cost)	

Veterans Memorial Stadium with Lights	\$2000	(support staff at additional cost)
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Classrooms	\$25/hour
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Elementaries,

Cafeteria	with Kitchen	\$75/hour	
	w/o Kitchen	\$50/hour	(support staff at additional cost)
Gym		\$25/hour	(support staff at additional cost)

Classrooms	\$25/hour
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<u>Richard Beasley Complex</u>	\$100/hour	(support staff at additional cost)
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Personnel

Custodial/Maintenance	\$20/hour (each)
Staff BISD Security	\$30/hour (each)
Cafeteria Staff	\$25/hour (each)
Lighting Tech (FAC Required)	\$35/hour (each)
BISD Employee in Charge	\$50/hour
Sound Tech (FAC required)	\$35/hour (each)

Proof of liability insurance must be provided to Beeville ISD by the school or organization using the facility, field, or stadium. The certificate of insurance must list Beeville ISD as the certificate holder and must include beginning and ending dates of coverage.



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Beeville ISD
Rental of School
Facilities UIL/Athletic
Playoffs

Beeville ISD facilities may be used for UIL Athletic playoffs on a turnkey fee basis.

The district Athletic Director shall be the contact for scheduling purposes.

<u>Facility</u>	<u>Cost</u>
Veteran's Memorial Stadium Football	\$4,500
Soccer	\$800
<u>JHS (Marion B. Horton) Gym</u>	\$800
<u>Richard Beasley Complex</u>	\$800

CONTRACT: Specific to each school district and
activity FEE: Specific to each school district and
activity



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Auditorium Rules and Regulations School and Non-School Related Events

1. Absolutely NO food or drinks shall be allowed in the auditorium, classroom areas or stage at any time.
2. Students shall not be allowed on the stage, in the auditorium, or in control areas unless under the direct supervision of administrators or instructional staff.
3. Sound/lighting technician fees shall be assessed for all auditorium rental agreements whenever the use of the sound/lighting equipment is required. This fee shall be determined annually and approved by the BISD Board of Trustees.
4. Administrative staff, or professional staff assigned to supervise the event, will be present at all School-related activities.
5. Adequate security shall be provided for each activity scheduled after regular school hours. The final determination for the level of security needed will be made jointly by the Superintendent and the Principal of the high school or designee.
6. No banners, signs, or posters may be hung on inside or outside walls without prior approval of the Superintendent and high school Principal.
7. Lessee is responsible for repair or replacement of any damages or disfigurement to the facility.
8. No electrical or communication devices may be connected to the sound or lighting system without approval.
9. Activities, both school and non-school related, requesting to be placed on the Auditorium calendar must be received at least thirty (30) days prior to the date of the event.
10. Nothing may be hung, attached to, or suspended from, the stage rigging without prior written consent of the Superintendent, the high school Principal and the Auditorium Coordinator.
11. In regard to non-school related activities, lessee is responsible for furnishing all tickets, and for advance and performance date sale of tickets. Lessee shall not, under any circumstances, print or sell more tickets for any one performance than there are seats available.
12. The Superintendent, or designee, shall have final discretion over disputes regarding rates, rules, scheduling, and regulations.



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School Usage Application Form

Requesting Party: _____ Contact Person: _____

Phone: _____ Address: _____

Description of Activity: _____

Campus Site: _____ Facility Requested: _____

Monday [] Tuesday [] Wednesday [] Thursday [] Friday [] Saturday [] Sunday []

Date(s): _____ Times: from _____ am/pm to _____ am/pm # hours _____

Date(s): _____ Times: from _____ am/pm to _____ am/pm # hours _____

[] Approved
[] Denied

Director of Athletics (Athletic Facilities)

Date

If denied, reason for denial: _____

[] Approved
[] Denied

Campus Administrator/ Principal

Date

If denied, reason for denial: _____

[] Approved
[] Denied

Superintendent or designee

Date

If denied, reason for denial: _____

PAYMENT PROCEDURE: Payment is to be made in full at least ten (10) days prior to rental.

FEE CHARGES: Any usage of kitchen facilities requires a Child Nutrition Manager in attendance. This manager will be present to open and close the kitchen and oversee any usage of equipment. Preparation and clean-up is the responsibility of the Renter. Maintenance/custodial staff person must be paid to lock and unlock facility rented and oversee usage of the facility. All facilities shall be rented on a three-hour minimum basis or as otherwise noted.

Facility Usage Fee: _____ Hours: _____ @ _____ per hour = \$ _____

Custodial/Maintenance Staff: _____ Hours: _____ @ _____ per hour = \$ _____

Cafeteria Staff: _____ Hours: _____ @ _____ per hour = \$ _____

Lighting/Sound (FAC): _____ Hours: _____ @ _____ per hour = \$ _____



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TOTAL FEES: \$ _____

If school usage application is accepted, the following is to be completed by the

Custodial/Maintenance Supervisor and Kitchen Supervisor if applicable, and returned to the Superintendent or designee following the rental.

Name of Supervisor/Staff person: _____ Total Hours worked: _____

Was the facility left in good condition? Yes [☐] No [☐]

Comments: _____



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BEEVILLE ISD PLAYOFF ARRANGEMENT

SPORT: _____ SITE: Stadium HS Gym JH Gym Baseball Softball

LEVEL: 1A 2A 3A 4A 5A 6A
Bi District Area Regional Quarterfinal Regional Semifinal

TEAMS: _____
HOME TEAM VISITING TEAM

DATE: _____

GAME TIME: _____ Open for teams: _____ Gates: _____

TICKETS Adults: \$_____
Students: \$_____

PASSES: 1. _____ 2. _____
3. _____ 4. _____

The following information regarding Beeville ISD Facility Rental is provided for your convenience.

All fees are turn-key:

Stadium - Football	\$4,000.00
Stadium - Soccer	600.00
Gyms	600.00
Baseball / Softball	600.00

Turn Key Price Includes:

Site maintenance	Cleanup	Utilities	Security
Administrator	Ticket seller(s)	Ticket taker(s)	Announcer
Scorebook	Scoreboard	Tickets	Water & Ice
Ambulance*	Ushers*	Monitor(s)*	Parking*

Price Does Not Include:

Officials	UIL Fee	Clock Operators*	Chain Crew*
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* Football Games Only

Important Phone Numbers:

Athletic Office (361) 362-6058
Athletic Fax (361) 362-1108
Stadium Press Box (361) 362-6000 ext. 5088
Terry Greenup (361) 597-0123

We do not allow hang up signs, posters, streamers, or confetti for playoff games.

Thank you for considering Beeville ISD as your playoff site. If we can help you in any way, feel free to call us.

(Revised 9/1/14)



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Community Facilities Rental Agreement

The Beeville Independent School District agrees to allow _____ use of
_____ on _____, _____ between the
hours of _____ am/pm and _____ am/pm subject to the following
conditions:

1. That the Renter pays \$_____. Payment shall be made at the Beeville ISD Business Office at least ten (10) days in advance of the use of the facility. All checks should be made payable to Beeville ISD.
2. That the Renter shall also pay charges of \$_____ for school personnel needed in connection with the use of the facility. (Custodial and/or cafeteria personnel)
3. That the Renter shall pay any charges provided in Board policy and/or administrative regulations on facility use for school personnel needed in connection with its use of the facility.
4. That the Renter shall use the facility only for the purposes consistent with law and as follows:

5. That the Renter shall be responsible for restoring the facility to the same clean condition the facility was in at the time Renter took possession.
6. That the district may revoke its permission to use the facility at any time it is determined that a group's use creates instructions conflicts, damages school property or violates Board policy and/or administrative regulations.
7. That the Renter accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs/replacement or for any damage done to the building(s), equipment or other school property used by the Renter. The Renter also assumes full responsibility for the conduct of any and all persons using the facility during the rental.
8. That the Renter agrees to assume all liability and hold harmless and indemnify the District, it's Trustees, employees and agents from any and all liability arising out of the Renter's use of facility.
9. The Renter shall furnish evidence of liability insurance coverage for the event and shall name the District as an additional insured on the policy as specified by the District.



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Executed on this _____ day of _____, _____

Name (organization/renter)

Name (BISD)

Position

Position

Organization/Renter

Beeville ISD



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Facilities
Indemnification and
Hold Harmless
Agreement

I, _____, am the duly authorized representative of _____, and am empowered to enter into this agreement on behalf of the aforementioned organization or company. I understand that the Beeville Independent School District has insurance which protects the Beeville Independent School District, its employees, agents, and properties, for school district sponsored and supervised events only. My company or organization understands and agrees that it shall provide proof of full liability insurance coverage to the Beeville Independent School District upon request, and that it shall assume full responsibility for any property damage suffered by the Beeville Independent School District as a result of the event or function involved. Furthermore, my company or organization understands and agrees that it shall be fully responsible for any personal injury that may occur to any persons who are employees, agents, or guests of our organization during the usage. Furthermore, my company or organization agrees to hold harmless and to indemnify for any damages of the Beeville Independent School District as a result of any claim for compensation as a result of any injuries of persons or damage to any property which may occur while my company or organization has the right to the use of any facilities own or operated by the Beeville Independent School District.

Signed _____ Date _____

Witnessed _____ Date _____