

SCHOOL FACILITIES USE ORGANIZATION/GROUP REPRESENTATIVE INFORMATION

REQUESTS FOR FACILITIES USE:

Upon request the Principal, Organizational Manager or Superintendent's office will provide a packet of information referencing facility rentals. This packet will include:

- ***Facilities Use Request Form***
- **Community Use of School Facilities Policy/Regulations**

Requests for the use of school facilities are first approved, by the Principal or Organizational Manager. The Athletic Director will first approve all athletic facilities. The Superintendent's office will book and approve all requests concerning the Carl Godwin Auditorium. (Approval must be acquired at least three (3) weeks in advance of the scheduled event for all locations.) The Superintendent will have final approval on the use of **any** district facility.

Organization/Group representative will submit to the Principal/Organizational Manager/ Superintendent's Office (Carl Godwin) the completed *Facilities Use Request Form* and proof of insurance. A copy of this information will be sent to the Superintendent for final approval.

When approved, the Superintendent will forward pages of the completed *Facilities Use Request Form* to the appropriate personnel. The representative will be notified if the request is denied.

RENTAL FEES, PLUS A DEPOSIT WILL BE PAID NO LESS THAN TWO (2) WEEKS PRIOR TO THE SCHEDULED EVENT. ALL FEES WILL BE PAID DIRECTLY TO THE BUSINESS OFFICE.

The organization/group will abide by all district policies and regulations while utilizing district facilities.

A WOCCISD Personnel Time Sheet will be signed by the organization/group representative and district personnel at the conclusion of the scheduled event. Overages for facility usage will be calculated from the Personnel Time Sheet. The WOCCISD Business Office will invoice the organization/group representative for fees that exceed the initial payment amount.

**COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES**

The exhibits on the following pages shall be used by the District when organizations use District facilities.

Exhibit A: District Fee Schedule - 3 pages

Exhibit B: Facilities Use Request Form - 1 page

Exhibit C: Rental Agreement - 1 page

EXHIBIT A

COMMUNITY USE OF SCHOOL FACILITIES

The District recognizes its responsibility to assist the community in enterprises designed to contribute to the educational, cultural and social life of the community. However, since the orderly use of the District's physical plant and facilities and conformity to legal requirements and prohibitions are essential, the following guidelines shall prevail.

**SCHOOL-RELATED
GROUPS:**

Schools and school facilities may be used by school organizations by obtaining the approval of the principal of the building involved. However, a principal or school representative shall be on duty at these meetings.

**OUTSIDE
ORGANIZATIONS:**

School facilities may be used by outside nonprofit organizations by obtaining the approval of the Superintendent. It shall be the responsibility of the organization desiring to use the building to apply for a building use permit in the Superintendent's office. Proof of Liability Insurance must be submitted at the time of application.

**USE OF THE CAFETERIA
AND KITCHEN:**

The cafeteria/kitchens shall be available for use by school-related and outside organizations; a regular cafeteria/kitchen employee shall be present to be responsible for the use of equipment.

**USE OF
GYMNASIUM:**

School gymnasiums are available for use by both school-related and nonprofit organizations. The organization making use of the gym shall be responsible for the proper use of the gym and equipment.

ATHLETIC FIELDS:

Athletic fields shall be used only for purposes for which they are designed and maintained. School-related and local nonprofit organizations may obtain permission for use of the athletic fields in the same manner as for the use of school buildings. However, under no circumstances shall permission be granted when such athletic fields are wet, being watered, or in a state of reconditioning.

Out-of-town athletic teams may use athletic fields and gymnasiums for the cost of operation, provided such use does not interfere with local needs. In such cases, the District may retain the concession rights.

RELIGIOUS ORGANIZATIONS:

The District recognizes the importance of religion in the community life and further realizes that circumstances develop in which religious organizations have need for the use of school buildings and facilities. Permission to use the building shall be obtained in the same manner as other organizations.

FACILITIES FEES:

Fees for the use of building and plant facilities not specifically outlined in this policy may be found in administrative regulations.

All organizations using school facilities shall reimburse the school for the cost of damages caused by the organization and for the cost of cleaning the premises if left unclean.

Cash deposits may be set and required for use of school facilities if deemed necessary by the Superintendent. A written agreement shall be made between the organization desiring to use the school facilities and the school, in accordance with this policy.

The District shall incur no liability associated with the use of school facilities by qualified organizations and/or groups.

ALCOHOL AND CONTROLLED SUBSTANCES:

Possession and use of intoxicating beverages, controlled substances, and tobacco products at school facilities is strictly prohibited.

FOOD AND DRINKS:

Food and/or nonalcoholic drinks shall be permitted only in designated areas and outside the building.

SPECIFIC GUIDELINES:

1. A full-time District employee approved by the Superintendent or his designee will be responsible for opening and closing the building and supervision during the period of building use. Fees will be paid directly to the Business Office.
2. Use of the facilities will be limited to those areas specifically requested and approved. Use of the gymnasium does not allow patrons to roam the hall or access other areas of the building. Fees are applicable to all or part of the facility used.
3. Should the district employee on duty determine the facilities are being abused the employee will notify an administrator at which time the facility may be closed with no refund to the organization for the unused time.
4. Before and after use, a checklist on facility condition will be completed and signed by both the district employee and a representative of the organization, any problems will be noted on the checklist.
5. Any damaged reported shall be assessed to the organization that used the facility.

FEE SCHEDULE

All fees will be paid directly to the Business Office.

The District's fee schedule for organizations and/or groups desiring to use the facilities is as follows:

Facility usage fees are calculated in hourly increments/units with a four-hour minimum.

FACILITY	RENTAL FEE
Mustang Stadium and/or Track	400.00 + 50.00 per hour
WOS Middle School Football Stadium/Track	300.00 + 50.00 per hour
WOS High School Varsity Gym	200.00 + 50.00 per hour
WOS High School Activity Gym	150.00 + 50.00 per hour
WOS Middle School Large Gym	200.00 + 50.00 per hour
WOS Middle School Small Gym	150.00 + 50.00 per hour
WOS Elementary School Gym	200.00 + 50.00 per hour
WOS Elementary School Activity Gym	150.00 + 50.00 per hour
North ELC Gym	150.00 + 50.00 per hour
Mustang Baseball Park	200.00 + 50.00 per hour
West End Park	150.00 + 50.00 per hour
WOS High , WOS Middle, and WOS Elementary Cafeterias	200.00 + 50.00 per hour
Carl Godwin Auditorium*	300.00 + 50.00 per hour

*Audio/Visual/Sound equipment shall be available for use by school-related and outside organizations; a full-time District employee approved by the Superintendent or his designee shall be present to be responsible for the use of equipment. Rates are included on Exhibit B.

West Orange-Cove CISD
181-906

GKD
(EXHIBIT)

EXHIBIT B
COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

West Orange-Cove CISD
P O Box 1107
Orange, TX 77631

	Approved	Denied
Principal		
Athletics		
Custodial		
HVAC		
Food Service		
Grounds		
Security		
District		
Executive Director of Finance Operations		
Superintendent		

FACILITIES USE REQUEST

ALL FEES ARE TO BE PAID DIRECTLY TO THE BUSINESS OFFICE.

Campus Desired: _____

Type of Room: _____

Type of Activity: _____

No food or drinks are allowed in Carl Godwin Auditorium

School Equipment Needed _____

Date (s) of Rental/Use _____

Times: Open building at: ____:____ Close building at: ____:____

Name of Organization: _____

Address: _____

Telephone: _____

Person Responsible: _____

Signature of Lessee: _____

District Use Only - Do Not Write Below This Line

	Fee per Use	# of People Needed	# of Hours	Hourly Rate	Total
Building Rental					
Deposit					
Custodial/Per Person				\$25.00	
Food Service/Per Person				\$25.00	
Security/Per Person				\$35.00	
Audio/Visual/Sound				\$35.00	
Piano Rental				\$50.00	
Athletic Field Lights	\$ 300.00			\$25.00	

Total amount due:

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WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
RENTAL AGREEMENT

The West Orange-Cove CISD (hereinafter District) agrees to let _____
_____(Group/Organization) (hereafter Lessee), use the
_____(Facility) at _____
_____ on _____
_____(Location/Campus) _____(Date), 20_____,
between the hours of _____: _____ and _____: _____ subject to the following conditions. Any

additional time will be billed in four-hour increments.

ALL FEES WILL BE PAID DIRECTLY TO THE BUSINESS OFFICE:

1. The Lessee pays a \$200 deposit and fees calculated on Exhibit B.
The deposit is refundable if premises are left in a condition satisfactory to the Superintendent or designee. Payment shall be made to the West Orange-Cove CISD Business Office 14 days in advance of the use of the facility.
2. The Lessee 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. Outside organizations shall pay for each hourly unit of time with a minimum of four (4) hours.
3. The Lessee shall use the facility only for the purpose of : _____
4. The Lessee shall be responsible for the cost of restoring the facility to its original state after use.
5. The District may revoke its permission to use the facility at any time or under any circumstances that the District may deem sufficient.
6. The Lessee accepts full responsibility for protecting school property and equipment and assumes any and all liability for the cost of repairs or replacement for any damage done to buildings, equipment, or other school property used by the Lessee. Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the rental.
7. The Lessee agrees to assume all liability and hold harmless and indemnify the District, its Trustees, employees, and agent from any and all liability arising out of the Lessee's use of District facilities.
8. The Lessee shall furnish evidence of \$1,000,000 in liability insurance coverage for the event and shall name the District as an additional insured on the policy as specified by the District.

Executed on the _____ day of _____, 20_____.

_____ Name	_____ Position
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_____ District Representative	_____ Organization
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