

BOARD OF TRUSTEES
AGENDA

<input type="checkbox"/> Workshop	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
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(A) Report Only Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

(B) Action Item

Presenter(s): GILBERTO GONZALEZ, SUPERINTENDENT

Briefly describe the action required.

CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO AMEND BOARD POLICY GKD LOCAL:COMMUNITY RELATIONS NONSCHOOL USE OF SCHOOL FACILITIES.

(C) Funding source: Identify the source of funds if any are required.

(D) Clarification: Explain any question or issues that might be raised regarding this item.

AS PER ATTACHED INFORMATION.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

SCOPE OF USE

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 this policy.

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

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

NONPROFIT FUND-
RAISING

The District shall permit nonprofit organizations to conduct fundraising events on District property when these activities do not conflict with school 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 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 assistant superintendent of operations or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

APPROVAL OF USE

The Superintendent or designee is authorized to approve use of any District facility.

EXCEPTION

No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the fa-

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

	<p>ilities are not in use by the District or for a scheduled nonschool purpose.</p>
EMERGENCY USE	<p>In case of emergencies or disasters, the Superintendent or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.</p>
FACILITIES NOT AVAILABLE	<p>The following facilities shall not be available for nonschool use:</p> <ol style="list-style-type: none">1. Student activity center; and2. Fine arts center.
USE AGREEMENT	<p>Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement 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.</p>
FEES FOR USE	<p>Nonschool users shall be charged a fee for the use of designated facilities.</p> <p>The assistant superintendent of business and finance shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>
EXCEPTIONS	<p>Fees shall not be charged when school buildings are used:</p> <ul style="list-style-type: none">• For public meetings sponsored by state or local governmental agencies;• By District employee professional organizations; or [See DGA]• By any group or organization when the primary participants in the activities are school-aged children.
REQUIRED CONDUCT	<p>Persons or groups using school facilities shall:</p> <ol style="list-style-type: none">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.

Eagle Pass ISD
159901

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

All groups using school 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.



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

Marked for Excellence

TO: Asst. Superintendents, Executive Directors, Directors, Coordinators, and Principals

FROM: Gilberto Gonzalez, Superintendent

SUBJECT: FEES FOR USE OF SCHOOL FACILITIES AS PER BOARD POLICY

DATE: September 26, 2013

The following is the **Fee Schedule** for the use of district-wide school facilities for non-sponsored school district events for the **first four (4) hours** of use. The Office of the *Assistant Superintendent for Business and Finance* shall provide administrative procedures that establish rental rates, contract forms, etc. Attached is a copy of the *Use of School Facilities Form* that must be completed for any use of EPISD facilities as per *Board Policy*.

	<u>Usage Fees</u>	<u>**Overhead Fees</u>
*SAC Football Stadium (for UIL State Playoffs)	5,500.00	N/A
*Eagle Pass Football Stadium (Del Rio Blvd)	1,500.00	750.00
*Eagle Pass High School Softball Complex (2 nd St.)	1,500.00	750.00
C.C. Winn Auditorium	1,200.00	600.00
High School Gymnasium	600.00	300.00
High School Student Activity Area	600.00	300.00
High School Lecture Room	300.00	300.00
Junior High Auditorium	600.00	300.00
Junior High Student Activity Area	600.00	300.00
Junior High Field House	600.00	300.00
Memorial Junior High Gymnasium	600.00	300.00
Memorial Junior High Student Activity Area	600.00	300.00
Technology Conference Room	600.00	300.00
Elementary School Gymnasium	600.00	300.00
Elementary School Student Activity Area (cafeteria)	600.00	300.00
School Playground/Baseball Field	N/C	
High School Tennis Courts	N/C	
Junior High Tennis Courts	N/C	
Light Technician-C.C.Winn Auditorium	50.00/Hour	
Sound Technician-C.C.Winn Auditorium	50.00/Hour	
Custodian	20.00/Hour	
Security	30.00/Hour	

* *Includes Concession Stands and Bathrooms*

** *Fee charged to cover only overhead costs for utilities and building maintenance when the primary participants in the activities are school-aged children. Usage fees or overhead costs shall not apply to school-sponsored groups, school-sponsored activities, Parent Teacher Organizations, and Booster Clubs.*

In addition to the above *usage fees* or *overhead fees*, a charge of **\$20.00 per hour** to cover the **cost per custodian** will be charged for hours in excess of the **first four (4) hours**. Additionally, a fee of **\$30.00 per hour, per security guard** will also be charged if a security officer(s) is requested by the applicant *or* required by the principal or *EPISD Police Department* to supervise the facility during the time it is being requested. Any other facility not listed will be considered on an individual basis and a fee will be set by the Superintendent.

As per *School Board Policy, GKD (Local)*, fees shall not be charged when school buildings are used for/by:

- public meetings sponsored by state or local governmental agencies;
- district employee professional organizations; or [See DGA]
- any group or organization when the primary participants in the activities are school-aged children.

No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities such as the track, playgrounds, tennis courts, and the like; or, when the facilities are not in use by the District or for a scheduled nonschool purpose.

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 *Policy GKD (LOCAL)*. Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

The District shall permit repeated use by any group or organization for nonschool purposes no more frequently than **three (3)** times a year. The limitations on repeated use by a nonschool group or organization shall not apply to any group or organization when the primary participants in the activities are school-aged children.

Any organization, group or individual interested in using school facilities shall be required to complete and submit an *Application for Use of School Facilities* to the school principal **thirty (30) days** in advance. The principal is authorized to approve use of facilities on a school campus. If the principal approves an *Application for Use of School Facilities*, the application is then submitted to the *Accounting Department*.

Nonschool users shall be charged a fee for the use of the designated facilities. The *Accounting Department* will *estimate* the appropriate usage or overhead fees based on the *Fee Schedule* and information provided in the application. Payment of the estimated charges must be received **fifteen (15) days** prior to using the school facilities; otherwise, the *Application for Use of School Facilities* will **not** be processed for final approval. All groups using school 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.

After the event, a **Final Invoice** will be calculated to include *actual charges*. The invoice will be sent to the applicant if actual charges are **more** than the *estimated amount paid*. If actual charges are **less** than the *estimated amount paid*, a *Refund* will then be issued.

Principals/Directors must ensure receipt of *Application for Use of School Facilities* with all approvals before facilities can be used.

XC: Gilberto Gonzalez, Superintendent
Samuel Mijares, Superintendent for Curriculum & Instruction
Eduardo Trevino, Assistant Superintendent for District Operations
Accounting Department

Application **MUST** be Submitted
30 DAYS in Advance

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

1420 EIDSON ROAD • EAGLE PASS, TEXAS 78852 • (830) 773-5181

APPLICATION FOR USE OF SCHOOL FACILITIES

DATE: _____

NAME OF ORGANIZATION: _____

NAME OF SCHOOL: _____

BUILDING OR FACILITY REQUESTED: _____

DATE (S) OF USE: _____ TIME: BEGINNING _____ ENDING _____

PURPOSE FOR WHICH PREMISES WILL BE USED:

EQUIPMENT/SERVICES REQUESTED (IF ANY):

WILL THERE BE A REGISTRATION FEE? YES _____ NO _____

FEE FOR USE OF BUILDING OR FACILITY: (TO BE COMPLETED BY THE ACCOUNTING DEPT.)
FEE MUST BE PAID FIFTEEN (15) DAYS IN ADVANCE TO SECURE FINAL APPROVAL

ANTICIPATED NUMBER OF PARTICIPANTS: _____

ADDITIONAL INFORMATION:

If granted permission to use the above property or facility and, if any equipment or services, it is agreed:

- 1 The requesting organization or individual granted use (and those granted access to the property or facility thereby) will abide by all board policies, specifically, but not limited to GKD (LEGAL) and GKD (LOCAL), rules, and regulations of the Board of Trustees regarding the use of District property or facilities, and the conduct of persons in or on District property or facilities, whether now or hereafter adopted.
- 2 The use of the property or facilities will not, in any way, interfere with the operations of the Eagle Pass Independent School District or any of the programs or activities of the District. If required for District purposes, it is understood that the right is reserved to withdraw or rescind the grant of the use of the property or facilities on short notice.
- 3 Alcoholic beverages will not be consumed or brought onto District property or in its facilities.
- 4 Smoking on District property is prohibited.
- 5 No improvements or structures will be constructed upon District property or in its facilities unless approved in writing. No stakes or other objects will be placed in the ground if such areas are to be used.
- 6 District property, facilities or equipment will be used in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Good order and discipline will be maintained.
- 7 No concessions or other items will be sold in or on District property or facilities unless approved in writing.
- 8 Within one-half (1/2) hour after the ending hour of use, the property of facilities will be vacated and left in as good a condition as when such use began. Unless payment is made for clean-up and clean-up is specifically requested, the property or facilities will be left in a thoroughly clean condition. Performance of clean-up by the Eagle Pass Independent School District will not diminish any liability for damages.
- 9 Refunds or additional payments, if any, will be made within thirty (30) days after use.
- 10 The requesting organization (and the undersigned officer, agent or representative thereof individually and jointly and severally with the organization) or individual, agrees (a) to pay for and assume full liability for any loss or damages to person or property or claims therefore resulting to or arising from the use of District property or facilities by such organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from

such use, in or about available parking areas, or otherwise, (b) to reimburse or hold harmless the District, the Board of Trustees, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to, its or their

attorney's fees, and (c) to pay any attorney's fees and costs paid or incurred by the Eagle Pass Independent School District to enforce any obligations imposed under this application.

- 11 No vehicles of any kind will be allowed on the playing surface of the football field.

The undersigned individuals have read and understand this application, and hereby sign this application of their free and voluntary volition.

APPLICANT _____

BY _____

ADDRESS _____

TELEPHONE _____

FAX/EMAIL _____

APPROVED

PRINCIPAL

ASST. SUPERINTENDENT FOR BUSINESS AND FINANCE

ASST. SUPERINTENDENT FOR DISTRICT OPERATIONS

SUPERINTENDENT (AS APPLICABLE)

NOTE: RETURN A COPY TO THE CAMPUS PRINCIPAL WHEN THE APPLICATION IS APPROVED OR DISAPPROVED.

For Accounting Use Only	
receipt # _____	check # _____

**Use of School Facilities
09/01/2013 - 08/31/2014**

School	Facility	Total Requests	Total Amount
CCWinn	Auditorium	9	9,505.00
CCWinn	Gym	6	1,930.00
CCWinn	Classrooms	Fall/Spring	42,597.25
EPHS	Softball Complex at EPHS	20	1,850.00
Old EPJH	Field	13	4,170.00
Austin	Cafeteria/Classrooms	5	1,500.00
Memorial Jr High	Field	1	190.00
	199-00-5743	Grand Total	61,742.25



*Eagle Pass Independent School District
Athletic Department*



5021 East Hwy. 277 • Eagle Pass, TX 78852 • 830-758-7002

To: Mr. Gilbert Gonzalez, Superintendent of Schools
From: Edward Graf, Athletic Director *EG*
Re: Facility Rental Information
Date: 11-5-2014

As per your request, I reached out to the larger athletic departments in our area, and obtained information on the procedures of which they employ in the area of premier athletic facility rental (premier facility, in this document, refers to facilities which compare to the facilities at the EPISD SAC and FAC). The following document reflects some of the pertinent information which was gathered.

The athletic departments which were contacted consisted of the Laredo United ISD (UISD), the Laredo ISD (LISD), the San Antonio Northside ISD (NISD), the San Antonio Northeast ISD (NEISD), the Corpus Christi ISD (CCISD), the San Felipe Del Rio CISD (SFDRICISD), the Uvalde CISD (UCISD), the San Antonio Southside ISD (SSISD), the and Shertz-Cibolo CISD (SCCISD). Responses were received from many of those contacted, and on others, information was obtained from their athletic website.

Some of the more notable information which was learned is as follows:

-All of the school districts which provided information made their premier facilities available for UIL playoff games for other UIL schools, as long there was no conflict with the home school(s) playoff games.

-All made their premier facilities available to outside non-profit groups which involved school age children (like Pop Warner football, etc) for a fee (see next page for a range of fees). Adult leagues were not generally allowed use, but if they were, a higher fee was assessed, and the premium facilities were not approved for use by adult leagues.

Please make note that the range of fees listed on the next page show the lower rate, which is assessed to school groups, and the higher rate which is assessed to "for profit" groups. "Non-profit" groups are assessed a fee somewhere in between the two.

RANGE OF FEES FOR USE OF PREMIER SCHOOL FACILITIES

FOOTBALL/SOCCER FIELD	-----	\$500 - \$1500 plus expenses
BASEBALL/SOFTBALL FIELD	-----	\$500 - \$900 plus expenses
BASKETBALL ARENA	-----	\$500 - \$1000 plus expenses
TENNIS CENTER	-----	\$100 - \$500 (per day) plus expenses
PERFORMING ARTS BUILDING	-----	\$50 per hour-set up fee \$100 per hour-rehearsal fee (plus expenses) \$1000 - \$1500 per event (plus expenses)

***Time allowed per event was from 2-5 hours, if renter goes over this time, a \$100-\$200 per hour charge is added**

***If maintenance personnel or security officers are required, the renter is charged at the prevailing hourly overtime rate**

***Technology fees are to be determined at time of rental, and charged to renter**

***Some of the districts that responded required injury and property damage insurance be provided by the renter**

***If a school administrator is needed, an administrator fee of from \$100 to \$200 is also charged.**

If more information is needed, please contact me.