



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

FACILITIES DEPARTMENT

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To: James Schumann, Chief of Staff
From: Ruperto Becerra Jr., Director of Facilities
Date: July 10, 2019
Subject: South San/West Campus Alumni Basketball Tournament

The South San Alumni Committee submitted a Facilitron request to use South San Athletic Center and the main gym at South San High School on July 18 through July 21 to host their 7th annual alumni basketball tournament. According to GKD Regulation, the South San Alumni Committee qualifies as a Classification B as they are a non-profit organization without 80% student participants (See Attached).

We approved the waiver for the facility fee at both locations and only charged a custodial (two custodians) fee of 4 hours to clean up on the last day of the event.

Here is the timeline for this event:

- May 26, 2019 organization submitted their Facilitron request for the use of the Athletic Center for their event
- June 3, 2019 organization submitted their 1st draft of their event details and request for fees to be waived (See Attached)
- June 4, 2019 organization submitted a revised draft of their event details updating the "Custodian" section (See Attached)
- June 12, 2019 Organization submitted their request for use of the South San competition gym
- June 12, 2019 Insurance was verified by Facilitron
- June 25, 2019 Email was sent to Organization with the final fee for this event

Athletic Center	Facility Fee	Custodial Fee	Police	Deposit	Total
Full Rate	\$5,800.00	\$907.50	\$1,650.00	\$200.00	\$8,557.50
Discounted Rate	\$0.00	\$110.00	\$1,650.00	\$200.00	\$1,960.00

Competition Gym	Facility Fee	Custodial Fee	Police	Deposit	Total
Full Rate	\$2,900.00	\$907.50	\$1,650.00	\$200.00	\$5,657.50
Discounted Rate	\$0.00	\$110.00	\$1,650.00	\$200.00	\$1,960.00

Total Full Rate	\$14,215.00
Discounted Rate	\$3,920.00

Deposit is applied to the final fee once no damages or additional costs are confirmed.

2019 Alumni Basketball Tournament Details

Purpose of Hosting the Alumni Tournament

The South San Alumni Committee are wanting approval to waive fees for the purpose of hosting the 9th annual alumni basketball tournament. The tournament will take place on July 18th through July 21nd and we are requesting to use the South San Athletic Center and South San High School Main Gym for hosting this event.

The purpose of the tournament is to bring the community together and unify all South San generations to create a positive environment, positive South San Antonio ISD exposure, and positive public relations for our school district. We would also like to show that the Alumni of South San Antonio ISD care about the future of our district and encourage students to continue to make a positive name for themselves and the school district.

Fees Collected and Fees Paid

The cost for each team to participate is \$275. We anticipate having approximately 24 teams join.

$\$275 \text{ per team} \times 24 \text{ teams} = \$6600.$

From this total, we purchase shirts for every player on each team. The cost for each shirt is \$12 and each team receives 10 shirts.

$10 \text{ shirts} \times \$12 \times 24 \text{ teams} = \$2880.$

After purchasing shirts, our remaining amount is:

$\$6600 - \$2880 = \$3480.$

We also pay for referees with the money received. Each referee is paid \$22 and each game consists of 2 referees.

$\$22 \times 2 \text{ refs} = \44 per game

We will have 2 sites and approximately 40 games.

$\$44 \text{ per game} \times 40 \text{ games} = \$1760.$

After paying the officials, our remaining balance is

$\$3480 - \$1760 = \$2120.$

All money collected from the teams fees are used towards t-shirts, personnel and officials. Remaining money will be used towards a scholarship.

Gate Fees

The alumni committee has set an entry fee of \$5 per adult and \$3 per student for each hosting site. All money raised is used to award 5 athletes a scholarship. Students must pick their check up from central office and show proof of college enrollment. Last year, we awarded 5 student-athletes a scholarship of \$2000 each. Our goal this year is to raise enough money to award 5 scholarships again.

Technical Personnel

The alumni committee and girls' basketball team will be responsible for opening the gym and setting up the score table and bleachers before every game. We will also be responsible for clearing out the gym and locking up facilities. No additional personnel will be needed.

Custodian

The alumni committee will be responsible for cleaning the gym and bleachers, disposing of the trash in the restrooms and gym, returning all equipment back to the closet and securing all facilities and gates. We will also have 4-7 committee members supervising both gyms at all times, making sure that no one is out line.

By waiving our rental fees, Custodial fee, and Security Fee, we would be able to reach that goal and create a positive and unified environment for our community. If you have any further questions or concerns please feel free to contact Reggie Serna, South San/West Campus Alumni Committee CEO at 210-325-4701.

**South San Antonio ISD
Facility Fee Schedule
2018-2019**

FACILITIES	Classification A 80% > SSAISD student participants	Classification B: Non-Profit Community Organizations	Classification C: Commercial Organizations	Unavailable Dates
High School Facilities				
Auditorium	No Charge	\$600.00 for 4 hr. session \$100.00 each additional hour	\$1200.00 for 4 hr. session \$200.00 each additional hour	
Cafeteria (dining area only)	No Charge	\$20.00/hr.	\$40.00/hr.	
Classroom	No Charge	\$20.00/hr.	\$40.00/hr.	
Main Gym	No Charge	\$100.00/hr.	\$200.00/hr.	Aug.1, 2018 – May 1, 2019
Auxiliary Gym	No Charge	\$60.00/hr.	\$120.00/hr.	Aug. 1 2018 – May 1, 2019
Practice Football/Soccer Field	No Charge	No Charge	No Charge	Close weekly from 8:00 a.m. to 5:00 p.m.
Middle Schools				
Cafeteria (dining area only)	No Charge	\$20.00/hr.	\$40.00/hr.	
Classroom	No Charge	\$20.00/hr.	\$40.00/hr.	
Main Gym	No Charge	\$40.00/hr.	\$80.00/hr.	Aug 20, 2018- Mar 26, 2019
Auxiliary Gym	No Charge	\$30.00/hr.	\$60.00/hr.	Aug 20, 2018- Mar 26, 2019
Football/Soccer Field	No Charge	\$25.00/hr.	\$50.00/hr.	Jul 11-May 3
Pavilion	No Charge	No Charge	No Charge	
Elementary Schools				
Cafeteria (dining area only)	No Charge	\$20.00/hr.	\$40.00/hr.	
Classroom	No Charge	\$20.00/hr.	\$40.00/hr.	
Gym	No Charge	\$20.00/hr.	\$40.00/hr.	
Football/Soccer Field	No Charge	\$20.00/hr.	\$40.00/hr.	June 1, 2018 - May 1, 2019
Pavilion	No Charge	No Charge	No Charge	
District Facilities				
Auditorium (Administration)	No Charge	\$600.00 for 4 hr. session \$100.00 each additional hour	\$1200.00 for 4 hr. session \$200.00 each additional hour	
Athletic Facilities				
SSAISD Athletic Center	No Charge	\$200.00/hr.	\$400.00/hr.	Aug. 1, 2018 – May 1, 2019
SSAISD Football/Soccer Field	No Charge	\$187.50/hr.	\$375.00/hr.	June 1, 2018 – May 1, 2019
Gustafson Field (Baseball Field)	No Charge	\$83.35/hr.	\$166.70/hr.	Nov. 1, 2018 – June 3, 2019
High School Softball Field	No Charge	\$83.35/hr.	\$166.70/hr.	Nov. 1, 2018 – June 3, 2019
Support Fees				
Technical Personnel	\$25.00/hr.	\$25.00/hr.	\$25.00/hr.	
Custodian	\$27.50/hr.	\$27.50/hr.	\$27.50/hr.	
SSAISD Police	\$50.00/hr.	\$50.00/hr.	\$50.00/hr.	

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
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Nonprofit Fundraising

The District shall not permit nonprofit organizations not affiliated with the District to conduct fundraising events on District property.

District booster clubs may use District facilities for fundraising.

For-Profit Use

The District may permit individuals or for-profit organizations to use its facilities for financial gain.

The District reserves the right to deny rentals.

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 Superintendent 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.

Requests to lease District facilities on a continuing or long-term basis shall require approval of the Superintendent.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

Exception	<p>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 facilities are not in use by the District or for a scheduled nonschool purpose.</p> <p>Areas identified as off-limits by the District shall not be available for community use.</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>
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 Superintendent or designee 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> <p>The use of kitchens and kitchen equipment shall be limited to school and school-related functions. These facilities are not available for rental. Only District cafeteria employees shall be allowed to use kitchen equipment. If a school function requires kitchen use, the organization will be assessed a fee.</p> <p>The Superintendent or designee shall establish a process for special waivers to be considered and recommended for approval.</p> <p>Such requests may be submitted for full or partial waivers of facility usage fees such as rental, custodial, and security and require approval of the Superintendent.</p>
Exceptions	<p>Fees shall not be charged when school buildings are used for public meetings sponsored by state or local governmental agencies that have executed Memorandums of Understanding with the District.</p> <p>Fees shall not be charged for use by District employee professional organizations. [See DGA]</p>

Required Conduct

Persons or groups using school facilities shall:

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.

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.

COMMUNITY RELATIONS
NON-SCHOOL USE OF SCHOOL FACILITIES

GKD
REGULATION

USE OF SCHOOL
FACILITIES

The designated buildings and properties of the District may be available to the patrons of the District and other groups under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board and this Administrative Regulation.

District facilities, when made available for use, will be based upon classification and priority of groups as specified in these guidelines. The District shall have first priority of facility use and may cancel any agreement for the use of any facility prior to the event if the District determines that it must use the facility for a function directly related to the operation of the District. The District may also cancel an event with less than 24-hours notice under such emergency circumstances that would preclude the safe occupancy and use of the leased facility. The District also reserves the right to adjust or restrict the hours of use by any group or organization in order to accommodate the greatest number of requests.

All federal, state, and local laws and ordinances as well as rules of the police and fire department must be complied with by persons or organizations using District facilities.

Groups and organizations using District facilities are responsible for ensuring that all individuals attending the function stay within the areas of the facility that have been specifically reserved for their event.

RESERVING
FACILITIES

All groups and organizations considering reserving or renting a District facility must contact the Office of Operations and submit the appropriate reservation request form. The Office of Operations will determine the availability of the facility requested, type of employee services required to adequately accommodate the activity, and notify the group of confirmation and/or conflicts with the request. Fees for rental and employees' services are specified in the appropriate exhibit, as follows:

1. Exhibit A: Facility Fee Schedule;
2. Exhibit B: Facility Request Form and Procedures

Rental fees will be charged based on the group/organization's classification type, the facility or facilities being rented, and employee service charges as specified in the exhibits to this document, as applicable. For groups subject to usage fees, the fees for renting any facility are based on a minimum of two (2) hours. Charges for an event are assessed from the time the facility is opened for the event until it is cleaned and secured. The organizational sponsor or designated representative must be present until everyone has vacated the building except employee service personnel.

COMMUNITY RELATIONS
NON-SCHOOL USE OF SCHOOL FACILITIES

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REGULATION

Facilities will not be rented or reserved for individuals or groups with outstanding fee balances.

PROHIBITIONS

The District shall have the authority to prohibit any performance, activity, exhibition, or entertainment that is deemed to be indecent, obscene, immoral or in any manner publicly offensive. Groups/organizations that are known to have a history of or propensity for such prohibited types of activities will be prohibited from renting facilities.

Violating any federal, state or local laws, ordinances or regulations may result in forfeiture of the ability to rent District facilities for future activities.

Use, sale, or possession of alcoholic beverages, illegal drugs, pyrotechnics (including fireworks), weapons, and firearms, and the use of tobacco products on District property will not be permitted. Violators shall be prosecuted to the fullest extent of the law. Evidence of any violation of federal, state, or local laws during the use of a District facility shall be cause for suspension of privileges of such use, both currently and in the future.

ATHLETIC
FACILITIES AND
OUTDOOR AREAS

Designated District athletic facilities (competition gyms, football, baseball, softball, and soccer fields) used for school UIL competition shall not be available for use by outside groups during the applicable sport's designated season including pre- and post-season play (without explicit permission from the Director of Athletics). All groups and organizations are required to reserve available athletic facilities and/or fields, in advance, through the Office of Operations.

ATHLETIC
FACILITIES

Tennis courts and tracks at middle school campuses and tennis courts at the high school campus are available for personal recreational use to patrons in the community, on a first-come, first-serve basis (no reservations are necessary) as long as the facilities are not being used by District students for school-related activities. Patrons should limit use to a maximum of one hour (when others are waiting) to provide ample opportunities for other individuals to have access. These facilities may only be used for the purpose for which they are designed. Anyone failing to comply with these requirements will be removed from the facilities. The District has established a dawn to dusk hours of operation on non-school days, with a 9:00 pm curfew for these areas and has the authority to ask an individual or group to leave after 9:00 pm or at any other time based on inappropriate behavior/conduct.

OPEN AREAS,

Outdoor areas on elementary campuses that are not fenced and gated or

COMMUNITY RELATIONS
NON-SCHOOL USE OF SCHOOL FACILITIES

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FIELDS, OR PLAY- GROUND AREAS: ELEMENTARY	locked with a security device, and areas normally designated as play-ground areas may be used by the community on a first-come, first-serve basis (no reservations are necessary) as long as the facilities are not being used by District students for school-related activities. This includes the use of backstops, goals, and other equipment on the playgrounds provided that they are used properly and not abused. As a general rule, these outdoor areas will normally be available when school is not in session and after at least fifteen minutes has elapsed after the end of an instructional day. The organization is responsible for the supervision of students accessing these areas, and all persons using these facilities do so at their own risk. The District has established a dawn to dusk hours of operation on non-school days, with a 9:00 pm curfew for these areas and has the authority to ask an individual or group to leave after 9:00 pm or at any other time based on inappropriate behavior/conduct.
MIDDLE SCHOOL	Outdoor areas on middle school campuses that are not fenced and gated or locked with a security device may be used by community members on a first-come, first-serve basis without making a reservation as long as the facilities are not being used by District students for school-related activities. This includes the use of backstops, goals, and other equipment on the fields provided that they are used properly and not abused. As a general rule, these outdoor areas will normally be available on days when school is not in session and after at least fifteen minutes has elapsed after the end of an instructional day. Organizations using these areas are responsible for the supervision of students accessing these areas, and all persons using these facilities do so at their own risk. The District has established a dawn to dusk hours of operation, with a 9:00 pm curfew for open areas and fields for non-school-related use and has the authority to ask an individual or group to leave after 9:00 pm or at any other time based on inappropriate behavior/conduct.
HIGH SCHOOL	High school competition fields will not be leased to any outside group without explicit permission from the Office of Operations. All groups and organizations are required to reserve designated athletic facilities and/or fields, in advance. The District has established a dawn to dusk hours of operation, with a 9:00 pm curfew for open areas and fields for non-school-related use and has the authority to ask an individual or group to leave after 9:00 pm or at any other time based on inappropriate behavior/conduct.
FOOD AND BEVERAGES	Groups or organizations planning to serve or sell food or beverages on District property must follow District guidelines and arrangements must be made in advance of the event.
RESPONSIBILITY	All groups and organizations reserving or renting District facilities will be

COMMUNITY RELATIONS
NON-SCHOOL USE OF SCHOOL FACILITIES

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FOR DAMAGES held responsible for any damages to District property during their use. The individual or group using the building or facility will be responsible for restoring the facility to its original and equivalent condition. The Office of Operations has sole authority to make this determination. The Office of Operations shall also have the authority to determine the amount and extent of damages to be assessed, if appropriate.

PRIORITY CLASSIFICATION FOR FACILITY USE District facilities, when made available for use, will be based upon classification and priority of groups. Any agreement to reserve or rent a facility may be canceled by the District in favor of school-related activities should a conflict in schedule develop at any time. The District reserves the right to adjust or restrict the hours of use by any group or person in order to accommodate the greatest number of requests. Preference will be given to youth groups of the District and other groups whose membership contain the largest percentage of District residents. The District reserves the right to cancel, postpone, or modify any rental request.

Classification A: Exempt

- School sponsored clubs, organizations and activities
- Provides direct school support
- School related groups designated non-profit such as PTO, Booster Clubs, and Educational Foundations

To qualify for Classification A fee schedule, at least 80% of the youth participating must attend SSAISD schools and the organization must be a non-profit. (A roster of participants must be provided with a signed affidavit of compliance).

Classification B: Non-Profit Community Organizations

- All Non-Profit organizations not meeting 80% of SSAISD participants attending SSAISD schools.

Classification C: Commercial Organizations

- All other groups not included in Classification A or B such as for profit organizations or individuals

USE OF FACILITIES BY DISTRICT EMPLOYEES District employees desiring to use a District facility for non-school purposes (including private tutoring and private lessons for profit) must submit a Facility Request Form and are subject to the same fees for rental and employee services as individuals, groups, or organizations based on the appropriate classification group.

DEPOSITS AND CANCELLATION Groups/Organizations that rent campus and District-wide facilities must provide a minimum of 48-hour advance notice of a cancellation.

COMMUNITY RELATIONS
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Deposits, payable to SSAISD, are due upon confirmation of date availability and will be refunded after completion of the event, less any additional charges that may be assessed.

PAYMENTS OF FEES
FOR RENTAL AND
EMPLOYEE
SERVICES

Immediately following each event, the Office of Operations will determine the balance owed by the organization renting the facility and notify the group/organization of the final charges within five (5) business days after an event. The group/organization will be responsible for paying the fees associated with the facility rental and cost of the services as established in this Administrative Regulation and on the facility rental and related fees' exhibits (Exhibits A-B). Possible charges include, but are not limited to, custodial, technical personnel, and security.

The security deposit, if applicable, will be applied toward the final charges (including any necessary repairs to District property). The balance owed must be paid in full prior to the next event in a series taking place. Failure to make payment will result in denial of future use.

Rates and fees designated on the facility rental and related fees' exhibits (Exhibits A-B) will be subject to annual review. Rates and fees may be modified on a yearly basis. All confirmed facility reservation requests and agreements will be honored at the rates at the time of execution and will not be subject to rate changes.

INSURANCE

Insurance shall be carried by all non-SSAISD groups or any group the District deems necessary to be covered by insurance. An original certificate of insurance, endorsed to add SSAISD as an additional named insured with waiver of subrogation in favor of the District, shall be submitted to the Office of Operations prior to the use of the facility. The policy must reflect that it is primary and not contributory with any insurance maintained by the District and may not be canceled prior to the conclusion of the event.

Submitted by: Ruperto Becerra Jr., Executive Director of Operations

Cabinet Approval: September 25, 2017