



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: November 16, 2016

Purpose: Report Only Recognition Discussion/ Possible Action

Presenter(s): Ruperto Becerra Jr., Executive Director of Operations
Robert Zamora Jr., Director of Athletics

Item Title:

Report on GKD Regulation.

Description:

Provide the Board of Trustees information regarding the process for organizations, groups, or individuals to request the use of District facilities.

District Goal:

Goal 1 We will engage all school community members through transparency and effective communication to create an inclusive environment for all students.

Funding Budget Code and Amount:

CFO Approval

NA

APPROVAL ROUTE

SIGNATURE

DATE

Principal/Director:

Executive Director:

Chief Administrator:

Superintendent:

[Handwritten signatures]

7 Nov 16

11-16-2016

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 Business Operations and submit the appropriate reservation request form. The Office of Business 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

GKD
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

ATHLETIC FACILITIES

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 Business Operations.

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.

OPEN AREAS, FIELDS,
OR PLAYGROUND
AREAS -

ELEMENTARY

Outdoor areas on elementary campuses that are not fenced and gated or locked with a security device, and areas normally designated as playground 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,

COMMUNITY RELATIONS
NON-SCHOOL USE OF SCHOOL FACILITIES

GKD
REGULATION

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 9:00 pm curfew for open areas and playgrounds 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.

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 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 fields will not be leased to any outside group without explicit permission from the Office of Business Operations. All groups and organizations are required to reserve designated athletic facilities and/or fields, in advance.
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 FOR DAMAGES	All groups and organizations reserving or renting District facilities will be 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 Business Operations has sole authority to make this determination. The Office of Business 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

COMMUNITY RELATIONS
NON-SCHOOL USE OF SCHOOL FACILITIES

GKD
REGULATION

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-Exempt

- All other groups not included in Classification A (e.g., Universities, Colleges, Religious groups, Churches, and Homeowner's Associations)

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.

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 Business 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

COMMUNITY RELATIONS
NON-SCHOOL USE OF SCHOOL FACILITIES

GKD
REGULATION

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 Business 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: _____

Cabinet Approval: _____

**South San Antonio ISD
Facility Fee Schedule
2016-2017**

FACILITIES	Classification A Exempt	Classification B Non-Exempt	Unavailable Dates
High School Facilities			
Auditorium	No Charge	\$600.00 for 4 hr. session \$100.00 each additional hour	
Cafeteria (dining area only)	No Charge	\$20.00/hr.	
Classroom	No Charge	\$20.00/hr.	
Main Gym	No Charge	\$100.00/hr.	July 11 - March 11
Auxiliary Gym	No Charge	\$60.00/hr.	July 11 – March 11
Practice Football/Soccer Field	No Charge	No Charge	
Middle Schools			
Cafeteria (dining area only)	No Charge	\$20.00/hr.	
Classroom	No Charge	\$20.00/hr.	
Main Gym	No Charge	\$40.00/hr.	Aug. 22 – March 11
Auxiliary Gym	No Charge	\$30.00/hr.	Aug. 22 – March 11
Football/Soccer Field	No Charge	\$25.00/hr.	July 11 – April 27
Pavilion	No Charge	No Charge	
Elementary Schools			
Cafeteria (dining area only)	No Charge	\$20.00/hr.	
Classroom	No Charge	\$20.00/hr.	
Gym	No Charge	\$20.00/hr.	
Football/Soccer Field	No Charge	\$20.00/hr.	
Pavilion	No Charge	No Charge	
District Facilities			
Auditorium (Administration)	No Charge	\$600.00 for 4 hr. session \$100.00 each additional hour	
Athletic Facilities			
SSAISD Athletic Center	No Charge	\$200.00/hr.	July 11 – March 11
SSAISD Football/Soccer Field	No Charge	\$187.50/hr.	June 5 – May 5
Gustafson Field (Baseball Field)	No Charge	\$83.35/hr.	Dec. 5 – May 19
High School Softball Field	No Charge	\$83.35/hr.	Dec. 5 – April 29
Support Fees			
Technical Personnel	\$25.00/hr.	\$25.00/hr.	
Custodian	\$27.50/hr.	\$27.50/hr.	
SSAISD Police	\$50.00/hr.	\$50.00/hr.	

Exhibit A

Play-off Game Rental:

- For neutral site play-off games between non-SSAISD schools
- UIL tournaments
- Contact the Office of Athletics

Long Term Use:

Organizations will be limited to a one-year maximum contract for school use. If the long term use of a facility cannot be maintained through school district resources, the District may decline to rent the facility. The rental may be canceled if the District requires the use of the long term rented facility. Any new school building/facility will not be rented for long-term use during the first school year in which it opens.

Insurance:

The organization requesting the use of a district facility must furnish evidence of insurance coverage for the event(s). Required documentation includes:

- 1) Copy of the Certificate of insurance that includes:
 - a) \$300,000 each for General Aggregate, Per Occurrence, Products/Completed Operations Aggregate, Personal/Advertising Injury Liability
 - b) \$100,000 for Fire Damage

Fees:

Rental fees must be paid within five (5) business days after an event.

Technical Personnel: Special campus personnel may be required to access school district equipment, for example auditorium lighting and sound.

Custodian: There will be no custodial fees during regular operational hours. These hours are from the end of the school day until 9:00 p.m. on days when students are present. Organizations requesting the use of facilities beyond these hours will be required to hire custodial services to be provided by the district. The District reserves the right to determine the number of custodians needed based on group size and event type.

SSAISD Police: The District reserves the right to determine the need for and the number of security officers required based upon group size and event type.

Exhibit A

Facilities:

Open areas: Areas that are open to the public are not rented.

Tennis Courts: District tennis courts are open to the public on a first come first serve basis. They are not available for group use or rental.

Pavilions: District pavilions are open to the public on a first come first serve basis. They are not available for group use or rental.

Auditoriums: Rental includes the auditorium and adjacent restroom facilities. If access to the sound and lighting system is required, a technical assistant must be included in the rental. The District only allows fine arts sponsors to operate the sound and lighting systems.

High School Cafeteria: Rental includes the cafeteria and the adjacent restroom facilities. The District does not rent kitchen facilities.

High School Gym: Rental includes the gym and adjacent restroom facilities.

High School Stadium: Rental includes the High School Stadium and adjacent restroom facilities.

High School Baseball/Softball Field: Rental includes the baseball and softball fields and adjacent restroom facilities.

High School Soccer/Football Practice Field: The soccer/football field is located adjacent to the South San Antonio Athletic Center. Rental does not include special mowing or field lining.

Middle School Soccer/Football Field: Rental includes the adjacent restrooms. Rental does not include lights, scoreboard, special mowing or field lining.

Middle School Cafeterias: Rental includes cafeteria, stage area, and adjacent restrooms. If access to the sound and lighting system is required, a technical assistant must be included in the rental. The District only allows fine arts sponsors to operate the sound and lighting systems.

Middle School Gyms: Rental includes the gym and adjacent restrooms. Rental of the gym does not include locker rooms or concession stands.

Classrooms: Rental includes the classroom and the nearest restroom facility only. Classrooms are rented per the number that are needed.

Elementary School Gyms: Rental includes the gym and adjacent restrooms.

Elementary School Cafeterias: Rental includes the cafeteria, stage area and adjacent restrooms. If access to the sound and lighting system is required, a technical assistant must be included in the rental. The District only allows fine arts sponsors to operate the sound and lighting systems.

**South San Antonio ISD
General Rules & Regulations**

1. Groups or individuals wanting to rent SSAISD facilities must complete the online Facility Request Form.
2. Priority for rental requests will be based upon a category in which the request falls. The priority order will be Classification A then Classification B.
3. The following documentation must be submitted before the request will be processed:
 - a. Facility Request Form completed and signed
 - b. Current insurance document and endorsement
 - c. A roster of student participants for any group requesting Classification A
 - d. A copy of the 501(c)3 status from the Office of the Secretary of State, if requesting non-profit status.
4. Indoor facilities will not be rented during the summer break, on school holidays, or the weekend immediately preceding or following designated holidays.
5. All users of school district facilities shall ensure that:
 - a. The applicant agrees that they will be financially responsible for any damages or losses sustained to the building, furniture, windows, equipment or grounds, accruing the occupancy of use of said facilities. Damages or losses will be reported immediately to the district.
 - b. Permission to use the facility or any portion thereof shall not be transferred to a third party.
 - c. District facilities are left neat and in orderly condition ready for the next school day.
 - d. All users of the facilities understand that security cameras are in place and can be reviewed if necessary.
 - e. Smoking or the use of tobacco products is not allowed on school property. This includes school buildings and grounds, even when school is not in session. Authorized agents for the organization using school district property are responsible for enforcing this policy.
 - f. No alcoholic beverages, intoxicant or controlled substances in any form may be brought onto school district property. Any person under the influence of alcohol will be denied participation in any activity.
 - g. Under no circumstances will firearms be allowed on school district property.
 - h. All users of facilities must adhere to all fire codes. No open flames (ex. BBQ pits) will be permitted on or in school district property.
 - i. Only the designated areas in the application shall be used.
 - j. Classroom materials and school equipment will not be permitted for use without prior approval.
 - k. Do not allow anyone into the building who is not part of your activity or event.
 - l. Children must be supervised at all times.
 - m. All areas are to be left in a clean and orderly condition after use. All tables, desks and chairs will not be moved without prior approval.
 - n. The applicant agrees to abide by the hours stipulated in this application and will be expected to have all individuals participating in the activity out of the building at the agreed upon time.
 - o. Any application for the use of a district facility may be revoked without prior notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed. In the case of a schedule conflict, first priority will be given to the school function and will suspend this application.
 - p. No pets will be allowed on district property with the exception of guide dogs.
 - q. Any changes to this application must be submitted in writing and approved before the event.
 - r. Violation of any of the above rules/regulations shall be justification for immediate termination of the event and denial of future use requests.
6. If an admission fee is to be charged during the rental; admission cannot exceed \$4 per contest and \$10 for a tournament pass.

**South San Antonio ISD
Release and Waiver of All Claims**

South San Antonio ISD facilities are available for use by non-profit community groups/organizations with first priority always given to the education of students. The SSAISD provides appropriate, attractive, functional, and safe facilities for students, however, participation in any youth sports activity and use of any recreational facilities involves a risk of accidental injury despite all safety precautions.

Please read carefully before signing.

Having been informed of the activities conducted by: _____ I as an individual or as a parent or guardian of the participant(s) named herein, assume all risks and hazards incidental to the activities, and release from responsibility and agree to indemnify and hold harmless the South San Antonio ISD, and all its employees for any injury to my child(ren), myself, or my family members occurring during his/her/their participation in any activity or use of any recreational facility at South San Antonio ISD.

Name of child(ren):

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Signature: _____
Parent/Guardian

Date: _____

This form is to be completed by the organization's point of contact and sent to the office of the Executive Director of Operations.

PHONE (210) 977-7089 FAX (210) 977-7086

[Type here]

**SSAISD Facility Rental
Roster Affidavit
2016-2017**

I, _____, Swear or affirm:

1. That I am an authorized representative of the following organization _____.
2. The youth participants on the attached list are registered participants of the above listed organization.
3. I hereby certify that the attached roster is a complete list of all of the youth participants in the event for which the organization I represent seeks to rent the South San Antonio ISD facility.
4. Where applicable, I have identified the youth participants that are current South San Antonio ISD students, to include provision of each student's Student ID number for verification purposes. I understand that failure to report correct information may result in the loss of any future ability to rent District facilities. The South San Antonio ISD students participating in the event and identified on the attached list represent _____% or more of the total participants.
5. The number of participants on the attached list is _____.

Signature of Authorized Official

Title of Authorized Official

Affidavit will be valid for one year from date subscribed and sworn.

SUBSCRIBED AND SWORN to before me on this _____ Day of _____, _____.

(Seal)

Notary Public Signature

Printed Name

My Commission Expires: _____

SSAISD Facility Rental

[Type here]

**Youth Participant Roster
2016-2017**

	Youth Participation Name	South San Student? Y or N	South San Student ID Number (Where Applicable)	South San School Attended (Where Applicable)
1				
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SSAISD Facility Rental

[Type here]

**Youth Participant Roster
2016-2017**

	Youth Participation Name	South San Student? Y or N	South San Student ID Number (Where Applicable)	South San School Attended (Where Applicable)
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SSAISD Facility Rental

[Type here]

**Youth Participant Roster
2016-2017**

	Youth Participation Name	South San Student? Y or N	South San Student ID Number (Where Applicable)	South San School Attended (Where Applicable)
51				
52				
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