



## SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

### Agenda Item Summary

Meeting Date: July 24, 2019

Purpose: ☐ Presentation/Report ☐ Recognition ☐ Discussion/ Possible Action

☐ Closed/Executive Session ☐ Work Session ☐ Discussion Only ☒ Consent

From: Connie Prado, Board President

Item Title: Approve the amendments to GKD (Local)

Description:

Please see the attached policy which includes the proposed changes as prepared by legal counsel.

Recommendation:

Administration recommends that the policy be amended as per the Board's request, and as prepared by the district's legal counsel.

District Goal/Strategy:

Select a Goal or Strategy

Funding Budget Code and Amount:

CFO Approval

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

\_\_\_\_\_

\_\_\_\_\_

Superintendent:

\_\_\_\_\_

\_\_\_\_\_

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

**Scope of Use**

The District shall permit ~~nonschool~~non-school 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.

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**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~~noncurricular-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.

Nonprofit organizations, whether or not they are formally incorporated may use district facilities without cost in the following circumstances:

- The organization represents groups of parents, students, (including booster clubs) former students, or district residents
- No member of the organization may receive compensation or other form of monetary remuneration as a result of the event occurring on District property.
- The organization agrees that the event's proceeds and expenditures will be subject to review and audit upon request of the District's administration
- One hundred percent (100%) of the proceeds of the event, net of reasonable and ordinary expenses will be used to support activities pertaining to students, former students (including scholarship grants) or faculty of the District.
- Prior to approval for each use, the organization shall present the Superintendent of his or her designee for approval, a plan for the event and the expected use of any proceeds derived therefrom.



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<b>For-Profit Use</b>	<p><del>District booster clubs may use District facilities for fundraising.</del></p> <p>The District may permit individuals or for-profit organizations to use its facilities for financial gain.</p>
<b>Campaign-Related Use</b>	<p>The District reserves the right to deny rentals.</p> <p>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.</p>
<b>Scheduling</b>	<p>Requests for <del>nonschoolnon-school</del> use of District facilities shall be considered on a first-come, first-served basis.</p> <p>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 <del>nonschoolnon-school</del> use if an unexpected conflict arises with a District activity.</p>
<b>Approval of Use</b>	<p>The Superintendent or designee is authorized to approve use of any District facility.</p> <p>Requests to lease District facilities on a continuing or long-term basis shall require approval of the Superintendent.</p>
<b>Exception</b>	<p>No approval shall be required for <del>nonschoolnon-school</del>-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 <del>nonschoolnon-school</del> purpose.</p>
<b>Emergency Use</b>	<p>Areas identified as off-limits by the District shall not be available for community use.</p> <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>
<b>Use Agreement</b>	<p>Any organization or individual approved for a <del>nonschoolnon-school</del> 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 <del>nonschoolnon-school</del> use.</p>
<b>Fees for Use</b>	<p><del>NonschoolNon-school</del> 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>

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(LOCAL)

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.

The Superintendent or designee shall establish a process for special waivers to be considered and recommended for approval.

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.

Exceptions

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.

Fees shall not be charged for use by District employee professional organizations. [See DGA]

**Required Conduct**

Persons or groups using school facilities shall:

Conduct business in an orderly manner.

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]

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.



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**Scope of Use**

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

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District booster clubs may use District facilities for fundraising.

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The District reserves the right to deny rentals.

**Campaign-Related Use**

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**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.

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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>



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3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

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