

Bellville Independent School District

FACILITIES USE ADMINISTRATIVE GUIDELINES

EFFECTIVE SEPTEMBER 28, 2020

LEARNERS TODAY. LEADERS TOMORROW.

The following is information and procedures pertaining to the use and renting of BISD district properties and facilities. For additional information please contact the BISD Director of Administrative Operations at (979) 865-3133.

PHILOSOPHY

Public school buildings are provided primarily for the regular educational program of Bellville Independent School District and they must be maintained at all times in a satisfactory manner for this essential purpose. Bellville Independent School District has attempted to provide maximum use of public school facilities within the framework that will assure the tax paying public that school facility use is in no way detrimental to the regular educational program. The use of public school facilities outside of school hours may be granted for educational, cultural, recreational and civic activities as long as it is consistent with the statutes, the primary purpose of the schools, and the rules and regulations of Bellville Independent School District. Bellville Independent School District reserves the right to reject any requests not in the best interest of the District.

PURPOSE

The purpose of these established administrative guidelines is to provide opportunities for citizens to participate in educational and recreational activities through the establishment of a building and facilities rental fee schedule and procedures.

The procedures outlined here are applicable for use of district properties or facilities by organized groups. Ad hoc use by community members outside of school operational hours and without posing conflict to use of school facilities for school purposes do not require a formalized agreement. However, in all instances, compliance with the District's policies and procedures for conduct, safety, and security is expected.

Organized groups wishing to utilize district properties or facilities for single or routine use are to abide by the procedures outlined in this document and in accordance with BISD District policies.

Organized groups seeking long-term use and elevated authorization for scheduling, use, and physical alterations should consult with the BISD Superintendent to formalize a more comprehensive Memorandum of Understanding beyond what is outlined in this document.

CONDITIONS

The following guidelines shall apply to all non-school groups desiring to use District facilities in accordance with policy GKD (Local), Policy GKD (Legal) and applicable administrative regulations.

1. The activity shall not interfere with the normal use of the building by school personnel, nor shall approval be granted for any purpose that would damage school property. The program of activities must be suited to the available facilities; they must be of an educational, cultural, recreational or civic nature.
2. The group sponsor, chairperson, or leader identified on the Facility Use Agreement shall be responsible for the facility being used.

3. Minors shall not be permitted to assume responsibility for engaging the use of school facilities
4. The agency or group requesting the use of the facility shall pay the cost of operating expenses and custodial service. The group or agency shall assume full responsibility for any damage to District property beyond that resulting from reasonable usage.
5. All users shall restore the facilities to the condition in which the group found them prior to use. Rental areas are to be left clean after use. Users shall reimburse the District for the cost of employing school custodial or maintenance staff as deemed necessary by the District.
6. The user shall be held responsible for any damages to the District facility, property, or equipment being used. Groups using a building for an occasion which the public is eligible to attend shall be held responsible for treatment of the property on the part of the general public during the rental period. Misuse or abuse of equipment or facilities shall result in immediate denial of further use.
7. Only authorized employees of the District shall be permitted to have keys to District facilities. Special arrangements must be made and fees may apply for building use after 6 p.m. on weekdays and at any time on weekends.
8. Arrangements for use of the kitchen of any food service equipment shall be made through the director of food services. Such use shall be under the supervision of food service personnel. Users shall reimburse the District for the cost of employing food service personnel, including any overtime concurred.
9. All users shall comply with applicable policies, administrative guidelines, and fee schedules established by the District for the facility being used. Any group that does not comply with appropriate policies and guidelines shall be denied further use of District facilities.
10. Use of public school properties or facilities and their equipment shall be authorized upon a written agreement issued by the BISD Director of Administrative Operations in accordance with the rules of Bellville Independent School District. Certain equipment and areas of properties and facilities shall not be available for non-school use, unless otherwise authorized and operated by designated district personnel.
11. Smoking and the use of tobacco products, the use of alcoholic beverages, drugs and/or the distribution of advertising of alcoholic beverages or of dealers in such beverages in school buildings or on school premises are prohibited.
12. Weapons are strictly prohibited on all District property at all times.
13. All applicable fire and safety regulations of Bellville Independent School District, local municipalities and the State of Texas must be followed at all times.
14. Events open to the public or events at which a large number of participants are expected may require the use of security personnel. The District will engage the security personnel when they are required; however, the user will be charged for the service at the current rate per hour, per guard, with a three-hour minimum.
15. The applicant, organization, association, or renter agrees that it shall defend, hold harmless and indemnify Bellville Independent School District, Board of Education, and employees from any and all demands, claims, suits, action and legal proceedings brought against it from the use of facilities.

16. Upon request, in accordance with the BISD Facilities Use Administrative Guidelines a certificate of general liability insurance shall be issued to the District prior to the use of a facility.
17. Requests for use of District properties or facilities must be submitted for consideration at least two weeks in advance of the requested dates unless the nature of the need for use prohibits compliance with this timeframe.
18. Applicants who fail to give the District written notice of cancellation at least twenty-four hours in advance of the scheduled activity will be responsible for the same costs that would have been incurred had the activity been held as scheduled. If notice of cancellation is made by telephone, a written confirmation of this cancellation must be forwarded to the BISD Director of Administrative Operations.
19. A group-requesting long-term rent or lease who are in the process of acquiring a permanent site must comply with the conditions outline in these guidelines relative to Long-Term Rent/Lease of District properties or facilities.
20. Only the areas or rooms specified in the Facilities Use Rental Agreement will be used. No classrooms (or areas where personal property is not properly secured) shall be rented unless otherwise authorized by the District's designee.
21. All renting groups are to have their approved copy of the BISD Facilities Use Agreement and subsequent right to use the facility on their person while using the facility or property.
22. Bellville Independent School District reserves the right to revise rental rates and procedures at any time.

LONG-TERM RENT OR LEASE

Long-term lease shall be defined as use of the facility more than two days per month for a period of three or more months. Long-term leases and Memorandums of Understanding for Facility/Property will be reviewed by the Board annually. Prior to approval of a long-term lease, if applicable, the lessee shall be required to submit:

1. Statement of hardship and an application.
2. Construction schedule and name of architectural firm.
3. Copy of deed to construction site.
4. Quarterly construction reports.
5. A deposit equal to one month's rental fee, submitted with application.
6. The lease may be terminated by either party with 14 days' notice. The District shall reserve the right to demand use of leased property for public school purposes upon reasonable notice (48 hours minimum).

APPROVAL OF USE

The Superintendent and District Designee (Director of Administrative Operations) is authorized to approve nonschool use of District Facilities.

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

Organized and routine use of any District property for coordinated purposes must be approved through the procedures outlined in the BISD Facilities Use Administrative Guidelines and BISD Board Policies.

SCHOOL GROUNDS

School grounds shall be available for community use and shall be divided into the following two categories:

1. Play fields shall be available for community use, and shall be scheduled in accordance with administrative procedures.
2. Competition (interscholastic) fields and areas shall be available for use by organized groups within the community on a rental basis. Fees shall be established so that rental groups are charged an amount commensurate with the cost of maintenance, administration, and supervision of the facility.

GROUP CLASSIFICATION

Bellville Independent School District has approved three categories for use of district properties and facilities:

Classification I

Classification I includes nonprofit groups and activities serving the youth of the District and those activities sponsored by school-related groups. School facilities shall be made available at no cost for groups in this classification but activities shall not be approved if there is a conflict with the daily operation of the school.

No deposit, fees or insurance required. If a custodian is required, and the District does not have one on duty, the group will be required to pay for the custodial services .

EXAMPLES OF GROUPS IN CLASSIFICATION I:

- Band Boosters
- PTO/PTA
- Project Graduation
- Cheer Parents
- FFA Boosters
- Athletic Boosters

Classification II

Classification II includes nonprofit groups and activities serving the youth of the community outside the District and non-profit service oriented groups and activities serving members of the entire community of all ages but not limited to the District. Groups in classification II shall be charged according to the Board-adopted fee schedule. Charges for use of District personnel shall be charged only when used outside the normal school days and hours.

When use is outside the normal District operating schedule per District Calendar and hours, personnel service fees may be charged along with a refundable deposit of \$50 for routine use. (Deposit will not be required for single use requests.)

EXAMPLES OF GROUPS IN CLASSIFICATION II:

- Bellville Little League Baseball
- Bellville Youth Football
- Boys and Girls Club
- Lions Club

Classification III

Classification III includes all other groups and activities. Groups in this classification shall be charged fees in accordance with the Board-adopted fee schedule along with insurance requirements.

EXAMPLES OF GROUPS IN CLASSIFICATION III:

- Privately sponsored, profit-based lessons/events/competitions
- Select baseball groups not affiliated with or sanctioned by Bellville Little League
- Organization of adult-centered competitions/practices

PRIORITY

Priorities for scheduling the use of school facilities shall be as follows:0)

1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; and staff meetings related to official school business.
2. Meetings and other activities of school support groups organized for the sole purpose of supporting the schools or school-sponsored activities [see GE].
3. Meetings and other activities of groups made up primarily of school-aged children.
4. Meetings of employee organizations [see DGA].
5. Meetings and activities of other groups on a first-come, first-served basis.

RENTAL TIME

All rental time shall be computed from one hour before the time of requested opening to one hour after the closing of the doors.

- A) Persons lingering in the building shall be the responsibility of the renting agency and closing time shall be the time when all persons associated with the rental have left the building.
- B) Fees will be adjusted for additional time.
- C) Minimum rental time is a cumulative total of 3 hours.

SUPERVISION

BISD may designate assigned personnel to be responsible for oversight of the building and facilities used during the rental period. Fees in the amount of \$30/hr may be required if it is deemed necessary for BISD personnel to be present outside of normal operating hours.

All renting groups must provide adequate supervision to maintain order and prevent damage to school property. All activities must be under competent adult supervision and/or leadership. The District reserves the right to judge the adequacy of such supervision and if in its judgment it is advisable to do so, may require a person or persons to be assigned to the function and the applicant pay for the services.

Facilities may not be left without such supervision while occupied. The individual filing the request for facilities use must be present during all times of use by the affiliated group.

CONDUCT

All groups shall comply with the policies and regulations as established by the district for the facility to be used. Violations of these policies, rules and regulations or inaccurate or untruthful statements in the application may result in the organization being denied for future use of school facilities. Contracts may be canceled at any time there is evidence that District policies and regulations are being violated. In case of cancellation, Bellville Independent School District and the Board of Trustees assume no liability other than the return of fees charged for unused facilities.

GYMNASIUMS

Gymnasiums shall be rented only where adequate protection of the gym floor and participants is assured by the renting agency. The renting agency shall pay for any damages caused to the gym, equipment, or floor.

BUILDING EQUIPMENT, KEYS, AND PROPERTY

Equipment and property shall not be loaned or removed from the building. Due to security reasons, keys to district facilities will not be given. The rented facility will be opened and locked by a school employee.

FACILITIES RENTAL FEE SCHEDULE

The Superintendent shall establish the rental fee schedule. The rental fee schedule is subject to annual review by the BSID Executive Cabinet. The FACILITIES RENTAL FEE SCHEDULE is the list of current charges for facility rentals for the District. Charges are intended to reimburse the District for the cost of the event.

	DEPOSIT	LOCATION FEE	PERSONNEL FEES
Singular Use by Groups in Classification I	\$0/Deposit	\$0	\$30/Custodial/Security/Personnel
Routine Use by Groups in Classification I	\$0/Deposit	\$0	\$30/Custodial/Security/Personnel
Singular Use by Groups in Classification II	\$0/Deposit	\$0	\$30/Custodial/Security/Personnel
Routine Use by Groups in Classification II	\$50/Deposit	\$0	\$30/Custodial/Security/Personnel
Singular Use by Groups in Classification III	\$0/Deposit	See Schedule	\$30/Custodial/Security/Personnel
Routine Use by Groups in Classification III	\$50/Deposit	See Schedule	\$30/Custodial/Security/Personnel

LOCATION RENTAL FEE SCHEDULE:

Location/Item	Rate per hour
BHS Auditorium (900 people max)	First Hour \$90 + \$40 per Additional Hour
Sound/Lighting	\$30 per hour for BISD Personnel to Operate Equipment
Cafeteria (w/o kitchen)	First Hour \$80 + \$40 per hour
Fields/Courts/Track/Gym-Etc.	\$50 Single Use/Approval of Athletic Director Required \$100/Routine Use per semester Approval of Athletic Director Required
Stadium -Community Use >> Stadium use for non-community related events will be independently determined.	\$100 Single Use/Approval of Athletic Director Required Not Available for routine use unless otherwise approved by the BISD Athletic Director and BISD Superintendent.

PERSONNEL FEE SCHEDULE:

Custodial/Maintenance Services BISD On-Site Supervision BISD Technology Assistance Security	\$30 per hour if deemed necessary by the District
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COLLECTION OF FEES

The Assistant Superintendent for Finance & Operations will establish a process for billing, monitoring and for the collection of fees. Facilities rental payments must be received 10 calendar days before the scheduled event. Facilities rental payments will be deposited into the general operating fund. Late payments are sufficient grounds for denying future facility usage. Any settlements because of overages are required to be settled within 30 calendar days after the rental date.

ADDITIONAL CHARGES

The Director of Administrative Operations shall establish additional charges for:

- A. School equipment (spot lights, microphones, computers, VCR & televisions, etc.)
- B. The cost of all stagehands, light crews, sound technicians, security, ushers, etc. shall be in addition to the basic fee.
- C. Playoff administration and facilities rental fees will be independently determined in accordance with the nature of the event and requires the approval of the Athletic Director.

SIGNAGE

Signs advertising group's events or activities are permitted only during rental times. Signs are not permitted during normal school hours or overnight. Signs should comply with applicable city ordinances.

STORAGE

Renting organizations will not store equipment, supplies, or materials in Bellville ISD facilities unless prior arrangements are made with the Director of Administrative Operations. Any storage arrangements that are made will be strictly temporary. Bellville ISD is not responsible for items left in school facilities.

EXCEPTIONS

The Superintendent or District Designee may grant exceptions to these procedures:

- A. For events conducted for the benefit of students on a case-by-case basis when custodial and other services are not required beyond the regularly scheduled duty and when no additional school funds are used to subsidize the camps;
- A. For limited free use to public service organizations that perform strictly public services, such as civic groups, Boy Scouts and Girl Scouts, when custodial and other services are not required beyond the regularly scheduled duty;
- B. For public meetings sponsored by state or local governmental agencies; or
- C. By District employee professional organizations; and
- D. When no additional school funds are used to subsidize these meetings, and Requests are for occasional use ONLY.

BELLVILLE INDEPENDENT SCHOOL DISTRICT

FACILITIES USE AGREEMENT

Requests for use of BISD District facilities or properties are to be submitted to the BISD Central Administration Office no later than two weeks prior to the requested dates of use.

REQUEST FOR USE OF BISD FACILITY/PROPERTY:

Name of the Organization/Individual

Name of the Campus/Property To Be Used

Date/s of Intended Use

From: _____ to: _____
Facility Open and Closed Time (Not Event Time)

Purpose of Use::

Setup Needed by District:

CONTACT INFORMATION FOR RESPONSIBLE PARTY:

Name

Phone Number

Street Address

City/State/Zip

TOTAL USAGE FEE (See Facility Usage Fee Calculation Worksheet):	
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IN SIGNING THIS DOCUMENT, I AM CONFIRMING THAT I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE BISD FACILITIES USE ADMINISTRATIVE GUIDELINES AND BISD POLICIES.

Signature

Date of Submission

BELLVILLE INDEPENDENT SCHOOL DISTRICT

FACILITIES USE FEE CALCULATION

Please see the BISD Facilities Use Administrative Guidelines for complete details on calculation and collection of fees associated with non-school use of District facilities and properties.

 Name of the Organization/Individual

 Name of the Campus/Property To Be Used

 Date/s of Intended Use

From: _____ to: _____
 Facility Open and Closed Time (Not Event Time)

USAGE FEE CALCULATION:

Description	Multiplier (Time/Days/Hours)	Total Charge
Deposit		
Location Fee-Auditorium		
Location Fee- Cafeteria		
Location Fee-Fields/Outdoor		
Location Fee-Other:		
Equipment Operation Fees		
Other:		
Personnel Fee/s: <input type="checkbox"/> Custodial/Maintenance <input type="checkbox"/> BISD Personnel <input type="checkbox"/> Security <input type="checkbox"/> Kitchen Personnel		
TOTAL		

Usage fees are non-negotiable. Total fee amount must be paid by cash or certified funds payable to Bellville Independent School District tendered to the administration building. Application requires the completed

and signed rental application with proof of liability insurance (as required) showing Bellville ISD as the loss payee, and Copy of Driver's License of individual signing rental application.