

Chapel Hill ISD



Facilities / Field Rental & Usage Guide

This document is intended to help facilitate the rental and use of our CHISD facilities to the community, campus organizations, and outside entities.

Updated – August 2012

CHAPEL HILL INDEPENDENT SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

RENTAL GUIDELINES AND PROCEDURES

The following is information and procedures pertaining to renting or use of District facilities.

Philosophy

Public school buildings are provided primarily for the regular educational program of the Chapel Hill Independent School District and they must be maintained at all times in a satisfactory manner for this essential purpose. The Board of Education has attempted to provide maximum use of public school facilities within the framework that will assure the taxpaying public that school facility use is in no way detrimental to the regular educational program. The use of public school facilities by School Related, Civic Groups, Community Groups, and Non-school Related groups shall be granted as freely as is consistent with the statutes, the primary purpose of the schools, and the rules and regulations of the Board of Education. The Chapel Hill Independent School District reserves the right to reject *any* requests not in the best interest of the District.

Purpose

The purpose of this packet 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.

Definition of Groups

School Related Groups

A School Related Group includes parent-teacher associations, staff groups / organizations, student team / organizations, booster clubs, groups composed of District students, such as Boy / Girl Scouts, Camp Fire, Little Dribblers, and 4-H Clubs.

Civic Groups

These include Civic Groups whose **entire** proceeds from activities directly benefit students, i.e., Lions Club, Rotary Club, Kiwanis Club, Courtesy Club, and Boys' and Girls' Club.

Community Groups

These are designated as Class reunions, Day Care graduations, Pre-School Recitals, Community-wide Religious programs.

Non-school Related Groups

A non-school related group includes individuals or groups desiring use of facilities for the purpose of making a profit for their own organization or own purpose rather than for the direct benefit of District students.

COMMUNITY USE OF SCHOOL FACILITIES

Most of Texas' Public schools open their doors for after-hours use by the public. School districts that permit community use of their facilities do so as a public service, in recognition of the community's contribution to the public schools. Districts that permit such use need to consider a host of related legal and policy issues.

1. **The program of activities** must be suited to the available facilities and must be of an educational, cultural, recreational, or civic nature.
2. **Policy and use agreements should protect the district's ability to access its own facilities for school purposes.** School officials may not rent school property for community use in a way that might interfere with the primary educational purpose of the school facilities. *Availability* - School buildings and other facilities shall be made available to groups that wish to conduct activities which promote, stimulate and foster the interest of students and the community, as well as activities which promote the efficiency of the school district. **NOTE: Programs serving Chapel Hill ISD students will be given priority for use.**
3. **District should charge a reasonable fee** for community use. The Texas Constitution prohibits school districts from spending district resources to serve nonschool purposes. Arguably, *charging no fee at all constitutes an improper "gift of public funds"*; if the district is spending its resources to keep its doors open for non-school use.
4. **Charging different fees** based on the viewpoints expressed by participating groups is considered *Illegal Viewpoint Discrimination*.
5. **A community group's** direct payment of compensation to district staff who works to keep a facility open may lead to violation of federal law. The federal Fair Labor Standards Act (FLSA) requires a school district employer to pay overtime to non-exempt employees who work more than 40 hours in a week.
6. **Organizations or individuals using school facilities** shall release the District from liability for personal injury and / or damages to personal property. All groups using school facilities shall be responsible for the cost of damages incurred during their use.
7. **Priorities for scheduling the use of school facilities shall be as follows:**
 - a. The regularly scheduled educational program, including instructional activities: meetings, practices, and performances of school-sponsored groups and staff meetings related to official school business.
 - b. Meetings and other activities of school support groups organized for the sole purpose of supporting the schools or school-sponsored activities.
 - c. Meetings and other activities of groups made up primarily of school-aged children.
 - d. Meetings of employee organizations - Facility fees ***shall not*** apply to meetings of employee organizations.
 - e. Meetings and activities of other groups on a first-come, first-served basis.
 - f. Youth groups using District facilities, unless otherwise specified must be composed of CHISD students from the District. A student verification list must be turned in with each request for lease of facilities.
8. **Organizations using school / district facilities shall:**
 - a. Conduct their business in an orderly manner.
 - b. 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.
 - c. Make no alteration, temporary or permanent to school property without prior written consent from the Chief Facility & Operations Director.

9. Non-school materials shall not be distributed if:

- a. The materials are obscene, vulgar or otherwise inappropriate for the ages and maturity of the audience.
- b. The materials endorse actions endangering the health or safety of students.
- c. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- d. The materials contain defamatory statements about figures or others.
- e. The materials criticize Board members or school officials or advocate violations of school rules and fall within the standard described at *Limitations on Expression*. The materials advocate imminent lawless or disruptive actions and are likely to incite or produce such actions. The materials include hate literature and scurrilously attacks ethnic, religious groups and similar publications aimed at creating hostility and violence.

RENTAL / USAGE PROCEDURES

CHISD reserves the right not to rent campus facilities until September of each year to allow staff the opportunity to set campus schedules. Renting / Usage during Thanksgiving Break, Winter Break, Spring Break or the month of August will be at the discretion of the District.

Applications for permission to use District facilities shall be submitted at least 10 days in advance of the date (s). All requests must be submitted to the Chief Facilities & Operations Director for final approval of use.

1. Anyone requesting use of a CHISD facility must first complete and sign a “Facility Usage / Rental Request” form. It should be initiated at the campus that the usage is being requested for. The campus Principal must first approve the rental / usage then will forward the request to the office of the Chief Facilities & Operations Director for final approval. Each campus will be responsible for updating their campus calendar. The campus administrator will be responsible for the opening and closing of the building.
2. Any special set-up, equipment, or arrangements must be submitted with the application before it is considered for approval.
3. If no conflicts are found, the application shall be approved by the Chief Facilities & Operations Director who will then notify the parties involved.
4. After the application has been *approved / denied* a copy of the Rental / Usage agreement will be forwarded to the appropriate campus for their files.
5. All activities must be under competent, adult supervision furnished by the organization. The organization will be responsible for restricting the group’s access to only the specified area and for protecting the facility and its contents from abuse by the group’s participants and anyone entering the facility.
6. The District’s “building representative” on duty during the usage will be responsible for the operation of the facilities, but *is not* responsible for supervising the group or activities. District personnel are the only ones who are allowed to operate the sound and electrical devices in the district facilities.
7. Should a change or cancellation of event occur the District shall be notified within 48-hours preceding the event?
8. School facilities may not be used for money-making activities.
9. School facilities will not be available for commercial purposes. No activity or program can be approved which has its purpose profit or gain to the individual or group concerned. Organizations must show proof of **Non Profit – 501 C Certificate** if Non-Profit.
10. The administration reserves the right to accept or deny any individual, group or organization the use of any school facility.

ATHLETIC FACILITY USE AND POLICY RENTAL

CHISD Athletic Facilities were constructed primarily for use by CHISD athletic teams and other CHISD extracurricular teams and individuals. Special arrangements must be made for uses of a different nature. All athletic facilities must first be approved by the Athletic Director who then forwards to the Chief Facility & Operations Director's office for final approval.

SCHOOL GROUNDS AND SPECIAL USE FACILITIES

1. **Elementary School Grounds & Parking Lots** - The outdoor facilities at each elementary campus are available during non-school hours to all groups, free of charge, on a first come first serve basis. Therefore, no organization may claim exclusive use of school grounds. Regular school hours are 7:30A.M. To 5:00P.M. No vehicular traffic on the grounds will be allowed.
2. **Gyms** - Outdoor sports are not allowed in the gymnasiums. Gym use must be approved by the District's Athletic Director. Only regular basketball rubber-soled shoes may be worn on the gymnasium floors. The rental does not include the use of dressing rooms, mats or other equipment in the gymnasium area. If dressing rooms or other equipment is needed, special arrangements must be requested on the "Facility Rental / Usage Request" form.
3. **Tennis Courts** - District tennis courts are available when not needed (in-use) by the District, on a first come, first served basis. Roller blades, skates, motor bikes, bicycles or other sports and activities are not allowed.
4. **Athletic Practice Fields** - The fields are available when not needed by the district for school activities. Use of the practice field must first be approved by the District's Athletic Director. Vehicles are not permitted to drive inside the gate area with the exception of an ambulance that must be on duty in case of injury. Trash is to be contained in the trash cans. The scoreboard must be requested each time it is to be used. All concessions are to be done by the school. The District does not provide down markers and chains. All District activities take precedence over outside groups.
5. **Bulldog Stadium** - The football stadium may be reserved for special events via a "Facilities Rental / Usage Request" form. Prior approval is mandatory. No unauthorized use of the stadium facility, including but not limited to the field, press box, stands, concession area or scoreboard, will be allowed. CHISD has and will continue to host UIL play-off games when possible upon request to the District Athletic Director. Stadium rental fees as well as maintenance and worker fees are required for such special activities. All concessions are to be done by the school. All school district activities take precedence over outside groups.
6. **CHISD Track** - The District track is available when not used for school activities. Hard sole shoes are not allowed on the track. All visitors must stay off the turf. Pets are not allowed on the facility. Children must be supervised at all times. Bicycles, strollers, roller blades, skates, skateboards, motor bikes, bicycles, tricycles are not allowed.
7. **High School Baseball Fields** - The field is available when not needed by the district for school activities. The District will assign someone to duty while the field is in use. Vehicles are not permitted to drive inside the gate area. Trash is to be contained in the trash cans. The scoreboard must be requested each time it is to be used. All concessions are to be done by the school. All District activities take precedence over outside groups.

8. **High School Fine Arts / Auditorium** - All groups, Chapel Hill ISD and community, must submit a written application furnished by the school to use the fine arts / auditorium facilities. The completed application should be returned to the designated official (High School Director of Bands) two weeks prior to use whenever possible. Reservations for the use of the fine arts facilities / auditorium will be coordinated with the school calendar and the Director of Bands of Chapel Hill High School. The High School Principal and the Director of Bands shall have the authority to consider, approve or disapprove requests for the use of the fine arts / auditorium. Notification of *approval / disapproval* will be issued as soon as possible.

A project officer will be assigned for each event. The project officer must be a CHISD employee (approved by Director of Bands) and must be present at the event. The project officer will assume responsibility for:

- a. Any prior arrangements
- b. Unlocking and securing the facilities
- c. Verifying pay vouches (if applicable) for lighting / sound technicians and project officer / security
- d. Providing other services, as requested and approved

FACILITY RENTAL / USAGE RATES

The following is a list of facilities and manpower available for community use, as well as the rates for usage.

All organizations must be for non-profit and CHISD based or UIL related.

INDOOR RELATED

| <u>Facility Identity and / or Location</u> | <u>Including A/C or Heating</u> |
|--|---------------------------------|
| Cafeteria / any campus* | \$ 20.00 per hour |
| Gymnasiums / Middle - High | \$ 25.00 per hour |
| Gymnasium (Elementary) | \$ 20.00 per hour |
| UIL Basketball Game / High School | \$ 500.00 Total |
| UIL Volleyball Game / High School | \$ 500.00 Total |
| Auditorium | \$ 400.00 Total |

*Additional fee for utilization of kitchen area in cafeteria

OUTDOOR RELATED

| <u>Facility Identity and / or Location</u> | <u>Excluding Lighting</u> | <u>Including Lighting</u> |
|--|---------------------------|---------------------------|
| UIL Football Game / Stadium ** | \$ 1,400.00 Total | \$ 1,500.00 Total |
| UIL Soccer Game / Stadium ** | \$ 500.00 Total | \$ 550.00 Total |
| UIL Baseball Game / Field * | \$ 500.00 Total | \$ 550.00 Total |
| UIL Track Meet / Stadium * | \$ 500.00 Total | \$ 550.00 Total |

**Includes 2-gate workers, 1-Announcer, 1-Clock / Scoreboard Operator

*Includes 1-gate worker, 1 Announcer, 1 Score Keeper / Scoreboard Operator

SCHOOL MANPOWER (FOUR-HOUR MINIMUM)

NOTE: Depending on where the event will be held some of these add-ons are not optional.

| <u>Types of Manpower</u> | <u>Per Person</u> |
|---------------------------|-------------------|
| Custodian | \$ 20.00 per hour |
| Administrator | \$ 60.00 per hour |
| Cafeteria / Kitchen staff | \$ 20.00 per hour |
| Security Guard | \$ 25.00 per hour |
| Lighting and Audio | \$ 25.00 per hour |

A \$200 damage deposit shall be required of all users. This fee will be refunded after facility use provided damage has not incurred and all responsibilities have been fulfilled.

Exceptions to the Regular Rates

The PTA's Athletic Booster Club and Band Booster Club are organizations existing to lend support to the students of Chapel Hill ISD and are exempt from paying the standard usage fee. The exemption shall also apply to any student group sponsored by the organizations.

All Chapel Hill related youth groups are exempt from paying the regular per hour usage fee. The group **must be made up of at least 85% CHISD students.**

The Chapel Hill Summer Baseball Association is exempt from paying the standard usage fee. The Association will pay the electric bill for the period of time the field is used.

Parties holding elections in school facilities on a national, state, or county level are exempt from paying the regular hourly rate stated on the usage schedule. A minimal charge of \$15.00 per election will be assessed for custodial services. A minimum charge of \$15.00 per use will be assessed for custodial services if the election is held on a non-school day.

The Chapel Hill and Jackson Community Volunteer Fire Departments are exempt **one (1)** time per year from paying the regular hourly rates / fees stated on the usage schedule for the purpose of conducting their annual fund-raising project (s).

**COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES**

**GKD
(LOCAL)**

| | |
|----------------------------|---|
| SCOPE OF USE | <p>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.</p> <p>Approval shall not be granted for any purpose that would damage school property or to any</p> <ul style="list-style-type: none">• Use by employee professional organizations: DGA• Use of facilities for school-sponsored and school-related activities: FM• Use by non-curriculum-related student groups: FNAB• Use by District-affiliated school-support organizations: GE |
| NON-PROFIT FUND-RAISING | <p>The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.</p> |
| FOR-PROFIT USE | <p>The District shall not permit individuals or for-profit organizations to use its facilities for financial gain.</p> |
| SCHEDULING | <p>Requests for nonschool 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 nonschool use if an unexpected conflict arises with a District activity.</p> |
| APPROVAL OF USE | <p>The auxiliary coordinator or designee is authorized to approve use of all District facilities.</p> |
| 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> |
| 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> |
| FEEES 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> |

**COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES**

**GKD
(LOCAL)**

EXCEPTIONS Fees shall not be charged when school buildings are used for public meetings sponsored by state or local governmental agencies.

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

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.

NOTE: The following 3-pages need to be removed from this Guide, filled out completely, then returned to the appropriate person to complete the request.

CHISD FACILITIES / BUILDING RENTAL & USAGE REGULATIONS

- 1. Purpose of School Facilities** - District buildings, grounds and equipment are financed and maintained for the sole purpose of promoting the education of the enrolled students of Chapel Hill Independent School District. Any other purpose for which school facilities or properties shall be subordinate and shall not interfere with the program of school activities.
- 2. Permissible Users of School Facilities** - Any organization may be required to submit an official roster of members and / or attendees. All non-school use of school facilities and restricted grounds shall be made only upon filing out a Rental / Usage agreement executed by the Chief Facilities & Operations Director. Rental / Usage agreements and the privileges of the renter / user *are not* transferable to any other individual, group or organization.
- 3. False information and Other Grounds for Termination of Rental / Usage** - Facility usage is a privilege. Any misrepresentation by an organization or individual, abuse of property, and non-payment by the organization or the individual representing the organization may result in immediate termination of the agreement, including immediately vacating the premises, and denial of that organization's request for future use. Any and all information given in connection with rental / usage requests by any renter of the District's building, grounds, and / or equipment shall clearly identify the nature of the activity of the organization.
- 4. Right of Cancellation and conflicts with School Activities** - The district shall have first priority on facility use and may unilaterally cancel any agreement on any facility by giving notice twenty-four (24) hours prior to a requested rental / usage period if the district determines that it must use the facility for a function related to the operation of the District. The District also shall have the right to cancel or move an event to another location, based on availability within the District, should a disaster occur that would require extensive repairs. In case of *emergency*, a twenty-four (24) hour notice may not be possible.
- 5. Movement of furniture & equipment and custodial services** - The renter shall not alter facilities or grounds without approval. The District shall have a custodian or other designated employee in the building throughout the time the facility is in use. This person shall be responsible for opening and closing the facility, but *is not* responsible for supervising the renter's group of activities.
- 6. Compliance with State and Federal Laws** - No district facility or grounds shall be used by any group or individual who is not in compliance with the requirements of all applicable Federal and / or State Statues, regulation and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, physical or mental disability, age or other classification as applicable. Use of school facilities shall not be allowed for the purpose of advancing any doctrine or theory subversive to the Constitution or Laws of the State of Texas or the United States.
- 7. Damage to School Property** - Applicants shall provide required supervision and guarantee orderly behavior. Applicants will underwrite damages to the District's facilities. School officials shall be the sole judges of any damage done to school property by group.
- 8. Indemnification of CHISD** - The renter agrees to defend, indemnify and hold CHISD, its elected officials and employees, harmless against any and all claims, lawsuit, judgment, costs, legal fees and expense for personal injury (including death), property damage or other harm for which recovery of damage is sought that may arise out of or be occasioned by the renter's breach of any of the items or provisions of this Agreement. The provisions of this paragraph are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise to any person or entity. With reference to any Texas legislative administrative procedural fines or assessment of penalties, levied by any authority relating to administration of CHISD property rental management program, determination of responsibility is subject to the terms specified above.

- 9. **Political Meetings** - Except for regular or special public elections and for precincts, county or senatorial district conventions, no political meetings are allowed on District property.
- 10. **No Alcoholic Beverages, Tobacco Products, Illegal Drugs and Firearms** - The District prohibits the possession or sale of alcoholic beverages, illegal drugs, and / or firearms by any person while on school premises or on other property under the jurisdiction of the school. No smoking or use of smokeless tobacco products shall be permitted on the property of CHISD.

I have read and understand the Chapel Hill ISD Board Policy titled *Community Use of School Facilities GKD (LOCAL)* which is attached; and the guidelines listed. I agree to abide by that Policy and will assume, as will members of any above listed group or organization, full responsibility under their stipulations for the use and care of the facility requested.

Printed Name of Requester

Title / Role with Group

Signature of Requester

Phone Number

Date

FACILITY USAGE / RENTAL REQUEST

Chapel Hill ISD

11134 CR 2249 • Tyler, Texas 75707

903-566-2441

To reserve school facilities, complete this form and return to the address above to the attention of the Chief Facilities & Operations Director. Please allow ten (10) days processing time from the date the application is received by the Chief Facilities & Operations Director's office. You will be notified by email or phone if request is approved or denied.

| | | |
|---|---|--|
| School Campus Requested | Rooms (Cafeteria, Gym, Etc.) | Additional Needs (kitchen, table, chairs, electricity, etc...) |
| Day(s) / Date(s) of Use | Group or Organization Making Request | Phone Number of Requestor |
| Actual Starting Time of Event? (Beginning & End) | Time of Day that Building / Facility needs to be accessed | Estimated Number to attend event |

What is the purpose of the event? *(Be Specific)* _____

Request must be accompanied with *signed* "CHISD Facilities / Building Rental / Usage Regulations" forms agreeing to the terms and conditions outlined and assume full responsibility under the stipulations given.

If special arrangements are needed, attach detailed notes and or diagram of set-up. ***Not all special arrangements will be granted.***

For School Use Only

As Supervisor of the facility concerned, I recommend that this request be **approved / disapproved** *(Circle one)*

Supervisor in Charge: _____ Date: _____

The requesting party is hereby notified that (under policy GK (local) provisions and with any applicable usage fees and special conditions as stated below) this request for school facilities has been **approved / disapproved** (Circle one).

Chief Facilities & Operations Director: _____ Date: _____

Rental / Usage Fee Charges:

| Type of Fee | Amount of Fee | Notes | Totals |
|------------------|---------------|------------------------------------|--------|
| Facility Fee | | | |
| Event Supervisor | | \$30 an hour with a 3-hour minimum | |
| Security | | \$20 an hour with a 3-hour minimum | |
| Custodian | | \$20 an hour with a 3-hour minimum | |
| | | | |

Total Usage Fee Charged \$ _____ Initials

Send payment to CHISD to the attention of *Dell O'Hara* at address listed above. Payment is due two weeks prior to event taking place. ***Campus administrator is responsible for opening and closing of facility.***