

USE OF SCHOOL FACILITIES BY ORGANIZATIONS**GKD-R**

If an organization desires to use school facilities, the organization must submit a written application to the assistant superintendent for business at least two weeks prior to the desired date. Permission to use the facilities may be granted provided the organization agrees to the following conditions:

1. Pay the scheduled fee as outlined.
2. Use only the facilities specified in the application.
3. Pay for any damages that result from the use of the facility.

When an application has been received, the assistant superintendent for business will decide if the proposed use falls within board policy and administrative regulations. If the facility use complies with all requirements, the assistant superintendent for business shall contact the appropriate building supervisor and verify that the dates proposed do not interfere with any school function. If the rental dates pose no problem, then the assistant superintendent for business shall approve the application and send a copy to the renter, a copy to the building supervisor and a copy to bookkeeping for billing purposes. The approved application then becomes the permit for the organization to use the facility. The building supervisor is responsible for assuring that the renter has access to the facility on the days and times listed on the permit. In addition, the building supervisor shall also make provisions to supply any other special needs of the renter as designated on the permit.

Transfer of the permit from one organization to another or the sub-lease of the facility by the renter to another organization is prohibited.

Rental of school facilities shall be limited to organizations who propose to use the facilities for non-profit activities or charitable for-profit activities.*

Rental permits for the use of kitchens shall include a charge for overtime wages for school personnel in addition to the rental fee as required to operate equipment or clean up after the function. Kitchens shall not be used without qualified food service personnel present during the rental period.

Rental permits for the use of the stadium shall include a charge for overtime wages (in addition to the rental fee) for school personnel as required by the district for supervision. The stadium shall not be used without qualified school personnel present during the rental period.

Rental permits for the use of the high school auditorium will include a charge for a light and sound consultant.

*An exception may be granted to an individual or organization for rental of a school facility provided the activity is a student activity that is within the curriculum options listed in 19 TAC Chapter 74. Individuals or organizations that are for profit under this subsection may not charge an admission fee for the event(s).

USE OF SCHOOL FACILITIES BY SCHOOL GROUPS WITHIN THE DISTRICT

School organizations as used in this regulation shall include parent organizations, student clubs sponsored by the school, and booster clubs recognized by the district, class reunions, and those organizations “grandfathered in” as of 12/9/02, which include:

- A. Youth Wrestling
- B. Dribbling D’s
- C. AAU Sports

Each principal is authorized to grant the use of that school's facilities for use by a school organization provided the principal insures that proper supervision of the planned activity shall take place. School organizations desiring to use school facilities shall contact the principal of the school directly to arrange approval of dates and times.

School organizations are not required to pay a rental fee. However, when school personnel are required to be present beyond their normal workday, the school organization using the facilities shall reimburse the district for any extra salary paid to these employees.

School personnel who conduct “summer camps”, athletic or academic, must submit a plan and obtain written approval of the athletic director and superintendent prior to any notification to the public or student body. The plan for the “summer camp” must include at a minimum, the dates of the proposed camp, the hours per day the camp will be in session, the ages of or grade levels of the participants, the camp incentives to be given to participants with cost per item, and the camp fee to be charged to the participants. The superintendent will review the camp proposal as submitted by the athletic director and make changes as deemed in the best interest of the children.