

Crandall ISD  
129901

COMMUNITY RELATIONS:  
USE OF SCHOOL FACILITIES

GKD-R  
(REGULATION)

**AVAILABILITY** The District may make its facilities available to community groups and to groups serving primarily the youth of Crandall ISD. The school board has adopted policies and regulations governing the use of school facilities for other than school activities. Any organization desiring to use school facilities must abide by such rules and regulations.

**REQUEST FOR FACILITY USE** The group or organization requesting the use of school district facilities must complete the Facility Use Application form and/or contract. After review, the application will be forwarded to the appropriate district personnel for processing. The Facility Use Application forms are available at:  
The office of the Coordinator of Community Education to reserve the Community Room and cafeterias other than the high school;  
The office of the Secretary to the Athletic Director to reserve all high school facilities and all gymnasiums.

- REGULATIONS**
1. The use of school facilities is permitted when such use does not conflict with school activities.
  2. Application for use of any District facilities shall be made by the representative(s) of the organization desiring to use the facility and must be received in the appropriate office at least 10 days prior to the reservation date. The building rental form shall be completed and submitted to the Coordinator of Community Education for reserving the community room and elementary, middle school, and Raynes cafeterias. The building rental form shall be completed and submitted to the office of the Secretary to the Athletic Director for reserving high school facilities and all gymnasiums. These applications will then be forwarded to the proper district personnel. Such applications must be filed in writing and must include the following information.
    - a. Complete name, street address and phone number of organization
    - b. Copy of document verifying non-profit status, if applicable
    - c. Name, home address and home phone number of contact person renting facility
    - d. Description of activity and number of people expected
    - e. Facility requested
    - f. Date(s) requested and
    - g. Hours (time period access to facility is needed)
  3. Building rentals/reservations are valid only for the time specifically stated in the use contract. Users that exceed the ending time specified in their agreement shall be assessed an additional fee based on the adopted rental fee

schedule. Any part of an hour will be billed as a whole hour. Users who frequently exceed the ending time specified in their agreement could have their rental agreement cancelled for the remainder of the current school year. Termination shall occur only with the approval of the Superintendent or designee. The storing of equipment or materials in any building for a continuous period of time in excess of 24 hours shall be prohibited.

4. A written contract properly executed with the total payment for all charges and required deposit must be in the office of the appropriate staff member not later than 10 working days prior to the date of use. The form for the contract will be supplied by the Coordinator of Community Education for reserving the community room and elementary, middle school, and Raynes cafeterias. The building rental form shall be completed and submitted to the office of the Secretary to the Athletic Director for reserving high school facilities and all gymnasiums. Refunds of deposit will be made after the conclusion of the event when all charges have been assessed. Cancellation must be made at least 24 hours in advance of the event in order to receive full refund of any prepaid fees and deposits.
5. Inaccurate or untruthful statements made in user application or contract, or violation of rules and regulations for use of school facilities, may place the organization on an ineligible list for future use of school facilities.
6. No term of this contract may be modified or waived except by written agreement signed by User and the District and approved by the Superintendent or designee. Employees and officers of District are not authorized to bind the District to any modifications or waivers, and User shall not be entitled to rely on any promises or representations not contained in this printed contract.
7. School buildings and facilities are available for lease to citizen groups during hours that do not conflict with the scope and purpose of the educational program. Fees are shown in the section entitled "Fee Schedule."
8. No use of facilities shall be allowed without a District custodial employee present during facility use to open, maintain, and close the facility.
9. Crandall ISD does not warrant or represent the condition or suitability of any facility made the subject of this agreement. Each user shall take the school facility in the condition he finds it. User shall be responsible for inspecting the facility and assumes all risk that the facility is not fit or suitable for its purposes. User will comply with all applicable laws and regulations concerning the use of such buildings. In the event any user thinks it necessary to remove or change the location of any stage rigging or equipment, such changes must be made by an authorized representative of

- the District and must have prior approval in writing of an authorized representative of the District, and if approved, all such changes shall be at the user's expense and all such rigging or equipment shall be restored to the condition in which same was originally found at user's expense.
10. No stands, platforms, or railings shall be constructed except by prior approval in writing by an authorized representative of the District. The District may impose an additional charge for moving equipment or setting up chairs. A requested checklist must be submitted 48 hours in advance.
  11. All stage equipment, including lights, sound system and other equipment shall be operated by authorized school representatives only.
  12. The maker of the reservation must make payment for the full amount of the established charges for building use.
    - a. If a multi-use reservation is executed, the payment must be for the full amount of estimated charges for the first full calendar month of use, plus any part of current month's use.
    - b. Organizations using a multi-use reservation will be required to submit the full amount of charges prior to the first day of each reserved month. A 25% late fee will be assessed for payment made after the first of the month.
  13. Organizations with outstanding charges not paying prior to the date of use will not be permitted access to the building.
  14. All rental charges are based on the fee schedule minimum plus an hourly rate. Time for rental shall begin when access to the facility is obtained and shall end when the last person representing the user vacates the building. This shall include the time required for use of dressing rooms for application and removal of makeup, for rehearsals, and for performances. If additional time is required, an additional charge for each hour or fraction thereof shall be imposed (See #3 for specifics)
  15. Each user shall be liable and pay for all damages to school property, as determined by authorized school representatives.
  16. The organization using school facilities shall guarantee orderly behavior of any and all persons using the facilities and shall be liable for any property damage due to their use of the building and for any personal injury to any participant or spectator.
  17. No signs shall be posted nor shall any decorations be fastened to any part of

the school facilities without prior approval in writing from the Superintendent or his authorized representative.

18. Use of classrooms, libraries, offices, teacher lounges and workrooms, athletic training rooms, fieldhouses, band halls and laboratories is not permissible, except for organized college classes with special approval.
19. School facilities may not be available for use on school holidays as identified on the school calendar. Facilities are not available for use past 11:00 p.m. or before 8:00 a.m. except for election purposes or other purpose approved by the Superintendent of designee.
20. Contracts normally will not be issued more than 30 days prior to the date of use. Permission to use school facilities will be issued by the appropriate administrator, and contracts will be non-transferable.
21. All advertising (except that incidental to programs) is forbidden on public school premises.
22. No food or drink shall be permitted in any school facilities with the exception of the cafeterias. No kitchen facilities can be used without food service workers on duty. Violation of this regulation may result in assessment of additional charges and may place the organization on an ineligible list for future use of school facilities.
23. No smoking or use of smokeless tobacco products will be allowed in any district facility or grounds of the facility. The school district follows a board policy which prohibits the use of tobacco products. Violation of this regulation may result in assessment of additional charges and may place the organization on an ineligible list for future use of school facilities.
24. No alcoholic beverages will be permitted in any district facility or grounds of the facility. The possession of any intoxicating beverage for consumption, sale, or distribution while on the grounds or in a building of any school in the District or while entering or inside any enclosure, field, or stadium where an athletic event sponsored or participated in by a school in the District is being held constitutes a Class C misdemeanor. Violation of this regulation may result in assessment of additional charges and may place the organization on an ineligible list for future use of school facilities.
25. District facilities should not be used for activities that conflict with the purpose for which the facility is intended, that may cause a public safety or health hazard, or that violate federal, state, or local laws including rules of local police and fire departments.

26. School gymnasiums are reserved for basketball games from November 1 until the end of the basketball season. When using the gymnasium:
- a. Only regular basketball rubber-soled shoes may be worn on the gymnasium floor; Street shoes, boots, dress shoes, and any hard soled shoes are not permitted;
  - b. Goals may be raised/lowered or bleachers moved only with permission from the athletic director or designee;
  - c. Motorized vehicles, cycles, skateboards, or skates are not permitted;
  - d. Hardballs, softballs, cleats or other gear that could damage the floor, lights or structure are not permitted;
  - e. Use of school equipment such as volleyball supports or shooting, rebounding, and serving machines is not permitted;
  - f. Sliding or dragging objects or props, such as chairs, tables, or equipment is prohibited; Tarps, rugs, or other suitable floor covering must be used to cover floor where chairs, tables, etc, are set up;
  - g. The sale of standing room will not be permitted and chairs may not be placed on the gymnasium floor;
  - h. Fees include lights, air-conditioning (if any) and/or heat. Additional fees at the scheduled rate will be assessed for custodial service;
  - i. The user contract does not include the use of dressing rooms, showers, mats, or other equipment in the gymnasium area. Fees for use of these facilities or equipment shall be determined, if necessary, when the application is made and shall be approved by an authorized school representative; and
  - j. The District retains all concession rights for the sale of articles of food or drink at all performances or games held in the gymnasiums of whatever nature. No concession services or facilities may be used without prior approval of the Coordinator of Community Education, Principal, or Athletic Director as appropriate for the facility.
  - k. Spills must be cleaned up immediately; The floor must with swept with a gym broom before and after use.
27. The Director of Food Service shall confirm all kitchen facility and equipment reservations prior to final approval by the Superintendent or designee. After approval of the reservation, organizations will make specific arrangements with the Food and Nutrition Service Department. The following apply to kitchen facilities.
- a. Only authorized school food service personnel will be permitted to prepare food in the kitchens or operate equipment
  - b. When the dining room (cafeteria) only is used, the kitchen will be locked and no school food service personnel will be required.
  - c. Kitchen facilities will be available for use only after 3:00 p.m. on days meals are served to students and then only when food service personnel are on duty.

28. At the discretion of the Coordinator of Community Education, Principal, or Athletic Director as appropriate for the facility, security personnel may be required to be present at an event. The user will pay the fee for supervision. The Coordinator of Community Education, Principal, or Athletic Director as appropriate for the facility must approve personnel used for supervision.
29. The Crandall Independent School District does not discriminate in the acceptance of applications for or the rental of any facility with regard to race, creed, color, religion, or political persuasion. However, the Superintendent may refuse the use of any school facility to any lessee, when in his opinion, such use would not be to the best interest of the public or would be in conflict with the school use. At no time shall building use interfere with scheduled school programs. The Board, through its administration, reserves the right to revoke at any time any lease or rental agreement of a school facility whenever, at the sole discretion of school authorities, the public interest demands such action. Any unused rental fee shall be refunded.
30. The District shall have first priority on facility use and may unilaterally cancel any agreement on any facility by giving notice 30 days 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. In the event of an emergency, a shorter timeline may have to apply.

**USAGE FEE** A usage fee of \$20 per hour shall be charged to all groups using a District facility when a District custodial employee is not on duty.

**FEES** Reservation will be confirmed upon receipt of the deposit check. All rental fees shall be paid at least one week in advance of the reservation date. Checks should be made payable to Crandall ISD. Payments shall be made in the office of the Coordinator of Community Education for reservations of the community room or in the office of the Secretary to the Athletic Director for reservations of all other facilities. Rental fee shall be returned if reservation is canceled at least thirty hours prior to the scheduled date and time. No refunds shall be made after this deadline. If any additional fees for overtime are due after the reservation is completed, they will be due upon receipt of statement.

Rental charge for use of school property shall be on the basis of two hours, unless otherwise noted. All facilities have an additional charge for each extra hour or fractional part thereof.

Established rental fees DO NOT include the cost of supervisory and custodial labor necessary, in the opinion of authorized school representatives, to place the facility back in the same condition as found and ready for use by the students following any rental or use. Nor does the fee include cost for security that may be required for large groups. The rental fee does include utilities and normal

depreciation.

Estimated fees DO NOT include charges for start-up time necessary to heat or cool a facility.

Educational conventions, student and teacher meetings, PTA area meetings, which are for the benefit of the school or in the interest of the schools shall be allowed to use school facilities free of charge, so long as no admission is charged. If admission is charged, the group will be charged a per hour rate to recover the energy management costs for servicing the building or area(s).

Dance or musical recitals, lectures, style shows, when directors, actors, speakers, etc. are local people, may rent facilities at the regular rates provided no admission is charged or all receipts are donated to charity.

**YOUTH  
GROUPS**

Youth groups using District facilities, unless otherwise specified, must be composed of at least 75% of students from the District. A student verification list must be turned in with each request for lease of facilities.

**CHURCHES**

Churches desiring to rent a facility on an extended basis for regular religious services shall be allowed to lease only the Community Room or elementary school campuses that are determined by the District. These services must only be held on Saturday or Sunday mornings in order to allow CISD staff ample time to prepare for school.

Churches must have at least fifty (50) regularly attending members. Membership of church must be comprised of at least 75% of residents residing in the District boundaries. A membership roster reflecting member addresses must be provided to the Superintendent or designee upon request.

Other facilities may be leased by Churches in case of a one-time event or disaster.

Churches shall be charged the designated rate per hour for use of the facilities.

RENTAL FEES

<b>AREA</b>	<b>MINIMUM HOURS</b>	<b>RATE/HOUR</b>	<b>RATE</b>	<b>DEPOSIT</b>
<b>COMMUNITY ROOM</b>	2	\$50	\$100	\$100
Clean Up	2	\$20 per hour per person		
<b>CAFETERIAS:</b>				
Elementary	2	\$50	\$100	\$100
Middle School	2	\$50	\$100	\$100
Raynes	2	\$50	\$100	\$100
High School	2	\$100/hr first 4 hrs; \$50/hr after 4 hrs.	\$200	\$100
<b>GYMNASIUMS:</b>				
Elementary	2	\$50	\$100	\$100
Middle School	2	\$50	\$100	\$100
Raynes	2	\$50	\$100	\$100
High School	2	\$50	\$100	\$100
<b>KITCHENS:</b>				
All	2	\$50	\$100	\$100
<b>ATHLETICS:</b>				
See separate chart of fees				
<b>ADDITIONAL:</b>		<b>PER PERSON, PER HOUR</b>		
Security	2	\$30		
Custodians	2	\$20		
Food Service	2	\$20		
Technology	2	\$25		
<b>TECHNOLOGY:</b>				
Projector, lighting, etc.	\$100 plus \$100 deposit All technology must be operated by authorized personnel approved by the Superintendent or designee and will require additional per person, per hour charges.			

Generally, the football stadium, baseball field, and gyms at the high school and middle school are used only for UIL- sanctioned activities. Any other use will be considered on a case-by-case request. The Superintendent or designated District administrator will determine necessary police supervision. The user will pay fee for supervision.

<b>FOOTBALL</b>	<b>RATE</b>
Stadium	\$500.00
Announcer	\$50.00
Clock Keeper	\$50.00
Administrator	\$100.00
Gate (6@ \$25.00)	\$150.00
Security (min. 2 @ \$125.00)	\$250.00
EMT (1)	\$150.00
<b>Total</b>	<b>\$1,250.00</b>
<i>*Plus: Officials based on gate receipts</i>	
<b>BASKETBALL</b>	<b>RATE</b>
Gym Rental	\$200.00
Announcer	\$40.00
Clock Keeper	\$40.00
Official Book Keeper	\$40.00
Book Keeper	\$50.00
Administrator	\$85.00
Gate	\$40.00
Security	\$125.00
Hall Supervisor	\$50.00
Custodial Clean-Up	\$50.00
<b>Total</b>	<b>\$720.00</b>
<i>*Plus: Officials based on gate receipts</i>	
<b>VOLLEYBALL</b>	<b>RATE</b>
Gym Rental	\$200.00
Announcer	\$40.00
Clock Keeper	\$40.00
Official Book Keeper	\$40.00
Book Keeper	\$50.00
Liberio Tracker	\$40.00
Administrator	\$85.00
Gate	\$40.00
Security	\$125.00
Hall Supervisor	\$50.00
Custodial Clean-Up	\$50.00
<b>Total</b>	<b>\$760.00</b>
<i>*Plus: Officials based on gate receipts</i>	

<b>BASEBALL/SOFTBALL</b>	<b>RATE</b>
<b>Single Game</b>	
Field Rental	\$90.00
Field Preparation	\$100.00
Announcer/Scoreboard	\$75.00
Administrator	\$75.00
Gate (2 @ \$30.00)	\$60.00
<b>Total Single Game</b>	<b>\$400.00</b>
<i>*Plus: Officials based on gate receipts</i>	
<b>If 2<sup>nd</sup> game Needed on Same Day</b>	
Field Rental	\$100.00
Field Preparation	\$50.00
Announcer/Scoreboard	\$75.00
Administrator	\$75.00
<b>Total 2<sup>nd</sup> Game</b>	<b>\$300.00</b>
<i>*Plus: Officials based on gate receipts</i>	

DEPOSIT  
REFUNDS

Refundable deposits must be claimed within five working days following the facility use.

FAILURE TO  
USE FACILITY

If the user fails to use the rented facility, a minimum two hour charge will be assessed for rent and usage.

DATE ISSUED: