

# USE OF SCHOOL FACILITIES

## Guideline Sheet

- 1) User/Group completes request form application and agrees to abide by Policy GKD (local) and School Facilities Guidelines – “Use of School Facilities” information.
- 2) Forms are returned to the SISD Administration Office. Administration Office contacts the administrator of the building (facility) and will confirm availability of facility.
- 3) If the usage requires rental charges, the Business Office will assess charges and final approval of facility.
- 4) Business office will then follow up on insurance, billing, and send one copy with estimated charges to the user.

## EXPECTATIONS FOR THE “RESPONSIBLE STAFF MEMBER”

- 1) Unlock and lock the facility.
- 2) Directly supervise the activity for the entire duration of the activity.
- 3) Be sure that the facility is properly cleaned up and everything is returned to its original place.
- 4) Monitor the reserving group to be sure that their conduct is appropriate.

# Schulenburg I.S.D.

## APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Name of Representative: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Responsible Staff Member: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_ Est. Attendance #: \_\_\_\_\_

Date(s) of facility usage: \_\_\_\_\_ Time: \_\_\_\_\_

☐ (check if Multiple Dates) Please Attach Schedule

Check Event Type (See guideline sheet): ☐ School Affiliated ☐ Community Affiliated ☐ Non-Affiliated

Check Facility Location (Complete one application per location):

☐ Cafeteria ☐ Elementary Library ☐ Secondary Library ☐ New Gym ☐ Old Gym ☐ Athletic Fields

### Please Read, sign, and submit to the Administration office:

- I understand that unless arranged differently, the custodial fee for community affiliated and non-affiliated will be considered a mandatory hourly rate while the facility is in use.
- I understand I will be sent an invoice after the activity is complete, with payment in full due in 30 days.
- I have read the "Use of School Facilities" rules and Policy GKD (local) attached to this sheet.
- I have read the insurance requirements for facility use.

The organization named above and its representative agree to abide by all rules and regulations governing the use of the buildings and grounds of the Schulenburg I.S.D. and to indemnify and hold harmless Schulenburg I.S.D. against any claim for damages, compensation, or otherwise, on the part of any member of the rental group or person using the facility while being rented by the group, and to reimburse or make reparations for any loss, damages or costs that Schulenburg I.S.D. may have to pay if any litigation arises on account of any claims made by any person while such facilities are being rented by the rental group. Schulenburg I.S.D. will notify the organization representative should any additional information and/or forms be required.

\_\_\_\_\_  
Signature of Representative of Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Schulenburg ISD Staff Member

\_\_\_\_\_  
Date

**Return all forms to:** Rachel Beyer – Administration Office

**Office Use Only – Distribution of Copies as Appropriate To: Representative of Organization, Superintendent, Campus Principal, Athletic Director, Business Manager, and Maintenance Director**

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

Director Business Services Signature \_\_\_\_\_

Date \_\_\_\_\_

Estimated Rental Fees \$ \_\_\_\_\_ Estimated Custodial Fees \$ \_\_\_\_\_ Total \_\_\_\_\_

# SCHOOL FACILITIES GUIDELINES - USE OF SCHOOL FACILITIES

It is the aim of the Schulenburg I.S.D. to make school facilities available for community use. Usage must be in the public interest and for the public good. Organizations and groups using school district facilities agree to abide by the following rules:

1. **Application.** An "Application for Use of School Facilities" is to be submitted to the Administration Office a minimum of thirty (30) days prior to the date on which the facilities are to be used. A copy of the approved application is to be on file in the building prior to the scheduled activity.
2. **Approval.** The designated administrator approves and signs each application for the use of school facilities.
3. **Final Approval.** The Superintendent has the authority to make the final decision on the use of school facilities by any group.
4. **Access.** Applications are approved for specific facilities and times. The responsible staff member may open school facilities only after the application has been approved. The user organization is responsible for ensuring that unauthorized portions of the facility are not entered and the premises are vacated as scheduled.
5. **Cancellations.** All cancellations must be made through the appropriate building office at least twenty-four (24) hours prior to the scheduled usage.
6. **Athletic Fields.** Any organized group wishing to use district athletic or playing fields must file an application in accordance with established district procedures. Any such use must be appropriate and compatible with the field and its surrounding area. Unauthorized use of district fields by organized groups constitutes trespassing and will be dealt with accordingly. Casual use of fields by members of the community on an individual basis is permitted when the fields are not otherwise in use and as long as those uses do not endanger others or cause damage to fields and lawns. User groups may not mark or otherwise modify fields without written district approval.
7. **Supervision.** A responsible staff member must be in direct supervision during any use of a district facility. If a staff member will not volunteer their time, one may be hired at a rate of \$25/hour.
8. **Priority Use.** District or school organization activities have first preference for all district facilities. Non-school applications are superseded in any instance where facilities are needed for school activities.
9. **Holidays.** School holidays may preclude facilities utilization.
10. **Prejudicial Use.** It is the policy that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.
11. **Cancellation by District.** It is understood and agreed by the applicant that permission may be revoked or canceled at any time, with or without cause, and in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense incurred.

12. **Indemnification and Hold Harmless Provision.**

The user agrees to indemnify and hold harmless and defend the Schulenburg ISD, its Board members, officials and their respective employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses and expenses, including court costs and attorney's fees arising out of or resulting from the groups use of any school property or facility whether or not such claim for damages, injuries, or property damages is caused in whole or in part by the negligent acts or omissions of Schulenburg ISD, its Board members, officials or their respective employees.

The user further agrees to indemnify and hold harmless and defend the Schulenburg ISD, its Board members, officials and their respective employees from and against any damages incurred to Schulenburg ISD property or facilities during the group's use of such property or facilities.

13. **Decorations and Alterations.** Plans for decorating must be approved in advance by the designated administrator. Decorations that permanently alter the appearance of or cause damage to the facility are prohibited. All decorations must be removed immediately upon completion of the event.
14. **Restoration of Facilities.** All school facilities are to be left in appropriate condition immediately following each activity. Appropriate athletic shoes will be required for all indoor athletic activities. A fee of \$25/hour will be charged for clean up of the facility when a group doesn't leave the facility in appropriate condition. Groups who fail to pay this fee when assessed will be denied future use of all school facilities until the fee is paid.
15. **Restoration of Fields.** Groups are expected to leave the field in as good as or better condition than was found and bleachers, goals, and other equipment in the same position in which they were found. Applicants are required to remove, at their expense, equipment or rubbish left after use. A fee of \$25/hour will be charged for clean up of the fields when a group doesn't leave the field in appropriate condition. Groups who fail to pay this fee when assessed will be denied future use of all school facilities until the fee is paid.
16. **Purpose.** Purpose of use must be as stated on the application; deviation will be considered a breach of contract and may result in denial of future use of school facilities.
17. **Public Dances.** School facilities are not available for public dances.
18. **Smoking, Drinking, Disorderly Conduct.** Smoking is not permitted in school buildings or on school grounds. No alcoholic beverages are to be brought or consumed in a school building or on school grounds. Disorderly conduct and willful destruction of property are forbidden. Violators will be prosecuted in accordance with the law.
19. **User Organization Responsibility.** The user organization is responsible for the enforcement of the above regulations and is responsible for all participants, spectators, and affiliated personnel.