

**MCDADE INDEPENDENT SCHOOL DISTRICT**  
**ADMINISTRATIVE PROCEDURES – BUILDING USAGE**

**I. PURPOSE AND PRINCIPALS**

The seven school buildings of McDade ISD are designed and operated to serve the interest of the entire community. Offering quality facilities to the outside community is positive proof of dedication to a well-rounded educational program for all of its citizens. The purpose of this manual is to define policy and procedures that facilitate efficient and equitable building usage. It is based on the following principals:

1. First priority is scheduling activities beyond the school day will be given to programs offered by McDade ISD.
2. Programs that offer cultural, charitable, philanthropic, religious, civic, and recreational activities are essential in providing families with educational and social opportunities beyond the school day. Non-profit and government organizations serving these goals will receive preference in contractual agreements and scheduling.
3. Organizations that offer educational programs on a for-profit basis are also welcome to enter into contractual agreements for building usage.
4. Approvals for building use by any outside agency shall be consistent with recognized needs and values for their intended use, and in conformity with state laws.
5. The Operation & Maintenance Department will coordinate building usage applications, contracts, scheduling, cancellations, communication and billing. The Superintendent will have final authority for approval of building usage.

**II. RATIONAL FOR CLASSIFICATION FEES AND CHARGES**

**Class 1 – SCHOOL DISTRICT PROGRAMS**

No fees or charges since these functions are directly related to the normal operation of the school program.

**Class 2 – SCHOOL SPONSORED PROGRAMS (Scouts, Brownies, Etc.):**

In most cases, no fees or charges when scheduled during times when custodians are scheduled to be in the building during the week.

**Class 3 – NON-PROFIT PROGRAMS (Churches, colleges, civic and service clubs):**

Minimal Rental Fees are to defray utilities and wear and tear of facilities. Use of special equipment, custodial support, or clean up fees may be billed as needed.

**Class 4 – FOR-PROFIT PROGRAMS (Fee based programs, businesses and individuals):**

Rental fees are to defray utilities and wear and tear of facilities and limited share of profits. Use of special equipment, custodial support, or clean up fees may be billed as needed.

Classrooms will not be available for rent.

**III. FEE SCHEDULE**

Class	Description	Weekday Rate Mon – Fri All Buildings	Weekend Rate Sat or Sun All Buildings	Fees Set up, clean up, or custodial fees if required
1	School District Programs			
2	School Sponsored Programs			
3	Non-Profit Programs			*Open & Close Fee: \$10 for Weekend Rental or after hours
4	For-Profit & Individual Programs	\$50 Per event	\$75 per Event	*Open & Close Fee: \$10 for Weekend Rental or after hours

\*Fees will be determined prior to rental.

- Normal hours of operation are as follows: Mon – Fri After school – 9 p.m.  
Sat – Sun 8:00 a.m. – 3:00 p.m.
- All Buildings will be closed on the holidays listed on the McDade school calendar, which can be found on the district web page at [www.mcdadeisd.net](http://www.mcdadeisd.net)
- Refer to the chart above for rental fees on non-attendance days.
- All building usage will be cancelled on emergency days (i.e. weather-related days).

Class 4 fees are primarily for the cost of utilities (heat, water, lights) and do not include incidental custodial services, even though custodians are in the building during the course of their normal duties. Weekend rates reflect extra time required over and beyond the district’s regular custodial schedule.

The above fee schedule does not include charges for rental of certain special equipment items or for extra service of assigned school personnel for their operation. School officials will determine special equipment fees based on renter requests and availability.

**BUILDING USAGE FORM  
MCDADE ISD  
156 MARLIN STREET, MCDADE, TX 78650**

Please complete and return to the appropriate building.

Name of Organization: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name/Title of Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ Home #: \_\_\_\_\_

School and Facilities Requested: \_\_\_\_\_ / \_\_\_\_\_

Purpose for which facilities will be used, include any special requirements.

(Backboards lowered, volleyball standards, chairs, tables, etc.) Please give detailed explanation.

\_\_\_\_\_  
\_\_\_\_\_

Day(s) and Date(s) requested for use: \_\_\_\_\_

Opening Time of Meeting: \_\_\_\_\_ Closing Time: \_\_\_\_\_

Time doors to be opened: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Custodial assistance required?       Yes       No

Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

By signing this application, I agree to the rules and regulations listed on page

\_\_\_\_\_

Applicant's Signature

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FOR SCHOOL USE ONLY:

The above application is:      Approved \_\_\_\_\_      Not Approved \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR DISTRICT OFFICE USE ONLY:      Scheduled \_\_\_\_\_      Disapproved \_\_\_\_\_

Classification and rate per hour: \_\_\_\_\_ / \_\_\_\_\_

Charges for Building Usage: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_