

Burkeville ISD



Facilities Use Handbook

BUREKVILLE INDEPENDENT SCHOOL DISTRICT
COMMUNITY USE OF SCHOOL FACILITIES
APPLICATION FOR USE OF SCHOOL BUILDING AND FACILITIES

Only portions preceded by an * to be filled out by the Requestor (see pg. 5) at least 15 days in advance of use:

*Requesting Organization: _____

*Address: _____

*Contact Person (s): _____ Phone #: _____

_____ Phone #: _____

*Facility (ies) Requested: _____

*Date required (include day): _____

*Time (s): _____

*Purpose of Rental: _____

*Special Equipment Requested: _____

*Utilities Required: A/C or Heat: Yes _____ No _____ Lights: Yes _____ No _____

*Requesting Facilities Usage Fee Waived: Yes _____ No _____

*Applicant's Signature: _____ Date: _____

FOR DISTRICT USE ONLY

Board Approved: Yes _____ No _____ Certificate of Insurance Given: Yes _____ No _____

Fee Waived: Yes _____ No _____ Comments: _____

The above should be designated as having Door key control Responsibility: Custodian must fill out the time sheet attached to receive payment for services rendered.

Special Provisions Necessary: _____

Security Required: Yes _____ No _____

Superintendent's Signature

Date:

BUREKVILLE INDEPENDENT SCHOOL DISTRICT
COMMUNITY USE OF SCHOOL FACILITIES
RENTAL AGREEMENT

CHARGES FOR USE OF SCHOOL FACILITY:

(According to schedule of charges approved by Board of Trustees)

Facility Requested: _____ Total Number of Hours: _____

1) Rental Fee (for first six consecutive hours)..... \$ _____
Additional hours _____ x \$5.00 Rate per hour = \$ _____

2) Custodian Assigned: _____
Required Custodian Signature

Regular Hourly Rate: \$ _____ x hours = \$ _____

TOTAL CHARGES..... \$ _____

_____ **OPERATIONS OFFICE USE** _____

Payment of Charges:

Total charges for the use on any campus facility will be made to the Operations Office.

Date Paid: _____ **Receipt #:** _____ **Initials:** _____

Event Worked:

Name of Employee: _____

Date	Reason	Time IN	Time Out	Hours

Total Hours _____

Pay Rate _____

Total Amount _____

Employee's Signature

Date

Superintendent's Signature

Date

BURKEVILLE ISD
RENTAL AGREEMENT

The Burkeville Independent School District (hereinafter the District), agrees to allow _____ (Organization) (hereinafter the Lessee), use the _____ (name of facility) at _____ (location or campus) on _____ (date), between the hours of _____ and _____, subject to these conditions: _____

1. That the Lessee pays \$ _____ (rental fee) and \$ _____ (deposit). The deposit is refundable if premises are left in a condition satisfactory to the Superintendent or designee. Payment of charge and deposit must be made to the Operations Office, when agreement is signed, but at least 10 days in advance of the use of facility.
2. That the Lessee will also pay a charge of \$7.25/hr. x _____ hrs. = \$ _____ for school personnel needed in connection with its use of facility.
3. That the Lessee will use the facility only for the purposes consistent with law and as follows: _____
4. That upon completion of this use, the Lessee will be responsible for restoring the facility to the condition observable prior to this use.
5. The District may cancel a scheduled non-school use if an unexpected conflict arises with District activity.
6. That the district may revoke its permission to use the facility at any time if it is determined that a group's use damages or threatens to damage school property or violates Board Policy and/or administrative regulations.
7. That the Lessee will not allow the possession or use of alcohol, firearms, illegal drugs, or the use of tobacco products on District property.
8. That the Lessee accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement or for any damage done to buildings, equipment, or other school property used by Lessee.
9. That the Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the rental.
10. That the Lessee also agrees to assume all liability, hold harmless, and indemnify the District, its Trustees, employees, and agents from any and all liability arising out of the Lessee's use of District Facilities.
11. That the Lessee will furnish evidence of liability insurance coverage for the event and shall name the District as an additional insured on the policy as specified by the district.

Executed on this _____ day of _____ (month), _____ (year).

*Name: _____

*Organization: _____

*Signature of Lessee: _____

*Signature of School Representative: _____

**BUREKVILLE INDEPENDENT SCHOOL DISTRICT
COMMUNITY USE OF SCHOOL FACILITIES**

SCHEDULE OF FEES

The following fees shall be charged for the use of the school facilities by District residents. The rental charge shall be paid to the Operations Office Prior to the use of school facilities. The fees listed are for the use of the facilities for up to six consecutive hours. The District shall charge an additional \$5.00 per hour after the first six hours of use.

Facility Rental Fees:

Facility	Rental Fee		Employee Type	Hourly
Cafeteria	17.00		Cafeteria Employee	7.25
Auditorium	17.00		Custodial	7.25
Gymnasiums	17.00		Clerical	7.25
Board Room	17.00			
Classroom (each)	17.00			

Special Rates:

Security provided by an outside agency will be according to the hourly rate established by such agency.

All Board Policy may be found at the following link:

<https://pol.tasb.org/Home/Index/937>

GKD(LEGAL) - COMMUNITY RELATIONS: NONSCHOOL USE OF SCHOOL FACILITIES

Prohibited Acts

An officer or employee of a district who is acting or purporting to act in an official capacity may not, because of a person's race, religion, color, sex, or national origin:

1. Refuse to permit the person to use facilities open to the public and owned, operated, or managed by or on behalf of the district;
2. Refuse to permit the person to participate in a program owned, operated, or managed by or on behalf of the district;
3. Refuse to grant a benefit to the person; or
4. Impose an unreasonable burden on the person.

Civil Practices and Remedies Code 106.001(a)

Right to Preserve Use

A district, like a private property owner, may legally preserve the property under its control for the use to which it is dedicated. Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993)

Forum for Communication

A district may create a public forum of a place or channel of communication for use by the public at large for assembly and speech, for use by certain speakers, or for the discussion of certain subjects. Perry Educ. Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37 (1983); Chiu v. Plano Indep. Sch. Dist., 260 F.3d 330 (5th Cir. 2001)

A district is not required to allow persons to engage in every type of speech when the district establishes a limited public forum; a district may be justified in reserving its forum for certain groups or for the discussion of certain topics. A district shall not discriminate against speech on the basis of viewpoint, and any restriction must be reasonable in light of the purpose served by the forum. Good News Club v. Milford Cent. Sch., 533 U.S. 98 (2001); Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993)

Fees for Use

The board may set and collect rentals, rates, and charges from students and others for the occupancy or use of any of a district's facilities, in the amounts and manner determined by the board. *Education Code 45.033*

Charter Schools

A district may not require a campus or campus program charter that is the result of the conversion of the status of an existing district campus to pay rent for or to purchase a facility in order to use the facility.

A district may not require a campus or campus program charter, or an open-enrollment charter school, to pay for any service provided by the district under a contract between the district and the campus, campus program, or open-enrollment charter school an amount that is greater than the amount of the actual costs to the district of providing the service.

Education Code 11.1543

Patriotic Societies

If a district has a designated open forum or a limited public forum and receives funds made available through the United States Department of Education, the district shall not deny equal access or a fair opportunity to meet, or to discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code (as a patriotic society), that wishes to conduct a meeting within that designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed as a patriotic society.

The United States secretary of education may issue and secure compliance with rules or orders with respect to a district that receives federal funds and that denies equal access, or a fair opportunity to meet, or discriminates, as described above. If a district does not comply with the rules or orders, no funds made available through the Department of Education shall be provided to that district.

[For provisions related to a patriotic society's access to students, see GKE.]

'Youth Group'

"Youth group" means any group or organization intended to serve young people under the age of 21.

Limited Public Forum

For purposes of this policy regarding Patriotic Societies, an elementary school or secondary school has a limited public forum whenever the school grants an offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory.

Sponsorship

Nothing in this policy shall be construed to require a district to sponsor any group officially affiliated with the Boy Scouts of America, or any youth group listed as a patriotic society.

Boy Scouts of America Equal Access Act, 20 U.S.C. 7905

Facilities as Polling Places

A district shall make its buildings available for use as polling places in any election that covers territory in which the buildings are located. If more than one authority requests the use of the buildings for the same day and simultaneous use is impractical, a district shall determine which authority may use the building. *Election Code 43.031(c)*

No charge, including a charge for personnel, utilities, or other expenses incurred before or after regular business hours, shall be made for the use of a district building for a polling place if the day of the election is a day on which the building is normally open. If the day of an election is a day on which the building is not normally open, a charge may be made only for the reimbursement of actual expenses resulting from use of the building in the election. *Election Code 43.033(a)*

[For provisions related to polling place security, see CKC.]

Political Party Conventions

A district shall not assess a charge for the use of a school building for a precinct, county, or senatorial district convention, except for reimbursement for the actual charges resulting from use of the building for the convention. A district shall provide an itemized statement of expenses to the reimbursing authority. *Election Code 174.0631*

Burkeville ISD
GKD(LEGAL)-P

UPDATE 101
DATE ISSUED: 11/18/2014

GKD (LOCAL) - COMMUNITY RELATIONS: NONSCHOOL USE OF SCHOOL FACILITIES

Scope of Use

The District shall permit non-school use of designated District facilities for educational, recreational, civic, or social activities only when the primary participants are school-aged children and when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

Note: See the following policies for other information regarding facilities use:

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

Nonprofit Fund-Raising

The District shall not permit nonprofit organizations not affiliated with the District to conduct fund-raising events on District property.

For-Profit Use

The District shall not permit individuals or for-profit organizations to use its facilities for financial gain.

Scheduling

Requests for non-school use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent shall

have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.

Approval of Use

The Superintendent is authorized to approve use of any District facility.

Exception

No approval shall be required for non-school-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 non-school purpose.

Emergency Use

In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.

Use Agreement

Any organization or individual approved for a non-school 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 non-school use.

Fees for Use

Non-school users shall be charged a fee for the use of designated facilities.

The Superintendent 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.

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.

Burkeville ISD
GKD(LOCAL)-X
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