

Administrative Regulations for Non-School Use of School Facilities

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. Requests for use shall be directed to the Superintendent or designee.

Other relevant policies pertaining to non-school use of facilities include: GKB (local) and Hudson Parks and Recreation Complex Rules.

The principal is authorized to approve use of facilities on his or her campus. Written application to the appropriate administrator shall be made at least ten days in advance. Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property or other rented property.

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.

School sponsored activities take precedence over activities that are not school-sponsored.

During the school year, no activities shall be scheduled during the school day, before 12:00 noon on Sunday or after 5:30 p.m. on Sunday or Wednesday, unless approved by the Superintendent for special circumstances. School facilities will not be available during school holidays without express written consent of the superintendent.

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

The following facilities shall be available for non-school use:

- Gymnasiums (Hornet Gym, Middle School Gymnasiums, and Elementary Gymnasium)
- Cafeterias
- Auditorium
- Hudson Youth Park Complex

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. All groups using school facilities shall be responsible for the cost of damages incurred during their use.

Except for school-sponsored groups and school-related groups, users shall be charged a fee for operation, supervision, and clean-up costs at designated facilities

Persons or groups using school facilities shall:

- Conduct business in an orderly manner.

- 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]
- 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.

Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property. All groups using school facilities shall be responsible for the cost of damages incurred during their use.

Renter guarantees security for Hudson ISD property and for persons attending events. Evidence of security may be required before rental privilege is extended.

The District reserves the right to offer or refuse any use of its facilities for any reason not prohibited by law.

Keys to specific facilities may be provided on an annual basis. Distributed keys must NEVER be duplicated and must be promptly returned at the end of the activity (or season for Member Organizations).

Renter must ensure that facilities are cleaned daily.

Member Organizations must remove food items and clean concessions promptly after the end of season.

Member Organizations must provide a calendar of activities for review and approval upon application/request for non-school use of facilities.

Organizations must provide required payment, forms, and insurance. Absolutely no use of the facility will be granted prior to approval.

No persons may occupy district facilities at any time without supervision of the official coach or person in charge of the organization.

No activity should be scheduled after 9:00 PM.

Facilities are to be closed and vacated no later than 10:00 PM.