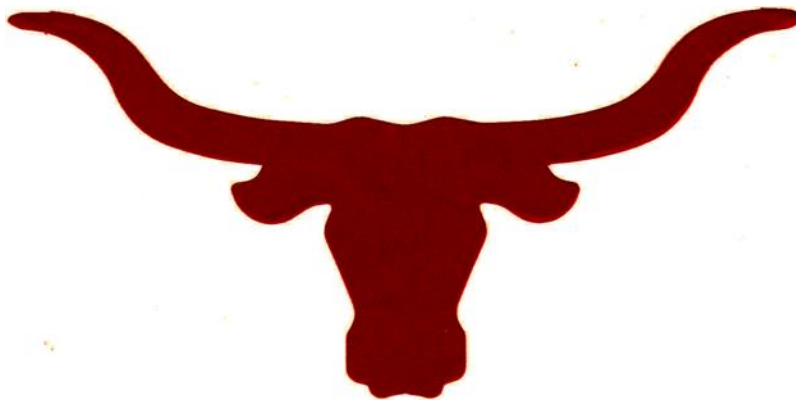


Tarkington Independent School District

Facilities Usage Guidelines



**Central Administration Office
2770 FM 163
Cleveland, Texas 77327**

Phone: 281-592-8781

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Tarkington Independent School District Facilities Usage Guidelines

Tarkington ISD Rental Policy

The Tarkington Independent School District allows limited use of District facilities by outside organizations/groups. However, such use of District facilities shall not be permitted when it interferes with the educational program of any scheduled campus or District activities, including facility maintenance and/or repair projects.

All requests must be submitted in writing with contact information, dates and area(s) requested on the Facility Use Application. All requests will be considered according to these guidelines. The administration reserves the right to deviate when necessary to achieve the overall purpose of the guidelines.

Facilities:

The following facilities shall not be available for nonschool use:

1. Band Halls
2. Vocational Facilities
3. Offices
4. Science and/or Business Laboratories

User Group Designations

Category 1 (No fees/ or Personnel Costs)

1. District events, educational meetings to include staff or student meetings and school programs:
 - A. District affiliated Booster Clubs, Parent Teacher Organizations and Alumni Associations
 - B. District affiliated Professional Teacher Organizations
 - C. Public meetings sponsored by state or local governmental agencies
 - D. TISD Youth Camps

Category 2 (Personnel Costs Only)

1. Other Accredited Educational Institutions:
 - A. Non Profit colleges and universities
 - B. Other school districts
2. Not for profit community groups, civic organizations, youth groups and churches that meet all of the following criteria:

- A. Established for the purpose of enriching the lives and education of District children and/or the community
- B. Must certify that the majority of the children to be residents or students of the district
- C. Staffed primarily by volunteers

Category 3 (All fees and Personnel Costs)

1. All for-profit or commercial organizations that charge fees to participate or gain financially from the proposed rental.

Limited Access:

TISD has the authority to limit access to facilities. The use of all athletic game fields, gyms, field houses, or tennis courts is restricted to after school hours and must be requested through the Superintendent's office and approved by the Athletic Director.

All facilities are subject to closure to the public for maintenance. Outdoor facilities, including playgrounds, may be closed in the event of repeated vandalism.

Security:

The district may require outside groups to provide security during the scheduled event. Organizations shall comply with all federal, state and local laws, regulations and licensing requirements. **Custodian(s) will not be considered as security personnel.** Security will be paid according to the Facility Rental Fee Schedule.

Scheduling:

Facility Use Application Forms must be submitted at least ten (10) calendar days prior to the scheduled event to ensure full heating, cooling, and personnel services. Non-school activities shall not be scheduled more than six months in advance of use. School activities have priority over non school activities. The Superintendent has the authority to cancel or reschedule a non school use if an unexpected conflict arises with a District activity.

Insurance:

Prior to approval and use of the facility, users in Category 3 will furnish proof of liability coverage for event(s). This coverage should consist of an original Certificate of Insurance (\$100,000 Personal and \$10,000 Property) with Tarkington ISD named as Additional Insured and Certificate Holder.

Fees:

Scheduled fees are as follows:

1. A completed copy of the Facilities Use Application, and proof of acceptable liability insurance, if applicable, with TISD named as an additional insured must be on file prior to scheduling the rental of any facility. The full estimated rental payment must be paid 24 hours before the event takes place.
2. Fees for damage will be assessed and future use of the district's facilities may be restricted.
3. The renter will be assessed a rental fee from the time the facility is opened until it is closed or vacated. If the renter uses the facility longer than the scheduled time, overage fees will be assessed. School custodian(s) will be on duty at all times when school facilities are in use and will see that the building is opened and closed. Custodian(s) will be paid according to the Facility Rental Fee Schedule.
4. The use of kitchens will require the use of a Child Nutrition Department staff member assessed at rates indicated on the Facility Rental Fee Schedule.

General Rules:

All users of school district facilities shall:

- Groups or individuals wanting to rent TISD facilities must obtain and complete the Facilities Use Application from the TISD website, www.tarkingtonisd.net, or from the TISD Central Administration Office located at 2770 FM 163, Cleveland, Texas.
- Ensure that permission to use the facility or any portion thereof shall not be transferred to a third party.
- Ensure that all district facilities are left neat and in orderly condition ready for the next school day.
- The following must be on file prior to scheduling the rental of any District facility:
 - a. The completed and signed Facility Use Application.
 - b. A current insurance certificate, if applicable.
- It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
- Provide full payment 24 hours before the event takes place.
- Allow the office of the Superintendent to determine the availability for the requested facility. The office will then notify the representative with a copy of the approved application and the total for cost.

- Ensure that prior approval is received before signs, banners and/or decorations are erected and that the group takes down all decorations immediately following the event. Decorations may not deface school property. The use of open flames, such as candles, is strictly prohibited. Items to be hung or flown for stage productions or special lighting in the TMS Auditorium must be submitted one week prior to the event. Under no circumstances should any item be affixed to any stage curtain in the TMS auditorium.
- Ensure that no fixtures, equipment or furniture shall be removed from any building or rearranged between rooms except with prior approval from the building principal.
- Ensure that all food, candy, gum and drinks are allowed only in designated areas and must be removed and the area left clean after event.
- Prohibit the possession and use of tobacco products in district buildings and/or on school property.
- Ensure that alcoholic beverages or drugs in any form are not brought into the buildings or on school grounds in accordance with the Texas State Laws and Drug Free Schools Policy.

TARKINGTON ISD
Facility Rental Fee Schedule

<i>Facility</i>	<i>Base</i>	<i>Add per hr.</i>
High School Gym	\$ 180.00	\$ 60.00
High School Commons	\$ 125.00	\$ 40.00
High School Commons/Kitchen	\$ 150.00	\$ 50.00
Middle School Gym	\$ 150.00	\$ 50.00
Middle School Commons	\$ 100.00	\$ 30.00
Middle School Commons/Kitchen	\$ 125.00	\$ 40.00
Middle School Auditorium	\$ 250.00	\$ 80.00
Intermediate Gym	\$ 125.00	\$ 40.00
Intermediate Cafeteria	\$ 75.00	\$ 25.00
Intermediate Cafeteria/Kitchen	\$ 100.00	\$ 30.00
Primary Gym	\$ 100.00	\$ 30.00
Primary Cafeteria	\$ 75.00	\$ 25.00
Primary Cafeteria/Kitchen	\$ 100.00	\$ 30.00
Classroom	\$ 25.00	\$ 25.00
Football field (lights)	\$ 200.00	\$ 70.00
Softball, Baseball Field (lights)	\$ 200.00	\$ 75.00
Playing Fields	\$ 50.00	\$ 25.00

Base fee covers three hours of use.

<u>Personnel Costs</u>	
Custodian(s)	\$14.00
Child Nutrition Department Staff Member	\$14.00
Security	\$25.00
Technical Support	\$20.00

Minimum of three hours for staff.

**Tarkington Independent School District
Hold Harmless and Indemnification Agreement**

The undersigned _____, agrees to hold harmless and indemnify the Tarkington Independent School District, its Board Members, officials, employees and volunteers from any suits or expense arising out of the use of the District property.

It is further stipulated and agreed that the laws of the State of Texas shall control in the construction of this instrument.

Signature: _____

Date: _____

TARKINGTON ISD Facility Use Application

PERSONAL AND ORGANIZATION INFORMATION			
Name of Leasing Organization			
Responsible Person			
E-Mail			
Phone			
Contact Address			
Billing Address			
EVENT INFORMATION			
Facilities Requested	School Name: _____ Auditorium ___ Cafeteria ___ Kitchen ___ Gym ___ Field ___ Classroom ___		
Brief description of event			
Date(s) requesting			
Time of day	Start Time:	End time:	Total Hours:
Estimated attendance		Will food be served?	Yes No
Who will attend?			
State Other Needs:			
Circle Applicable Class:	Class:	1 2 3	
I agree to be responsible for any damage(s) that may result from our use of this facility and to pay the fee as calculated on the Facility Use Application. I have read the Facility Usage Guidelines and District Policy (GKD Local) and agree to all provisions contained therein.			
Representative Signature: _____ Date: _____			
NOTE: Leasing organization is required to provide Public Liability Insurance (\$100,000 Personal and \$10,000 Property). The Tarkington Independent School District needs to be included as additional insured. A copy of this coverage is required by the school district.			
FOR SCHOOL USE ONLY			
Cost Estimate of Facility Use:	Number of Hours	Cost Per Hour	Total Cost
(Prices Determined Using the Tarkington ISD Rental Fee Schedule)			
1. Rental Cost			
2. Custodian(s)			
3. Child Nutrition Department Staff			
4. Security			
5. Technical Support			
TOTAL COST (add columns-Lines 1-5)			
FOR SCHOOL USE ONLY			
Building Principal Signature:		Date Approved:	
Superintendent Signature:		Date Approved:	
		Total Fee Paid: Yes ___ No ___	Insurance Certificate Received? Yes ___ No ___

****PLEASE COMPLETE THIS FORM IF YOU ARE RENTING THE AUDITORIUM.**

<u>Needed Supplies</u>	<u>YES</u>	<u>NO</u>	<u>Specifications</u>	<u>Office Approval</u>
Choir Risers			Supplied for TISD choirs and when available for rentals.	
Chairs			Supplied.	
Music Stands			Supplied.	
Solo Microphones			Extra personnel required. This will increase rental fee.	
Special Lighting			Extra personnel required. This will increase rental fee.	
Spot Lighting			Extra personnel required. This will increase rental fee.	
Projector/Screen			Supplied.	
Podium			Supplied.	
Curtain-puller			Extra personnel required. This will increase rental fee.	
CD Player			Extra personnel required. This will increase rental fee.	