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**Florence Independent School
District**

www.florenceisd.net

Florence Independent School District

Facilities Usage

Florence ISD Rental Policy

The Florence 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.

Florence ISD is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the district. The district may, therefore, differentiate among various categories of organizations/groups (such as youth groups, adult groups, nonprofit organizations, individuals, for-profit organizations and civic groups) in establishing the length of time that a facility may be used or the fee(s) charged. All organizations/groups within the same category shall be offered fair and equal access to district facilities. Any misrepresentations by an organization and/or individual, abuse of any District property, and violation of state, local law or federal and /or any violation of any district policy, rule or regulation may result in: 1) the immediate termination of the contract; 2) the requirement to immediately vacate the premises; and/or 3) the denial of the organization's and/or individual's request for future use of the premises.

All requests must be submitted in writing with contact information, dates and area(s) requested on the *Facility Use Request* form. 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:

District facilities include, but are not limited to, campuses and athletic facilities.

LIMITED ACCESS:

The district 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 Athletic Director or Campus Principal.

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. **Custodians or Maintenance Personnel will not be considered as security personnel.**

SCHEDULING:

Facility Use Request forms must be submitted at least ten (10) calendar days prior to the scheduled event to ensure full heating, cooling and custodial services. Public and private athletic competitions may be scheduled sooner at the discretion of the Campus Principal or Athletic Director.

HAZARDOUS MATERIALS: No hazardous materials such as propane/gas grills, etc., are permitted without prior written approval from administration.

CANCELLATION:

Cancellation must be received in writing not less than 24 hours prior to the event. The deposit will not be refunded if written notice of cancellation is not received. Any costs incurred by the district will be deducted from the deposit.

FEES:

Scheduled fees are as follows:

1. A completed copy of the *Facility Use Request form*, a 25% deposit and nonprofit certificates for verification of rate category must be on file prior to scheduling the rental of any facility.
2. Fees for damages will be assessed and may result in loss of further use of the district's facilities.

3. The renter will be assessed a rental fee from the time the facility is opened until it is closed or vacated. A custodian will be required at all times.
4. Opening/closing of building facility must be arranged with a building director or approved designee. This includes Monday through Friday and weekends. Exception: If district personnel are involved, this requirement may be waived if other district employee(s) will be present at all times and able/responsible for securing the building.
5. School-related groups requiring a building director or custodian(s) on the weekends will be assessed a fee according to the *Facility Rental Fee Schedule*.
6. 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*. This staff member will be there in a supervisory capacity only, to ensure compliance with all licensing requirements. They are not present to assist in food preparation.

Concession Stands

When a concession stand is required, FISD organizations shall have the first right to operate the concession stands and keep all proceeds from the sale of all items.

GENERAL RULES

All users of school district facilities shall:

- Groups or individuals wanting to rent FISD facilities must obtain and complete the *Facilities Usage Guidelines* from FISD website, <http://florenceisd.net>, or from the Administration Building located at 306 College, Florence, 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.
- Provide the following documentation before a rental agreement is prepared:
 - The completed *Facility Use Request form* is signed.
 - A 25% deposit.
 - A copy of the 501 (c)3 status if requesting nonprofit status.
- It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
- Provide full payment 24 hours or business day prior to the event.
- Provide any changes to the signed contract no later than one week in advance. Rental amounts will not be decreased after the fact if the facility is not used for a contracted time.
- Be assessed the rental fee from the time the facility is opened until it is closed and vacated.
- Allow the Campus Principal or Athletic Director to determine the availability for the requested facility. They will then notify the representative to arrange for the completion of the contract.
- Ensure that prior approval is received before signs, banners and/or decorations are erected and that the group immediately following the event take down all decorations. Decorations may not deface school property. Use of tape to attach decorations is prohibited. ***The use of open flames, such as candles, is strictly prohibited.***
- Ensure that all children will be supervised at all times and remain in the assigned area. There should be one (1) adult per twenty (20) or fewer children at the event.
- All school facilities will not be rented on school holidays or the weekend immediately preceding or following those designated holidays. Long-term rentals, public and private athletic competitions may be exempt from this guideline.

- Ensure that no fixtures, equipment or furniture shall be removed from any building or rearranged between rooms except with prior approval from the Coordinator of Facility Use or the building director.
- Ensure that all food and drinks are allowed only in designated areas and must be removed and the area left clean after the event. Advance permission from Coordinator of Facility Use must be obtained prior to the 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.

Fees for Facilities by Group Designation

Group 1: FISD SCHOOL-RELATED ORGANIZATIONS:

Booster Clubs, PTA, PTO, Student/Teacher Groups, FISD Alumni Groups, Scouting Organizations, Project Graduation, FYRA, and PIPS other similar organizations will be permitted the use of facilities without charge on days when school is in session but not later than 8:00 P.M. on those days. All other policies and procedures will be enforced.

In order for the facility to be at no charge in Group 1 there must be a faculty member present for the duration of the event. The faculty member will be responsible for opening/closing of the facility as well as the security and cleanliness of the assigned area.

Project Graduation/PTA will be allowed to use the school facilities one Saturday during the school year at no cost to the Project Graduation/PTA.

District facility usage fees and insurance are waived for Group 1 for education-related activities approved by the District. However, personnel and equipment usage fees shall apply for all events that require additional personnel or other resources. Efforts should be made to schedule activities during normal custodial hours. The Chief Financial Officer will determine building use and applicable fees.

Group 2: NONPROFIT YOUTH ORGANIZATIONS

Nonprofit youth athletic groups may be permitted to rent facilities at the Group 2 rate if they provide proof of 501(c)3 status. Note: These groups may be permitted use of the facilities at no charge until 8:00 P.M. on days when school is in regular session providing no special needs are requested.

District facility usage fee at campuses will be waived for Group 2 on days when school is in session but not later than 8:00 P.M. District facility fees at the Group 3 rate will apply at all other times.

Group 3: NONPROFIT COMMUNITY ORGANIZATIONS/INDIVIDUALS

Neighborhood associations, adult community groups, civic services, churches, youth programs and individuals.

Group 4: FOR-PROFIT ORGANIZATIONS

For-profit organizations and businesses may rent facilities at the established Group 4 rates plus other associated fees.

GOVERNMENTAL AGENCIES AND MUNICIPALITIES:

Governmental agencies and municipalities may be permitted the use of facilities without charge. All other policies and procedures will be enforced.

FISD Per/Hour Facility Rental Fee Schedule

Rental Area	Group 1	Group 2	Group 3	Group 4
Elementary	All rates per hour	Minimum 2 hours		
Cafeteria	n/a	\$60	\$60	\$75
Kitchen Supervisor*	\$30	\$30	\$30	\$30
Gym	n/a	\$80	\$80	\$100
Middle School				
Cafeteria	n/a	\$60	\$60	\$75
Kitchen Supervisor*	\$30	\$30	\$30	\$30
Gym	n/a	\$80	\$80	\$100
High School				
Cafeteria	n/a	\$60	\$60	\$75
Kitchen Supervisor*	\$30	\$30	\$30	\$30
Gym	n/a	\$100	\$100	\$125
Library	n/a	\$60	\$60	\$75
Other Facilities				
Field and Stadium			\$400	\$500
Classroom Any Campus	n/a	\$40 Flat Fee	\$50 Flat Fee	\$50 Flat Fee
Tennis Courts				\$100
Baseball Field	Varies	Varies	Varies	Varies
Other Fees				Not during school time
Technical Support	\$40	\$40	\$40	\$40
Minimum of One Hour after 8:00 p.m. and When School is not in Session				
Custodian(s)	\$30	\$30	\$30	\$30
Minimum of One Hour after 2:00 p.m. and When School is not in Session				
Kitchen Supervisor*	\$30	\$30	\$30	\$30

***Use of any kitchen facility will require a Supervisor present to insure all licensing requirements are followed.**

Note: The fee schedule reflects the rental of the facility and includes the cost of electricity, heat and air conditioning. Costs not included in the fee schedule, but may be required, are for custodial, supervision, kitchen workers, technical support, security and other miscellaneous expenses incurred by the District as specified in rental agreement. Total cost of a facility rental will be calculated on the *Facility Use Request form*.

Florence Independent School District

Hold Harmless and Indemnification Agreement

The undersigned _____, agrees to hold harmless and indemnify the Florence 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: _____

NONPROFIT CHARITABLE ORGANIZATION EXEMPTION FORM

FLORENCE ISD

This addendum must be completed by all nonprofit charitable organizations in Groups 2 and 3 who are exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code of 1986, and notarized prior to submission of application.

I, _____, as an authorized agent of

_____, the rental organization, hereby certifies that the above-named organization;

1. Is exempt from federal income tax under Section 501(c)3 of the Internal Code of 1986; and,
2. Is a nonprofit corporation, foundation or fund organized and operated exclusively for one or more of the following purposes; charitable, religious, prevention of cruelty to children or animals, youth sports, youth recreational, promotion of social welfare or educational (excluding private, primary or secondary schools, alumni associations, and related on campus organizations); and
3. Dedicates its assets to the achievement of the organization's stated purposes; and
4. Normally receives more than one-third (1/3) of its support in any year from private or public gifts, grants, contributions or membership fees; and
5. Does not engage in activities which are not furtherance of one or more of the above specific purposes; and,
6. Does not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; and,
7. Does not allow any part of its assets on dissolution of the organization to inure to the benefit of any group, individual, or shareholder.

FOR: _____ (Name of organization)

BY: _____ (Signature of Authorized Representative)

_____ (Printed Name of Authorized Representative)

_____ (Title of Authorized Representative)

_____ (Date)

STATE OF TEXAS

COUNTY OF _____

SUBSCRIBED AND SWORN to and before me on the _____ day of 20_____.

Notary Signature: _____ Notary Printed Name: _____

FACILITY USE REQUEST FORM

NAME OF GROUP _____

CONTACT PERSON _____

ADDRESS _____

PHONE NUMBER _____

FACILITY REQUESTED _____

DATE REQUESTED _____ Start Time _____ Ending Time _____

ACTIVITY PLANNED _____

PLEASE LIST ANY SPECIAL PROVISION/ITEMS NEEDED: _____

Applicable fees listed below will be determined by FISD:

FISD Services Required	Number of Hours (2 Hours Minimum)	Cost per Hour	Total Cost
1. Rental Cost			
2. Custodians			
3. Supervision			
4. Kitchen Supervisor(s)			
5. Technical Support			
6. Miscellaneous			
Total Cost for Facility Rental (Add "Total cost" column Lines 1-6)			
Deposit due (25% of Total cost for facility rental)			

All information listed above is true and correct to the best of my knowledge. I agree to be responsible for payment of ALL costs involved, to make 100% payment within (14) days of the event, to be responsible for any and all claims which arise from this event, and to hold Florence Independent School District harmless in any personal liability claims which arise from this event.

_____ Group Representative Signature

_____ Building Principal/Facility Supervisor

_____ Athletic Director (When Applicable)

_____ Superintendent or Designee