

WELLS ISD NON-SCHOOL RELATED FACILITIES USAGE

PACKET

2021-2022

ADMINISTRATIVE REGULATIONS FOR NON-SCHOOL USE OF SCHOOL FACILITIES

The District may 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.

The following facilities may be available for non-school use: Gymnasiums, Cafeterias, Baseball Field and Grounds, and Rock Building.

Requests for use shall be directed to the Superintendent. Proper forms and agreements can be submitted to campus principals, the athletic director, or the administration office. [See **POLICY GKD(LOCAL)**]

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 **POLICY FM (LEGAL/ LOCAL)**]

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 is authorized to approve use of any District facility.

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.

Except for school-sponsored groups and school-related groups, users shall be charged a facility fee for operation 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 **POLICY 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.

Renter guarantees security for Wells ISD property and for persons attending events. If security is not available, the renter agrees to pay an additional hourly rate to a school district employee or off duty police officer for duty responsibility.

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.

Access to specific facilities may be provided on an EVENT OR SEASON basis through a district employee.

Renter must ensure that facilities are cleaned daily.

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

Organizations with a playing season or multiple events 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.

Other relevant policies pertaining to non-school use of facilities include: GKA, GKB, GKC, GKD, GKE, GKG (legal and local).

WELLS ISD NON-SCHOOL RELATED FACILITIES USAGE APPLICATION

GENERAL INFORMATION

- ★ WELLS ISD may 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 WISD policies.
- ★ The superintendent is authorized to approve use of facilities. 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 will 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. 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 PM 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.
- ★ 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 the Policy for Non-School Use of School Facilities.
- ★ 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.
- ★ FACILITIES AVAILABLE:
 - Gymnasiums
 - Cafeteria
 - Baseball Field and Grounds
 - Rock Building

EXPECTATIONS

- ★ 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.
 - Make no alteration, temporary or permanent, to school property without prior written consent from the superintendent

MISCELLANEOUS PROVISIONS

- ★ All groups using school facilities shall be responsible for the cost or 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 WELLS ISD property and for persons attending events. Evidence of security may be required before rental privilege is extended. If security is not available, the renter agrees to pay an additional hourly rate to a school district employee for duty responsibility.

- ★ The district reserves the right to offer or refuse any use of its facilities for any reason not prohibited by law.
- ★ Access to specific facilities may be provided on an EVENT OR SEASON basis through a district employee.
- ★ Renter must ensure that facilities are cleaned daily.
- ★ Organizations must remove food items and clean concessions promptly after the end of season.
- ★ 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 naming school as 3rd party insured. 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.

Facility Usage Information Form

ORGANIZATION NAME: _____

EVENT: _____

DISTRICT FACILITY: _____

DATE & TIMES OF EVENT: _____

SECURITY: _____

EMPLOYEE ON DUTY: _____

USAGE FEE(S): _____

- WELLS HIGH SCHOOL - *REQUIRES A NON-REFUNDABLE DEPOSIT OF \$100*
 - GYMNASIUM EVENT (\$100 HALF DAY/ \$200 FULL DAY)
 - GYMNASIUM TOURNAMENT (\$400 FULL DAY)
- WELLS JUNIOR HIGH
 - GYMNASIUM (\$50 HALF DAY/ \$100 FULL DAY)
 - CONCESSION STAND (INCLUDED IN COST OF GYM RENTAL)
- BASEBALL FIELD/ GROUNDS
 - BASEBALL FIELD (\$50 HALF DAY/ \$100 FULL DAY)
 - GROUNDS (INCLUDED IN COST OF RENTAL)
- CAFETERIA:
 - DINING ROOM (\$50 HALF DAY/ \$100 FULL DAY)
 - KITCHEN (INCLUDED IN COST OF RENTAL)
- ROCK BUILDING:
 - AUDITORIUM (\$50 HALF DAY/ \$100 FULL DAY)
 - STAGE (INCLUDED IN COST OF RENTAL)
- EMPLOYEE ON DUTY FEE (\$12/HOUR)

OFFICE USE ONLY:

ADMINISTRATOR APPROVAL

INSURED: _____

APPROVAL DATE: _____

DEPOSIT REC'D: _____

USAGE FEE REC'D:

CLEARED FOR EVENT:

NOTIFIED EVENT HOLDER:

EMPLOYEE ON DUTY:

WELLS LITTLE DRIBBLER ACTIVITY EXCEPTION(S):
 LITTLE DRIBBLER ACTIVITIES WILL NOT BE CHARGED, HOWEVER, CHARGES FOR ANY DAMAGES MUST BE PAID IN FULL BEFORE USING THE FACILITY AGAIN DURING THE SAME SEASON.
 POST EVENT CLEANING FEE: \$100/ EVENT

OTHER DIRECT COSTS or REPAIR COST: _____

WELLS 4H, HOMECOMING ASSOCIATION, PROJECT CELEBRATION, AND WHS CLASS REUNIONS WILL NOT BE CHARGED A FACILITY USAGE FEE. OTHER FEES, IF ANY, WILL BE NEGOTIATED WITH THE LESSEE AT THE TIME THAT THE RENTAL AGREEMENT IS EXECUTED.