

UNITED INDEPENDENT SCHOOL DISTRICT FACILITY USE PROCEDURES

1. Eligible Community Organizations shall be charged at the applicable rate for the facility based on the time the facility is occupied, as follows:

- a) Minimum 2-hour charge plus
- b) An additional hour for each hour or fraction thereof in excess of 2-hour minimum.

UISD shall not rent any equipment other than audio or visual aid equipment required for use of the facility, these equipment will be operated by District personnel only at an additional charge.

2. UISD will grant a free meeting place in each school for regular meetings involving officially recognized school organizations such as P.T.A., Booster Club, Advisory Committees, etc.

3. Organizations directly affiliated with the District (such as Boy Scouts, Girl Scouts, Camp Fire Girls, Brownies, etc.) should be encouraged to hold their meetings on regular school days while custodians are on duty in the school facility. The Building Principal or Designee shall make the approval and granting of the use of the particular school facility during the regular school day.

PRIORITIES

Priorities to be observed in scheduling the use of school buildings and other facilities shall be as follows:

- 1. The regularly scheduled educational program, including meetings or performances by recognized student and staff organizations.
- 2. Organizations directly affiliated with the District.
- 3. Meetings of civic groups with membership open to the public and primary efforts directed toward generally recognized community needs.
- 4. Performances or presentations by private or civic groups.

GENERAL STATEMENT

The primary purpose and function of school facilities is for the education of the students of the District; however, school facilities shall be available to non-school organizations whose purposes and objectives contribute to the development of the school program and community.

Since the primary purpose of school facilities is to serve the regular instructional program of the District, other uses should not interfere with this program.

There are costs involved in non-school use of facilities; therefore, charges should be made so that tax money will not be used in support of non-school activities.

All organizations using District facilities assume the liability for any and all damages and personal injury.

All organizations other than School District Organizations sanctioned by the Board of Trustees using District facilities shall **provide evidence of liability insurance** required by the application for use of District's facilities as the same may be from time to time amended by the Superintendent of the District or Designee.

LIABILITY INSURANCE

The District shall require injury and property damage insurance with a combined single limit of not less than \$1,000,000 with an aggregate limit of not less than \$1,000,000 for use of all facilities and insurance shall name the UISD as an additional insured on the policy.

Except as required by law, political organizations that sponsor, advocate or encourage candidates to run for election shall not be permitted use of school facilities.

The District has attempted to provide for the maximum use of public school facilities within a framework that will assure the taxpaying public that school facility use is in no way detrimental to the regular educational program.

The following regulations governing the use of school facilities have been formulated to protect the regular instructional programs of the District, to protect those who use the facilities, and to protect the taxpayer who has provided the facilities. The understanding and cooperation by those who use the school facilities will make these regulations operative and eliminate most causes of misunderstanding and confusion.

PROCEDURES FOR APPLICATION FOR USE OF DISTRICT FACILITIES

Application procedures for use of facilities are as follows:

1. Application must originate with the Organization desiring use of the facility.
2. Application for permission to use District facilities shall be submitted in enough time so as to reach the School and the Energy/Environmental Director of the District at least two weeks in advance of the date or dates requested. All use of regular school facilities must be requested through the Energy/Environmental Director after approval of the Building Principal or Designee, if required.

3. Application must be made on the “**Application and Rental Agreement for Use of School Facilities**” form available in the office of the Building Principal or Designee. An officer of the organization submitting the request must sign the application.
4. If facilities requested involve cafeteria-kitchen facilities, Performing Arts Building, or district-wide athletic facilities, the request must be submitted in enough time so as to reach the appropriate Administrator and the Energy/Environmental Director at least two weeks prior to date requested. With these requests, the Energy/Environmental Director must receive approval from either the appropriate Administrator prior to granting the final approval.
5. Applicants who fail to give written notice of cancellation to the Building Principal or Designee or District Administrator at least twenty-four hours in advance of the scheduled activity shall be responsible for the same cost that would have been incurred had the activity been held as scheduled. Without regard to cancellation, applicants shall be responsible for all actual costs incurred by the District in connection with the scheduled activity. If notice of cancellation is made by telephone, the applicant must forward a written confirmation of this cancellation to both the Energy/Environmental Director and the Building Principal or Designee, if both approved the use, to constitute an effective cancellation.
6. Payment must be made at the Accounts Receivable Office located at the Central Administrative Building on 201 Lindenwood Drive, Laredo, Texas 78045. A check or money order should be made payable to UISD. The District’s Accounts Receivable Clerk is Griselda Chavez, phone # 473-6375.

UNITED INDEPENDENT SCHOOL DISTRICT SCHEDULE OF USE CHARGES

Charges made for the use of school facilities are not rentals as that term is generally used, but are charges based on costs of operating expenses such as utilities, supplies, maintenance of facilities, as well as clerical services to process each application, overtime payrolls and to collect usage charges. Charges for required employees, supervisors, custodians and cafeteria personnel are in addition to the facility charges and are determined based on the wage scale of UISD employees required. The use of school facilities by non-District sponsored or affiliated organizations or groups requires the organization approved for such use to furnish the District evidence of insurance in the minimum amounts established by District and shown on the Application for Use. The charges shown are minimum and designed not to provide income for the School District, but to avoid having the excess costs included in the costs of the regular school program.

APPLICABLE RATES

Rates do not include charges for required employees, supervisors, custodians and cafeteria personnel, which are in addition to the charges stated herein.

STADIUM:

Student Activity Center

Football Stadium	\$ 1,500 Rent per-day plus expenses
Jumbotron	\$
Baseball Stadium	\$ 500 Rent per-day plus expenses
Softball Stadium	\$ 500 Rent per-day plus expenses

Krueger Field

Football Stadium	\$ 1,000 Rent per-day plus expenses
Baseball Stadium	\$ 500 Rent per-day plus expenses

High Schools

Use Fee:	\$ 100 Flat Fee per day
Electricity:	\$ 50 per hour

Middle Schools

Use Fee:	\$ 75 Flat Fee per day
Electricity:	\$ 40 per hour

GYMNASIUM:

High Schools \$ 125 per hour

Middle Schools \$ 75 per hour

NATATORIUM: \$ 80 per hour

TENNIS COURTS

High Schools

Use Fee: \$ 75 Flat Fee per day
Electricity: \$ 30 per hour

Middle Schools

Use Fee: \$ 75 Flat Fee per day

AUDITORIUM:

Performing Arts Building (Student Complex)

Set-up Fee \$ 50 per hour (one hour minimum)
Rehearsal Fee \$100 per hour (plus per-day expenses)
Rental Fee \$1,200 per event (plus per-day expenses)

Performing Arts Building (Meeting Rooms 1 and 2)

Rental Fee \$500 per event (plus per-day expenses)

United Middle School

\$600 per event (plus per-day expenses)

CAFETORIUM:

High Schools

\$150 per hour

Middle Schools

\$ 75 per hour

Elementary Schools

Separate A/C from Rest of Building: \$ 50 per hour

No Separate A/C for Rest of Building: \$ 75 per hour

LIBRARY / CLASSROOM:

High Schools

\$ 125.00 per hour

Middle Schools

\$ 100.00 per hour

Elementary Schools

\$ 75.00 per hour

Approved by _____, USD Superintendent of Schools. Date _____
Roberto J. Santos

UNITED INDEPENDENT SCHOOL DISTRICT

Application and Contract for Use of School Facilities
by Organizations other than Officially recognized School Organizations

DIRECTIONS: Please complete all details of this application. An officer of the organization requesting use of the facilities must sign it. This form must be approved by the Building Principal or Designee and faxed to the Energy/Environmental Director to fax # (956) 473-7997 at least two (2) weeks prior to the date(s) needed. *Type or print the information below, excluding the signature.*

1. Date of Application _____ 2. Date(s) Needed _____
3. Facilities Requested at _____ School
4. Area of Specific Facilities (Cafetorium, Auditorium, etc.) _____
5. Nature of Activities _____
6. Time Period: From _____ To _____ 7. Admission Charge: Yes _____ No _____
8. Purpose of Proceeds _____ 9. Number of Persons Expected _____
10. If Special Services or equipment will be needed, please describe your needs below.
(Example: custodian, food service employee, air conditioning after normal school hours)
- _____

CONDITIONS OF APPLICATION: In making this application, it is understood and agreed that the provisions of The Policies Governing the Use and Rental of School Facilities as adopted by the Board of Trustees and the Rules and Regulations promulgated by the administration shall be adhered to in every instance. A complete copy of these Rules and Regulations is available in the office of the Building Principal or Designee. It is agreed that any fee to be paid in connection with the use of school facilities (together with evidence of insurance, if required), shall be due and payable five (5) business days in advance of the scheduled use of the requested facility. Payment must be made at the Accounts Receivable Office located at the Central Administrative Building on 201 Lindenwood Drive, Laredo, Texas 78045.

The applicant hereby agrees and undertakes to save and hold harmless the School District, its officers, agents and employees from any and all claims for damages, personal or otherwise, that may arise out of the use of said property, whether by a member of his/her organization or by other persons using or enjoying said property and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence whether on the part of the applicant or the School District or both.

Name of Organization

Address of Organization

BY: _____
(Print Name) Authorized Representative (Include Title)

Signature of Representative

Home Address (Include Zip Code)

Office Phone: _____ Fax no.: _____

APPROVED: _____ DISAPPROVED: _____

Building Principal or Designee Date

EVIDENCE OF INSURANCE:

REQUIRED: _____ NOT REQUIRED: _____

APPROVED: _____ DISAPPROVED: _____

Superintendent or Designee

Date of Approval

Cost For Use of Facility: (For Superintendent or designee use only)		\$ _____
Custodian(s):	_____ X _____ hrs. X \$14.28/ hr.	\$ _____
Technician(s):	_____ X _____ hrs. X \$26.42/ hr.	\$ _____
Security:	_____ X _____ hrs. X \$16.22/ hr.	\$ _____
Police:	_____ X _____ hrs. X \$29.96/ hr.	\$ _____
Other:	_____ X _____ hrs. X _____/hr.	\$ _____
TOTAL COST		\$ _____

Payment must be made at the Accounts Receivable Office located at the Central Administrative Building on 201 Lindenwood Drive, Laredo, Texas 78045. A check or money order should be made payable to UISD. The District's Accounts Receivable Clerk is Jorge Sanchez, # 473-6441.

GENERAL PROVISIONS

The United Independent School District requires payment of fees in advance unless otherwise noted.

Responsibility for enforcement of all regulations shall be with the organization using the facility. Organizations using facilities of the District shall comply with all applicable ordinances and regulations of any authority having jurisdiction over same.

VIOLATION OF RULES AND REGULATIONS FOR THE USE OF SCHOOL FACILITIES OR INACCURATE OR UNTRUTHFUL STATEMENTS IN THE APPLICATION MAY PLACE THE ORGANIZATION ON THE INELIGIBLE LIST FOR FUTURE USE OF SCHOOL FACILITIES.

ALL LOSS OR DAMAGE TO SCHOOL PROPERTY INCLUDING THAT OF PUPILS AND EMPLOYEES SHALL BE THE RESPONSIBILITY OF THE USING ORGANIZATION DURING THE TIME THE BUILDING IS IN USE BY THE ORGANIZATION.

DAMAGE OR MISUSE OF THE FACILITIES AND EQUIPMENT OF THE SCHOOL DISTRICT SHALL BE PAID FOR IN FULL BY THE ORGANIZATION CHARGEABLE WITH ITS USE.

THE DISTRICT SHALL REQUIRE INJURY AND PROPERTY DAMAGE INSURANCE WITH A COMBINED SINGLE LIMIT OF NOT LESS THAN \$1,000,000 WITH AN AGGREGATE LIMIT OF NOT LESS THAN \$1,000,000 FOR USE OF ALL FACILITIES.

Alcoholic beverages will not be permitted on school property at any time.

Decorations must be fireproof and shall be set up and removed in a manner not destructive to school property. The use of open flames, such as candles, is prohibited. The Building Principal or Designee must approve the use of decorations.

Smoking in school facilities is prohibited.

In all cases, the Associate Superintendent for Student Support Services or Designee shall make the determination of the extent of misuse. All payments for loss or damage are to be made payable to the United Independent School District and forwarded to the Office of the Associate Superintendent for Student Support Services.

The United Independent School District, the Board of Trustees, and employees of the District shall not be responsible for injury, damage to or loss of property upon school premises while in use by the organization and the organization assumes all liability for any such injury, damage or loss. The individual representatives of the organization using the facilities shall secure the names of witnesses to any accident or damage to or loss of property that may occur during said use and shall furnish to the Office of the Associate Superintendent for Student Support Services a written report of such accident, damage or loss and shall assume all liability which may arise from such accident, damage or loss.

The use of any **paints, cleaners, waxes, aerosols or other materials on floors or other parts of the building is strictly prohibited** unless specific written approval is obtained from the Associate Superintendent for Student Support Services or Designee.

Furniture or equipment may not be removed or displaced except with permission of the Building Principal or Designee.

Buildings will be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled end of the program.

Liquefied petroleum gas will not be used in any building or any campus at any time.

A District staff member shall be on duty when any school facility is used by any organization other than Officially Recognized School Organizations or Organizations sponsored by Officially Recognized School Organizations. The Building Principal or Designee shall assign a custodian or custodians for all activities that require custodial service before or after the meeting and for cleaning up. Only the District shall pay all assigned employees. The organization using the building shall pay no honorarium and will not tip the custodian or any other employee.

If air conditioning or heating is required, agreements for use shall be made through the Associate Superintendent for Student Support Services or Designee.

Corridors, exits and stairways must be free of obstructions at all times. Members of audience or spectators must not stand or sit so that exits, aisles, or stairways are blocked.

When authorized groups use gymnasiums, all persons using gymnasium floors for play or game activity must wear gym shoes. Persons dancing on gymnasium floors should not wear shoes that will be injurious to the floor surface.

If specialized personnel such as Police, Firemen, or Parking Lot Attendants are required to assist in the activities requested, these personnel must be secured and paid for by the School District. These fees will be added to the cost of the facilities.

Use of facilities (other than by Officially Recognized School Organizations who have obtained permission from the Building Principal or Designee for late night usage) shall not extend beyond 10:30 p.m. on any occasion unless approval to extend beyond 10:30 p.m. is specifically requested and approval granted by the Associate Superintendent for Student Support Services or Designee.