

**JOAQUIN ISD**  
**REQUEST FOR NONSCHOOL USE OF FACILITIES**  
*(SEE LOCAL POLICY GKD ATTACHED)*

**Organization/Group requesting facility:** \_\_\_\_\_

**Person responsible for event:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

**Building/Facility needed:** \_\_\_\_\_

**Date to be used:** \_\_\_\_\_

**Time to be used:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**FACILITY USE FEES:**

<b><u>Buildings/Athletic Facilities Use Fees (groups not qualifying below)</u></b>		
Gyms, Athletic Fields		\$500.00
Auditorium		\$300.00
Cafetorium		\$200.00
Classrooms		\$100.00
Damage Deposit		\$100.00
Building Usage (after 4 hours)	\$25/hr x _____	= _____
Utilities (after 4 hours)	\$20/hr x _____	= _____
Custodial Services	\$15/hr x _____	= _____
Security Services	\$20/hr x _____	= _____
Total Facilities Use Fee		\$ _____

**Not-for-profit organizations** that are community wide and open to the general public; serve all students of a particular age group; or are connected with the school will be required to pay a \$100.00 refundable deposit. The deposit covers facility use of up to FOUR HOURS with all clean-up, security and other personnel provided by the organization. The deposit will be returned provided that no losses or damages have occurred.

Extended Time- \$25 per hour will be charge for each hour of use above four hours.

More than One Day of Use – actual cost of utilities used by the group above the normal school operations will be due at the end of the use period.

\_\_\_\_\_  
**Responsible Person's Signature**

\_\_\_\_\_  
**Date**

I have read the attached local policy GKD and understand and will comply with all of its provisions. I understand that no keys will be released until all fees are paid and that all keys will be returned to the schools on the next school day following the event.

\*\*\*\*\*

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Food Service Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Athletic Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Date**

COMMUNITY RELATIONS  
NON-SCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

The District has established a limited open forum for nonschool use of District facilities in accordance with this policy.

The District shall provide equal access to youth groups designated in federal law, including the Boy Scouts, as it provides to other nonschool users of District facilities. (See PATRIOTIC SOCIETIES in GKD(LEGAL))

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage District property or to any group that has damaged District property.

**Note:** See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

NONPROFIT FUND-  
RAISING

The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.

FOR-PROFIT USE

The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.

SCHEDULING

Requests for nonschool 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 or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

APPROVAL OF USE

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

COMMUNITY RELATIONS  
NON-SCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

EMERGENCY USE

In case of emergencies or disasters, the Superintendent or designee may authorize the use of District facilities by civil defense, health, or emergency service authorities.

USE AGREEMENT

Any organization or individual approved for a nonschool 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 nonschool use.

FEES FOR USE

Nonschool users shall be charged a fee for the use of designated District facilities.

The Superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

EXCEPTIONS

Fees shall not be charged when District facilities are used:

1. For public meetings sponsored by state or local governmental agencies; or
2. By District employee professional organizations (see DGA)

REQUIRED CONDUCT

Persons or groups using District facilities shall:

1. Conduct business in an orderly manner.
2. 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 or e-cigarettes on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using District 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.

**JOAQUIN  
INDEPENDENT SCHOOL DISTRICT  
FACILITY RENTAL REGULATIONS**



**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
11109 US Highway 84 East  
JOAQUIN, TEXAS 75954  
936-269-3128**

# JOAQUIN INDEPENDENT SCHOOL DISTRICT

## FACILITY RENTAL REGULATIONS

### FACILITY RENTAL PROCEDURES

- Obtain Facility Rental Packet from Superintendent's Office.
- Read carefully and return completed Facility Use Request (Non-School or School Related) to:

Jennifer McCann, Administrative Assistant  
Joaquin Independent School District  
11109 US Highway 84 East  
Joaquin, Texas 75954

- Submit specific details such as: dates, times, special equipment, and security needs when you submit the package to the Superintendent's Office.
- Once your request has been reviewed and approved, you will be notified of the availability of the facility. You will then pay the fees and the deposit at least 10 days before the event unless prior arrangements have been made. You will be billed after the event for any additional charges and these **must** be paid within 30 days upon receipt of the invoice.
- Reservations will be made on a "first-come, first served" basis.
- Joaquin Independent School District reserves the right to reject any requests not in the best interest of the District.
- Questions pertaining to these procedures and guidelines should be addressed to Jennifer McCann, Superintendent's office at 936-269-3128. Her email address is [jmccann@joaquinisd.net](mailto:jmccann@joaquinisd.net).

# **JOAQUIN INDEPENDENT SCHOOL DISTRICT**

## **ADMINISTRATIVE REGULATION**

### **RENTAL GUIDELINES AND PROCEDURES**

The following is information and procedures pertaining to renting District facilities.

#### **PHILOSOPHY**

Public school buildings are provided primarily for the regular educational program of the Joaquin Independent School District and they must be maintained at all times in a satisfactory manner for this essential purpose. The Board of Education has attempted to provide maximum use of public school facilities within the framework that will assure the taxpaying public that school facility use is in no way detrimental to the regular educational program. The use of public school facilities by School Related, Civic Groups, Community Groups, and Non-school Related groups shall be granted as freely as is consistent with the statutes, the primary purpose of the schools, and the rules and regulations of the Board of Education. The Joaquin Independent School District reserves the right to reject any requests not in the best interest of the District.

#### **PURPOSE**

The purpose of this packet is to provide opportunities for citizens to participate in educational and recreational activities through the establishment of a building and facilities rental fee schedule and procedures.

#### **DEFINITION OF GROUPS**

##### **Not-for-Profit Organizations / Community Groups**

These groups are community wide and open to the general public and/or serve all students of a particular age group. Community Groups consists of class reunions, Day Care graduations, Pre-School Recitals, and Community-wide Religious programs.

##### **School Related Group**

School Related Groups include parent-teacher associations, staff groups/organizations, student team/organizations, booster clubs, groups composed of District students.

##### **Non-school Related Groups**

A non-school related group includes individuals or groups desiring use of facilities for the purpose of making a profit for their own organization or own purpose rather than for the direct benefit of District students.

## CONDITIONS FOR USE

The following guidelines shall apply to all groups desiring to use District facilities in accordance with Policy GKD (Legal), Policy GKD (Local) and applicable administrative regulations.

1. The program of activities must be suited to the available facilities and must be of an educational, cultural, recreational, or civic nature.
2. A written agreement provided by the District setting forth the terms of the rental agreement is required of all groups with the exception of student organizations sponsored by the District and/or school related organizations. All written agreements shall be approved and signed by the Superintendent/Designee.
3. District personnel may not use the facilities for organizations of which they are members without submitting a rental contract in accordance with Board policy.
4. Non-school related groups shall furnish evidence of a certificate of insurance with a carrier approved by the District in the amount of at least \$1,000,000 general liability coverage with respect to bodily injury or property damage in any one accident or occurrence that names the District as the co-insured party. The certificate shall contain an endorsement from the insurance company that the insurance company will not cancel the policy or change any coverage prior to the policy expiration date without notifying the District by registered mail at least 30 days prior to such termination. The required Certificate of Insurance shall be submitted with the **Facility Use Request Form**.
5. The agency or group requesting use of the facility shall pay cost of operating and expenses and fees for school personnel to be on duty. The group or agency shall assume full responsibility for any damage to District property beyond that resulting from reasonable usage.
6. Except as otherwise provided, no school building, facility, or equipment may be rented on a continuing basis.
7. A **FACILITY USE REQUEST FORM (Non-School or School Related)** must be submitted and any and all fees paid prior to approval being granted for the use of a facility. School related groups are not required to pay rental fees but will be responsible providing their own services. Non-school related groups shall be assessed the established charges and fees for use of the school facilities.

Fees shall include appropriate charges for supervision, security, and clean up as determined by the Superintendent, Principal/Director, Director of Maintenance, Director, Athletic Director and/or Director of Food Service as appropriate for the usage of the facility.

Rental charges are for the cost of the facility as normally used. Should any equipment need to be moved or any special lighting desired, a request should be made when the agreement for the facility is completed. An additional cost may be added to the rates when special requests are made. Payment of rental fees and damage deposit shall be made in advance.

8. Minors shall not be permitted to assume responsibility for engaging the use of school facilities.
9. Only authorized employees of the District shall be permitted to have keys to District facilities.
10. All users shall restore the facilities to the condition in which the group found them prior to use. Designated administrators may use checklists or other means to document the original condition.
11. The user shall pay for any damages to the property. Misuse or abuse of equipment or facilities shall result in immediate denial of further use.
12. All users shall comply with applicable policies, administrative guidelines, and fee schedules established by the District for the facility being used. Any group that does not comply with appropriate policies and guidelines shall be denied further use of District facilities.
13. Certain areas, such as laboratories, shops, offices, and central administrative facilities, shall not be available for public use.
14. Certain equipment, such as audio-visual equipment and instructional materials shall not be available for public use.
15. Use of public school facilities for subversive purposes or for any purpose not in the public interest is prohibited.
16. School facilities may be used for athletic contests other than those sponsored by the District. In each case, the Superintendent or designee shall approve financial, concession, and broadcast arrangements.
17. Use of the District cafeteria shall require the presence of an assigned District food service employee or designated school employee when the kitchen is used for cooking. Use of school kitchen facilities or equipment will not be permitted without specific approval by the Director of Food Services. The District Food Service department will not provide catering services for non-school functions.
18. The applicant, organization, association, or renter agrees that it shall defend, hold harmless and indemnify the Joaquin Independent School District, Board of Education, and employees from any and all demands, claims, suits, action, and legal proceedings brought against it from the use of facilities.
19. Events open to the public or events at which a large number of participants are expected, may require use of security personnel. The renter is responsible for providing security personnel.
20. Applicants who fail to give the District written notice of cancellation at least twenty-four hours in advance of the scheduled activity will be responsible for the same costs that would have been incurred had the activity been held as scheduled. If notice of cancellation is made by telephone, a written confirmation of this

cancellation must be forwarded to the Director of Operations and other applicable personnel.

21. Only the areas or rooms specified in the **FACILITY USE REQUEST** will be allowed to be used by the renter.
22. Denominational or political groups may not rent or use school facilities. Religious programs sponsored by community-wide churches will be permitted. Political forums will be allowed provided all candidates are invited to participate. There will be no charge other than personnel costs for programs approved under this section.
23. Smoking and the use of tobacco products, the use of alcohol beverages, drugs and/or the distribution of advertising of alcoholic beverages or of dealers in such beverages in school buildings or on school premises is prohibited. Food and drinks will not be allowed in the auditorium.
26. All applicable fire and safety regulations of the Board of Education, the City of Joaquin, Shelby County, and the State of Texas must be followed.
27. School District facilities by non-school groups will be limited for use during the last three weeks of May and August.
28. The Superintendent reserves the right to revise rental rates and procedures at any time.

## **PRIORITY**

Use of District facilities will be on a first-come, first-served basis with the understanding that the District's use of the facilities takes precedence over its use by an outside group.

Regular school activities and organizations shall have precedence over any request for the use of facilities. School Related Groups shall be considered as having the next precedence for facility use followed by Civic Groups and Community Groups. Non-school Related Groups shall be considered last in the order of precedence.

## **RENTAL TIME**

Normal charges for building/facility use will begin 30 minutes prior to starting and 30 minutes after the scheduled event except under circumstances when utilities are requested to be turned on earlier. In this situation, charges will begin when utilities are turned on.

Persons lingering in the building shall be the responsibility of the renting agency and closing time shall be the time when all persons associated with the rental have left the building.



## **SUPERVISION**

The assigned supervisor or organization representative is responsible for oversight of the building and facilities used during the rental period. All renting groups must provide adequate supervision to maintain order and prevent damage to school property. Supervisors/designees of facilities shall be responsible for:

- Unlocking and securing the facility.
- Being present at all times during use of the facility.
- Possess necessary knowledge concerning the operating controls for lighting, air-conditioning, sound, scoreboard systems, or other necessary facility equipment for the function.
- Ensure the renter has assumed full responsibility for the conduct of any and all persons using the facility during rental.
- Ensuring the renter has restored the facility to its original state after use.
- Provide other services as requested.

The supervisor/designee must be a school employee. If the organization requesting use of the facility involves a school employee willing to volunteer his/her time as the responsible party, the fees under this section may be waived. The District reserves the right to judge the adequacy of such supervisor.

## **CONDUCT**

All groups shall comply with the policies and regulations as established by the District. Violations of these policies, rules, and regulations or inaccurate or untruthful statements in the application may place the organization on the ineligible list for future use of school facilities. Contracts may be cancelled at any time there is evidence that District policies and regulations are being violated. In case of cancellation, the Board of Education assumes no liability other than the return of fees charged for unused facilities.

## **GYMNASIUMS**

The Joaquin Junior High School and the Joaquin High School Gymnasium shall be rented when adequate protection of the gym floor is assured by the renting agency. The renting agency shall pay for any damages caused to the gym, equipment, or floor.

## **BUILDING EQUIPMENT, KEYS, AND PROPERTY**

Equipment, keys, and property shall not be loaned or removed from the building. Only authorized employees of the District or designees of the administration shall be permitted to possess keys to District owned facilities.

The **FACILITIES USE FEE SCHEDULE** is the list of current charges for facility rentals for the District.

## **COLLECTION OF FEES**

All fees are payable in the Superintendent's office.

## **DEPOSIT**

The District requires full payment of fees and damage deposit prior to renting a school facility. Damage deposit fees will be returned after all transactions are complete providing no damages occur. Repair or replacement cost for school property in excess of the damage deposit will be charged to the person or organization renting the facility. A representative shall sign the rental agreement accepting responsibility and agreeing to pay for damages in excess of the deposit.

## **STORAGE**

Renting organizations will not store equipment, supplies, or materials in Joaquin ISD facilities unless prior arrangements are made with the Principal of the facility. Any storage arrangements made will be strictly temporary. The District will not be responsible for items left in school facilities.

## **ATHLETIC FACILITY RENTAL AND FEE SCHEDULE**

Use of Athletic facilities shall be administered by the Superintendent through the Director of Athletics.

### **USE OF RAMS STADIUM FOR PLAY-OFF GAMES**

The necessary employees needed to operate an athletic event will be secured by the Athletic Director.

Arrangements for security, seating assignments, and time allotments will be made by the Athletic Director.

The District shall furnish ticket sellers, ticket takers, official clock keepers, and security.

Other districts requesting use of the stadium for football games:

**Rental Fee - \$500.00**

### **USE OF HIGH SCHOOL GYMNASIUM FOR PLAY-OFF GAMES**

**Rental fee - \$500.00**

The District will furnish ticket sellers, ticket takers, official clock keepers, book keepers, and security.

\* \* \* \* \*

Facilities shall remain closed on Sunday except by approval of the Board.

Concessions for play-off games are to be sold only by Joaquin ISD.

## **FACILITY FEE SCHEDULE FOR NON-ATHLETIC EVENTS**

### **NOT FOR PROFIT ORGANIZATIONS / COMMUNITY GROUPS**

are exempt from facility fees; however, they are responsible for a \$100.00 refundable deposit as well as \$25.00 per hour after four hours.

### **NON-SCHOOL RELATED GROUPS**

**\$100.00 plus \$25.00 per hour after four hours, plus applicable service charges for the following:**

Classrooms/Libraries – All Campuses

**\$200.00 plus \$25.00 per hour after four hours, plus applicable service charges:**

Joaquin School Cafeteria

**\$300.00 plus \$25.00 per hour after four hours, plus applicable service charges for the following:**

Joaquin High School Auditorium  
Joaquin Junior High School Gymnasium

**\$500.00 plus \$25.00 per hour after four hours, plus applicable service charges for the following:**

Joaquin Ram Stadium  
Joaquin High School Gymnasium

#### **Service Charges:**

<b>Custodial Services</b>	<b>\$15.00 per hour</b>
<b>Security Services</b>	<b>\$20.00 per hour</b>
<b>Utilities after 4 hours</b>	<b>\$20.00 per hour</b>

**A \$100 damage deposit shall be required of all users. This fee will be refunded after facility use, provided damage has not incurred and all responsibilities have been fulfilled.**