



## **SPRINGTOWN ISD FACILITIES USAGE GUIDELINES & FEE SCHEDULES**

Thank you for your interest in using the facilities of Springtown ISD. We are very proud of our facilities and consider them to be among the best in the state. We take seriously the responsibility of their ongoing care. It is our goal to provide the citizens of Springtown ISD and other relevant parties a quality experience whenever our facilities are used for non-school purposes. It is our hope that you will enjoy the facilities available to you and recognize that safe, proper usage of school property is in the best interest of everyone in our community.

Springtown ISD has implemented new requirements and fees pertaining to reservation and usage of its facilities effective August 1, 2010. The information on the following pages contains all pertinent guidelines needed to schedule a District facility. Additional forms may be needed to complete a facility usage request.

### **FACILITIES ELIGIBLE FOR RESERVED USE (subject to availability):**

- Elementary School Cafeterias
- Secondary School Cafeterias
- \*Kitchen Areas in all schools (used for events in conjunction with cafeteria)
- High School Auditorium
- \*\*Athletic facilities (Gyms only – Auxiliary Football Stadium, see below)

All facilities used by outside parties require one or more district employees to manage an event. Some facilities may not be available during the school year.

\*Use of kitchen area will require an on-site kitchen manager at additional cost.

\*\*School athletic facility usage may be limited, especially during the regular school year.

Reservation of the auxiliary football stadium may be done through the District's Stadium Manager. Use of press box or lights will incur additional charges. Additional facility requirements will be directed to the assistant superintendent.

## GUIDELINES FOR FACILITY USAGE

All individuals or organizations using Springtown ISD facilities must follow all provisions as outlined in District Policy. The district shall permit nonschool use of designated facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with these policies. Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The principal and/or facilities directors shall have the authority to cancel any non-school use if an unexpected conflict arises with a District activity.

1. Request for non-school use of facilities shall be considered on a first-come, first-serve basis through the District Facilities Coordinators' offices. Requests may be made in advance in writing, by email, by fax, or in person, using the district's facility usage form. The District shall not permit individuals or for-profit organizations to use its facilities for financial gain, with the exception of those invited by student activity organizations to conduct fundraising activities. [See policy GKD (Local)].

The facilities coordinators will notify all applicants requesting a facility of the status of their request. **Requests for facility usage must be submitted at least two weeks in advance and not more than 90 days in advance.** All forms are available at Central Services during normal business hours or by accessing the district's website, [www.springtownisd.net](http://www.springtownisd.net).

2. Use of school facilities shall not be allowed for the purpose of advancing any doctrine subversive to the Constitution or laws of the State of Texas or of the United States, for promotion of private profit-making enterprises, or for entertainment that may be detrimental to the building, furniture, or equipment.
3. The District Facilities Coordinators are authorized to approve the use of facilities on a school campus and all other District facilities.
4. School facilities may be used without charge by Parent-Teacher Associations and Springtown ISD Booster Clubs if the meetings are properly supervised and chaperoned. Fees may be assessed for the use of certain district facilities to recover utility and custodial expenses.
5. Any organization or individual approved for a non-school use of District facilities shall be required to complete a written rental agreement indicating receipt and understanding of these guidelines and applicable administrative regulations. Acknowledgement that the District is not liable for any personal injury or damages to personal property related to the nonschool use is also required.

6. All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to repay the District for the cost of any such repairs. All facilities are expected to be left in a clean and orderly manner at the end of use. Failure to keep the facility clean and damages caused to the property may result in forfeiture of future usage. **A damage deposit fee of \$1000 may be required.**
7. The use, sale, or possession of alcoholic beverages, illegal drugs, firearms, and tobacco products or any other illegal behaviors while using school property are strictly prohibited.
8. In addition to the rental fee, any group or individual must pay for a lighting operator, sound operator, stage manager, maintenance and clean up, school employee designated to open / close, plus any other crew the school feels necessary for proper operation of the equipment and building. Only school approved personnel will be allowed to operate any equipment in the Fine Arts Center, gymnasiums, and the athletic facilities at the Springtown ISD Athletic Complex. Exceptions may be approved upon review by coordinator for specific facilities.
9. **Payment of all applicable fees must be made in advance of the scheduled event at the time the rental agreement is signed. Failure to make payment in advance will result in forfeiture of a facility reservation.** Minimum charge for all rentals is 3 hours regardless of clock time used. Renter is responsible for all fees associated with the actual clock time used by the renter such as early arrival or late departure of participants. Payment for any additional charges will be due upon receipt of notice from the District.
10. Unless prior arrangements have been made for long-term rentals, ALL facilities for all events must be opened and closed by SISD employee designated for the event.
11. Springtown ISD does not provide items such as extension cords, power strips, computers, projectors, or other similar equipment. All district equipment is not available for use without prior approval at the time of the rental agreement and must be used under the supervision of appropriate SISD personnel.
12. Scheduled use of practice fields by youth sports associations during after school practices or games will not be the responsibility of the ISD. Use of those fields should be coordinated by the leaders of such leagues with copies of schedules shared with the Athletic Director.

13. If using the High School Auditorium, please be aware of the rules governing the use of that facility which are on a separate page. Use of lighting, sound equipment, curtains or any other equipment associated with the auditorium or Fine Arts Center must be approved in advance and provided by the Director of Fine Arts.
14. The Fine Arts Center will be available for district contests or competitions beyond the district level at no charge.
15. Nonschool participants, sponsors, spectators and visitors may not walk through or use any other part of a building or its grounds, use any school equipment, materials, athletic equipment, furnishings, etc. unless specifically requested and approved for use in writing according to the rental agreement. Only restrooms closest to the approved area may be used.
16. Security and/or police protection may be required for events. The renter will pay this fee.
17. Springtown ISD reserves the right to determine which facility meets the needs of the renter and the District. The District also reserves the right to require staff to be present during the rental period. If required, the renter will pay the District for staff costs at a fee established by the District. The applicants shall be responsible for proper supervision of the facility and the care and maintenance of the facility so authorized for use. Liability insurance may be required from the renters at the discretion of the superintendent of schools.
18. Positively no food or drinks are allowed outside of the cafeteria.