



# Splendor Independent School District

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23419 FM 2090, Splendor, Texas 77372  
281-689-3128 • Fax 281-689-7509

## FACILITY RENTAL PACKET

### 1. PHILOSOPHY

Public school buildings are provided primarily for the regular educational program of Splendor ISD and they must be maintained at all times in a satisfactory manner for this essential purpose. The Board of Trustees 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 outside of school hours will be granted for non-profit educational, cultural, recreational and civic activities as freely as is consistent with the statutes, the primary purpose of the schools, and the rules and regulations of the Board of Trustees. Splendor ISD reserves the right to reject any requests not in the best interest of the district.

### 2. 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.

### 3. CONDITIONS

The following guidelines shall apply to all non-school groups desiring to use District facilities in accordance with policy and applicable administrative regulations.

- a. The program of activities must be suited to the available facilities; they must be of an educational, cultural, recreational or civic nature.
- b. The agency or group requesting the use of the facility shall pay cost of operating expenses, custodial services and security. The group or agency shall assume full responsibility for any damage to District property beyond that resulting from reasonable usage.
- c. The District reserves the right to have a district employee on duty at any time a school facility is in use by a non-school group at the lessee's expense.
- d. Except as otherwise provided in this policy, at least the majority of the membership of any group using district facilities must be district residents.
- e. Must be 21 years of age to be permitted to assume responsibility for engaging the use of school facilities.



- f. All users shall restore the facilities and parking areas to the condition in which the group found them in prior to use. Designated administrators may use checklists or other means to document the original condition.
- g. The user shall pay for any damages and cleaning to the property.
- h. 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.
- i. Certain areas, such as laboratories, shops, offices and central administrative facilities, shall not be available for public use.
- j. Use of the school buildings and their equipment shall be authorized upon written contract, issued by the Facilities Rental Coordinator in accordance with the rules of the Board of Trustees.
- k. Use of public school facilities for subversive purposes or for any purpose not in the public interest is prohibited.
- l. Smoking and the use of tobacco products, the use of alcoholic beverages, drugs and/or the distribution of advertising of alcoholic beverages or of dealers of such beverages in school buildings or on school premises are prohibited.
- m. All applicable fire and safety regulations of the District and the State of Texas must be followed at all times.
- n. The applicant, organization, association or renter agrees that it shall defend, hold harmless and indemnify the Splendor Independent School District, Board of Trustees and employees from any and all demands, claims, suits, action and legal proceeding brought against it from the use of facilities.
- o. A certificate of general liability insurance shall be issued to the district prior to the use of a facility in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate with Splendor ISD listed as the additional insured and waiver of subrogation.
- p. Events open to the public or events at which a large number of participants are expected may require the use of security personnel. The district can engage the security personnel when they are required; however, the user will be charged for the service at the rate of \$30.00 per hour, per guard, with a two-hour minimum.
- q. Applicants who fail to give the district written notice of cancellation at least 24 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 the cancellation must be forwarded to the Facilities Rental Coordinator.
- r. A church group requesting rental must be in the process of acquiring a permanent church site for a church building. They must show proof of progress in purchasing a site. This proof must be brought to the Facilities Rental Coordinator for Splendor ISD. Rental of a school facility for a period longer than 12 months shall only be upon approval of the Superintendent of Schools.
- s. Only the areas or rooms specified in the **Application for Use of School Building or Equipment** will be used.



- t. The Administration reserves the right to revise rental rates and procedures at any time

**NOTE: The use of District facilities will be on a first-come, first serve bases with the understanding that the Districts use of the facilities take precedence over its use by an outside group.**

#### **4. PRIORITY**

There are four categories for using school district facilities. Fees will be assigned accordingly.

CATEGORY A	Approved school activities, public elections, and school related groups No fees or insurance required
CATEGORY B	Organized non-profit, community, religious and educational
CATEGORY C	Organized for-profit, cultural or private groups
CATEGORY D	Groups with special arrangements or extenuating circumstances.

#### **5. RENTAL TIME**

All rental time shall be computed from the time of requested opening to closing of the doors.

- a. Normal charges for building/facility use will begin 30 minutes prior to starting and 30 minutes after the scheduled event.
- b. Persons lingering in the building shall be the responsibility of the renting agency and closing time shall be the time when all personnel associated with the rental have left the building.
- c. The fee will be adjusted for additional time.

#### **6. SUPERVISION**

The assigned supervisor 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.

- a. The activity must be under competent adult (at least 21 years old) supervision and or leadership. The district reserves the right to judge the adequacy of such supervision and if in its judgment it is advisable to do so, may require a person or persons to be assigned to the function and the applicant pay for the services.
- b. Buildings may not be left without such supervision while occupied.



## **7. CONDUCT**

All groups shall comply with the policies and regulations as established by the district for the facility to be used. 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 canceled 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.

## **8. GYMNASIUMS**

Gymnasiums shall be rented only where adequate protection of the gym floor and its participants is assured by the renting agency. The renting agency shall pay for any damages caused to the gym, equipment, or floor.

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

Equipment, keys, and property shall not be loaned or removed from the building.

## **10. FACILITIES RENTAL FEE SCHEDULE**

The building rental fee schedule shall be established by the Administration. The rental fee schedule is subject to annual review by the Facilities Use Committee. The FACILITIES USE FEE SCHEDULE is the list of current facility rentals charges for the district.

## **11. COLLECTION OF FEES**

The Facilities Rental Coordinator will establish a process for billing, monitoring, and collection of fees. Facilities rental payments will be deposited into the general operating account. Late payments are sufficient grounds for denying future facility usage.

## **12. LIABILITY OF DAMAGES**

In the event that any damages are incurred, the using group will be billed for the difference.

## **13. SIGNAGE**

Signs advertising group's events or activities are permitted only during rental times. Signs are not permitted during normal school hours or overnight.

## **14. ADDITIONAL CHARGES**

Additional charges may be charged for:

- a. School equipment (spotlights, microphones, computers, VCR, DVD & televisions, etc. and supplies used by the renting agency.)
- b. The cost of all stagehands, light crews, sound technicians, security, ushers, kitchen workers.
- c. District Administration/Facilitator



- d. Child Nutrition Department will bill separately for food, supplies and additional labor if needed.

## **15. STORAGE**

Renting organization will not store equipment, supplies, or materials in Splendor ISD facilities unless prior arrangements are made with the Campus Administration. Any storage arrangements that are made will be strictly temporary. The district is not responsible for items left in school facilities.

## **16. EXCEPTIONS**

- a. The Superintendent of Schools may grant classes conducted for the benefit of students, such as private music lessons, private tutoring, and athletic camps on a case-by case basis.
- b. The Campus Principal may grant limited free use to public service organizations that perform strictly public services, such as civic groups, Boy Scouts and Girl Scouts, when custodial and other services are not required beyond the regular scheduled duty and when:
  - No additional school funds are used to subsidize these meetings, and
  - Requests are for occasional use only.

## **17. Contact Requirements**

All persons making facility usage request acknowledge and agree that in no circumstances shall this person make any contact with any SISD teachers, coaches, and administration or support services. All contact shall be made through Laura Daniels the SISD facility use coordinator. All arrangements to access your events shall be made prior to the day of. SISD facility coordinator will schedule custodial for entry or keys may be check out in the event the request is made outside of regular work hours. I, Laura Daniels, can be reached at 281-689-3128 or [ldaniels@splendoraisd.org](mailto:ldaniels@splendoraisd.org).



## **FACILITY RENTAL ARRANGEMENTS CHECKLIST**

- Obtain a Facility Rental Agreement from the Administration office, Campus Office or the Splendor ISD website.
- Read carefully, and return completed Rental Agreement to:

Splendor Independent School District  
Facilities Rental Coordinator  
23419 FM 2090  
Splendor, TX 77372  
281-689-3128 phone  
281-689-7509 fax

- Submit specific details, such as: dates, times, special equipment/security needs when you submit the packet to the Facilities Rental Coordinator.
- Groups must show evidence of liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate with Splendor ISD listed as additional insured and waiver of subrogation.
- Once the packet has been reviewed and approved, a copy will be returned along with an invoice for applicable fees.
- Your payment is due to the Facilities Rental Coordinator at least 10 days before the scheduled event.
- Reservations will be made on a “first-come, first serve” basis.
- Splendor Independent School District reserves the right to reject any requests not in the best interest of the district.
- If you have any questions concerning these procedures or guidelines, please call Laura Daniels, SISD Facilities Rental Coordinator at 281-689-3128 or email [ldaniels@splendoraisd.org](mailto:ldaniels@splendoraisd.org)



### Application for Use of School Building or Equipment

Facilities usage forms for non-school events must be completed and approved at least 14 days prior to the activity. Facilities usage forms for school events must be completed and approved at least 72 hours prior to the activity. The Facility Usage Fee is \$40/hour and must be paid prior to the event.

The \_\_\_\_\_ request(s) the use of \_\_\_\_\_

owned by Splendoria Independent School District, for \_\_\_\_\_

We anticipated \_\_\_\_\_ guests. Will law enforcement be used? Yes \_\_\_\_\_ No \_\_\_\_\_ Name \_\_\_\_\_  
 **Single Meeting**  **Series of Meetings**

Date of Meeting \_\_\_\_\_ Beginning Date \_\_\_\_\_

Day of Week \_\_\_\_\_ Ending Date \_\_\_\_\_

Hours Facility Needed \_\_\_\_\_ to \_\_\_\_\_ Actual Time of Event \_\_\_\_\_ to \_\_\_\_\_

During the usage of the facilities you will need:

- Custodians How many? \_\_\_\_\_ Hours to Work? \_\_\_\_\_ (Cost is \$20 per hour per person)
- Food Service Workers How many? \_\_\_\_\_ Hours to Work? \_\_\_\_\_ (Cost is \$20 per hour per person)
- A/V Technicians How many? \_\_\_\_\_ Hours to Work? \_\_\_\_\_ (Cost is \$20 per hour per person)

Explain any A/V or technical needs:

- Tables How many? \_\_\_\_\_  Chairs How many? \_\_\_\_\_  Room Setup \_\_\_\_\_
- A/C or Heat  Extra Parking (explain) \_\_\_\_\_

It is expressly understood and agreed between the parties that Splendoria ISD shall not, in any manner, be responsible or liable for any property damage or personal injuries, including death resulting from the use of the school building or equipment by the applicant or its invites; and the applicant does hereby covenant and agree to hold the Splendoria ISD harmless from any claims, or damages, including the cost of defense, arising out of the use of the school building and/or equipment specified in this application. The undersigned requestor, who is to be in charge of the event, must be 21-years of age or older. The requestor agrees that he/she will be responsible for the use and care of the school property, and agrees to replace damaged furniture and repair damages to the building. The requestor also agrees that the character of the program will conform with that stated in the application. The requestor further agrees that he/she will not in any way violate safety rules and/or regulations where children are concerned or involved, either as a participant or as a spectator. Some events may require a school official present and would require an additional fee. Final approval for use of facilities is contingent on Facilities Administrator approval.

**\*The District reserves the right to reschedule the approved dates should school related needs arise.**

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>Email address:</b>	
<b>Phone #:</b>	

Approved  Denied

\_\_\_\_\_  
Campus Approval Signature Date

Approved  Denied

\_\_\_\_\_  
Business Office Approval Date

Approved  Denied

\_\_\_\_\_  
Facility Coordinator Signature Date