

La Porte Independent School District

FACILITY RENTAL

RULES AND REGULATIONS

The stated fee for each facility is for the cost of the facility as it is normally used. Should any equipment need to be moved or any special lighting desired a request should be made when the application for the facility is filed. An additional cost may be added to the stated fee. (The current fee schedule is included with this guideline.)

Charges begin when the building is opened at the requested time and ends when the custodian closes the building. An hourly fee for custodial services is required when it is necessary to clean the facility for regular student use after applicant vacates the building.

The rental fee does not include services of the custodian and shall also apply to rehearsal nights. The concession rights at the stadium and gymnasiums of the district will be retained by the school district.

The following rules and regulations will apply to building rentals:

1. The Executive Director of Operations shall be responsible for the renting of school facilities.
2. The following organization types will be allowed to use the district's facilities with or without charge but having no requirement of producing a Certificate of Insurance, since they have protection under "Governmental Immunity".
 - A. PTA's, PTO's and other such equivalent parent organizations
 - B. Booster clubs
 - C. District in-service meetings
 - D. Other educational entities providing services to our students and/or community (HCDE, Region IV, Community College)
 - E. University Interscholastic League contests, excluding play-off games (play-off game charges to be determined)
3. The following organization type will be allowed to use the district's facilities without charge and will be required to furnish evidence of a Certificate of Insurance with at least \$1,000,000 (one million dollars) general liability coverage that names the district as the coinsured party and containing an endorsement policy that the insurance company will not terminate 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:

Non-profit organizations having a direct benefit to the district and its students

4. The following organization types will be charged according to the attached District Facility Rental Schedule of Charges and Fees as calculated by the Administration, for the use of the district's facilities and will be required to furnish evidence of a Certificate of Insurance with at least \$1,000,000 (one million dollars) general liability coverage that names the district as the coinsured party and containing an endorsement policy that the insurance company will not terminate 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:
 - A. **Other non-profit organizations**
 - B. **Organizations whose purpose is to make a profit and the district's students receive a direct benefit from the organization's use of the district's facilities.**
5. Facilities that are used for Summer Camps and/or Clinics with instructors that are employees and/or students of our district must follow the guidelines set forth in the La Porte ISD Administrator Regulations.
6. Facilities will not be available to groups outside the district boundaries, except when such activity is for the exclusive benefit of students to the district. Also, facilities will not be available to groups whose purpose is to make a profit, if there is no direct benefit to the district or its children.

Other Rules in Effect for All Outside Users of District Facilities

1. Under no circumstances will school laboratories or other specialized facilities be available for public use.
2. All groups shall comply with the regulations as established by the district for the facility being used; any group that does not comply with the regulations will be denied any further use of any of the district's facilities.
3. Damages to the district's property shall be paid by the using group.
4. Fees for special requested services or additional security will be paid by the using group.
5. The district's kitchens cannot be rented or used by outside groups without hiring school cafeteria staff to work the equipment. The applicable hourly charge will be in the Schedule of Fees for School Nutrition.
6. Only authorized employees of the district will be permitted to have keys to district-owned buildings.

7. District authorized personnel must be present at all times during any group's use of the district's facilities. Custodians of the district, during their normal work schedule, can not be considered "authorized personnel". Any permanent employee may be permitted to be designated as authorized district personnel provided the building usage is not during their normal work schedule.
8. If, after the group's use, the district's facilities are not clean, the group will be charged a custodial fee at \$20.00 (twenty dollars) per hour per custodian required to perform the cleaning.
9. All organizations using the district's facilities shall, prior to the use of such property, sign a facility use agreement form – to be provided by the district (copy attached to these guidelines) – that will encompass the above policies and state that the organization shall agree to indemnify and hold the district, its Trustees, officers, agents, employees, and contractors harmless from any and all liability and damages incurred as a result of use of the district's facilities.
10. Any school facility not listed on the schedule of fees may be made available on an individual or special basis. The fee charged shall be the amount necessary to cover the cost of operations. The Associate Superintendent of Business/CFO and the Executive Director of Operations will set the fee.
11. When in the interest of public education, the Executive Director of Operations shall have the authority to waive rental fees for certain nonprofit activities. The usual custodial fee may, however, be assessed.
12. All persons conducting private classes on school premises shall serve under the supervision of the coordinator of the appropriate program.
13. All organizations and individuals are denied the use of school property for private construction without specific approval of the Board.
14. Organizations using school facilities shall:
 - Conduct their business in an orderly fashion.
 - 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 alterations, temporary or permanent, to school property without written consent from the Superintendent or designee.