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## School District Facility Usage Rules and Guidelines

All Organizations (Requestors) of organizations (both District and Non-School Use) who request use of district facilities are responsible for reading all rules and guidelines for Facility Usage.

Non-school related groups are defined as follows:

- an educational, civic, or charitable purpose shall be served; and
- a substantial segment of the community shall be benefited; and
- Alternate facilities are unavailable.
- The organization or group is connected with the school or district.
- The organization or group with the District is open to all children or a particular age group.
- The organization or group within the District is community-wide in nature and offers a program of interest and benefit to the general public.

Churches and other religious organizations desiring to rent facilities on an extended basis for religious services and Church start-ups shall be allowed to lease BISSD Facilities, depending upon schedule and availability. Due to special care of competition flooring, gyms at Middle and High School Facilities are unavailable for usage. Facilities shall be rented with a four (4) hour minimum charge and all other associated costs. All facility rental agreements are subject to rate increases annually as District costs for wear-and-tear, utilities and labor may be subject to annual increases.

Summer rentals will require prior notification to the campus principal and Executive Director of Operations. A new request will be required for each semester as well as the for the summer months. Summer requests must be submitted and approved **30 days** prior to the end of the school year. However, the District reserves the right to evaluate all usage and may elect to deny, modify, and/or select other space options as may be in the best interest of the district.

### **Scheduling and Event Planning Information Facility**

Rental requests must be submitted at least fifteen (15) days prior to the scheduled event.

#### **REFUNDS and PAYMENT:**

**\*\* For single use events:** If a facility rental is to be canceled, 48-hour notice is required, otherwise facility rental fees and direct District costs will be charged to requesting organizations. A 50% **payment** will be required with final approval of Facility Rental, and final payment for the use of facility is due 48 hours before scheduled event. Events cannot be scheduled more than nine (9) months in advance.

**\*\* For multiple day or long-term use events:** No refunds or credits will be made unless the event is cancelled by the District.

Unless approved by special arrangement with a District or Campus administrator, events held during the week (Monday-Friday) cannot start before 5:00 p.m. All non-school events must conclude by 10:00 p.m. on weekdays (Monday-Thursday). All non-school events must conclude, and the facility and school grounds must be vacated by midnight on Fridays and Saturdays. No events will be permitted after 2:00 p.m. on Sundays for District staff to ensure facilities are prepared for school the following day.

Restricted Use Dates include dates during the Thanksgiving Break, Christmas Break, Easter Break, Spring Break, and summer months [except for previously approved camps sponsored by BISD employees and summer day care]. **Rentals during staff development days or teacher workdays are prohibited except with prior approval of the Executive Director of Operations.**

**See District website for additional information on Athletic Facilities and Performing Arts Auditoriums.**

### **Supervisory Responsibilities for Organizations (Requestors) – please read carefully:**

- It is the responsibility of the Organizations (Requestors) of any group requesting use of a school facility to supervise and be responsible for the actions and conduct of all persons participating in a facility use event. If a sponsoring organization is a BISD school group, at least one campus administrator and or designee shall be in attendance before, during and after a facility use event, and they must be easily accessible and visible throughout the event.
- It is the responsibility of the Organizations (Requestors) to challenge and exclude anyone for whom the Organizations (Requestors) are not assuming responsibility.
- The Organizations (Requestors) agree to protect District Property against misuse and agree to pay for any damages that occur during the time their group uses the facilities.
- If attendance for an event is 100 persons or more, the District may require the organization to provide security officers for the event. Custodial staff assigned for event coverage, facility access, and support are not on-duty to supervise and/or provide security for events. Reasonable volunteer security arrangements, appropriate to the type of event for which a school facility has been contracted and approved by BISD, may be allowed, **however, if audience behavior is not appropriate, it is the responsibility of the Organizations (Requestors) to address all issues, concerns and or offending person(s).**
- Organizations (Requestors) for BISD school groups will ensure district staff and administration are responsible for student participants and their patrons during the entire time students or patrons are present on school property. Sponsoring teacher(s), administrator(s), and/or organizer(s) must remain on site until all guests and participants have left school facilities. Students may never be left unattended after events and facilities support staff and/or custodians must not be left in charge of students waiting for rides home after facility events conclude.

- School facilities will not be opened until event Organizations (Requestors) are present and ready to assume all supervisory responsibilities.
- Access to school facilities and school grounds shall be restricted to the specific areas as requested and or allowed by agreement. Storerooms, mechanical rooms, electric panel rooms, technology hub rooms, nurse's station, campus offices, and other restricted areas are expressly off-limits.
- Participation for all facility usage (school and non-school) shall not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status.
- BISD prohibits discrimination against individuals with disabilities and events must reasonably accommodate persons with disability.
- All organizations shall comply with all federal, state, and local laws, regulations, policies, and licensing agreements.
- BISD facilities are "tobacco- and weapon-free zones." There will be no tobacco use in school buildings and on school grounds. Possession and use of intoxicating beverages or controlled substances on school property is prohibited. (GKA-(LEGAL), Education Code 38-006)
- Non-school groups and organizations must bring their own audio-visual equipment, extension cords, sound systems (PA), etc. School equipment and supplies shall not be available for use, rent, or loan except for school-sponsored activities and events. Cafetorium podiums, tables, and chairs may be arranged as part of the facility rental for scheduled events however this is limited to the inventory of tables and chairs stored or in use at each facility.
- Animals are not permitted inside District Facilities except for accessibility reasons.
- No electrical wiring is to be changed and no part of District facilities may be modified under any circumstance.
- Tape, holes, screws, nails, etc. are not to be placed in or on the floors, walls, or ceilings.
- No part of any window or door may be covered in any manner without express permission of campus administrators.
- No part of any emergency device such as fire alarms and emergency lighting may ever be covered up and or obstructed.
- Access shall never be obstructed and or blocked for any reason. Tornado and other Emergency Evacuation plans are posted in all facilities. Organizations (Requestors) must familiarize themselves and their participants with all evacuation plans and posted emergency management plans. Sponsoring organizations must ensure that any and all safety signage posted by the District remains visible and unobstructed.
- Organizations (Requestors) shall cooperate with District Staff in making a good faith estimate in professional security needs (City of Boerne Police Department and Kendall County Sherriff's Dept.) dependent upon the size and nature of events. This is to ensure that all activities are orderly and lawful, as well as to ensure proper participant department.

- All organizations are liable for remaining within safe occupancy limits as established by room configuration.
- The number of participants and guests shall not exceed the authorized capacity of facilities.
- Children are to be supervised at all times and remain in authorized areas as assigned by the Facility Use Agreement.
- Vehicles shall be parked only in designated parking spaces and parking in fire lanes is strictly prohibited. Unauthorized or unattended vehicles are subject to towing. *It is the responsibility of the Organizations (Requestors) to ensure their patrons know the rules and communicate that violators are subject to towing.*
- No vehicles may drive off of designated drives and onto sidewalks and or grass portions of district property. Any damage caused by violations of this rule will be the responsibility of sponsoring organizations. Loading and unloading equipment from vehicles shall only occur from car drives, bus drives and or at facility loading docks. Hand Trucks and carts may then be used to transport supplies and equipment on sidewalks and through common areas.
- No food or drink (including water) is ever allowed anywhere in District Facilities except for the cafeterium and or concession stand operations. No food or drink will be allowed in Gyms (including water) or in auditorium areas or on production stages. No gum allowed at any time in any school facility. Food or beverage in approved areas must never be left unattended.
- The use of BSD Kitchen Facilities is prohibited unless prior arrangements have been made with the District's Child Nutrition Department for catering services. While outside catering may be allowed – depending upon the scope of planned events, **NO outside caterers or volunteer food preparation will be allowed to use BSD Kitchen Facilities – this includes both food prep and/or storage. For information regarding catering services and or kitchen use, Organizations (Requestors) shall contact the Child Nutrition Director at 830.357.2064. NOTE: All arrangements for Child Nutrition are subject to additional charges and or supervision fees.**
- Thrown glitter, confetti, or any similar item is NOT allowed in any school facility or on school grounds.
- Helium balloons are not allowed in any school facility.
- Sponsoring groups are responsible for assisting in the cleanup of facilities and removal of all materials that were brought in for events. Sponsor (Requestors) should confirm with District Staff that the building is in a neat and orderly condition before leaving.
- All sponsoring groups shall be held responsible for reimbursing the district the cost of damage, loss, or excessive cleaning charges incurred through the use of facilities during events. Recurring losses and damages may result in loss of Facility Use privileges by the responsible organization. Furthermore, any misuse or abuse of District property, equipment, or facilities may result in termination of Facility Use Agreements and or denial of further use.
- Open flames and candles are prohibited in all District facilities.

- Only authorized employees of the District shall be permitted to have keys to District Facilities. Keys, Card Access, and Alarm codes are only given to authorized District personnel.
- Should any of the responsibilities, policies, or guidelines set forth in this agreement be neglected or not adhered to in any way, the Boerne ISD will maintain the right to terminate the agreement immediately.
- **\*\* NO OVERNIGHT USE OF GYMS. Use of locker rooms & showers are prohibited.**