

ANTHONY INDEPENDENT SCHOOL DISTRICT

DISTRICT ADMINISTRATIVE BULLETIN #20: USAGE – BUILDING AND GROUNDS

21.1 GENERAL INFORMATION

1. Board Policy GKD (LEGAL) COMMUNITY RELATIONS: NONSCHOOL USE OF SCHOOL FACILITIES states “The Board may set and collect rentals, rates, and charges from students and others for the occupancy or use of any of the District’s facilities, in the amounts and manner determined by the Board, *Education Code 45.033.*”

NOTE: AISD does not lend, rent or lease District equipment.

2. It is the policy of Anthony ISD (**AISD**) to make its facilities available to the community when there is no conflict with school operations or school-connected activities and/or the activity can be justified as a need of the community. Priority for use of AISD facilities is as follows:
 - a. AISD educational program;
 - b. AISD Board of Trustees Educational Program
 - c. Events and/or activities sponsored by Community groups within AISD; and
 - d. Events and/or activities sponsored by Community groups outside of the AISD.
3. The District reserves the right to refuse approval and/or cancel any and all Facility Use and Authorization Form issued for the use of District facilities when it is deemed that such action is necessary for the best interests of the District.
4. All requests for use of District facilities shall be submitted on the “completed” District approved Facility Use Request and Authorization Form to the respective site administrator **FIFTEEN** work days in advance of the event. The signature of the site administrator must be obtained prior to forwarding the originally copy of the application to the Finance Department.

Facility Use Requests are **not** transferable. Facilities may not be subleased.

5. Organizations using District facilities will be required to post a deposit **TEN** days in advance of the event. The deposit for all District facilities, excluding the athletic fields, will be \$250.00. The organization will be refunded any amount remaining after costs incurred by the District have been deducted from the deposit. Excess of costs incurred over the deposit will be billed to the organization. The deposit for athletic fields is zero unless stadium lights are requested (see rates at **Table I** – Schedule of Building Usage Fees). A check return fee of \$25.00 will be charged to any organization whose check was returned due to insufficient funds. In such cases the District will **VOID** the organization’s Facility Use and Authorization Form.
6. The applicant, by signing the Facility Use and Authorization Form, agrees to **indemnify** the District and any persons whose property may be within said facilities and/or its contents for loss or damage to such property caused by any person or persons attending said meeting or function or any damage or injury arising by reason of holding of said meeting or function.

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7. The applicant, by signing the Facility Use and Authorization Form, agrees to hold AISD free and harmless from any loss, damage, liability, costs and expenses that may arise during or to be caused in any way by such use of AISD facilities.
8. The applicant shall furnish **general liability and or casualty insurance** in such amounts as determined by the Superintendent when deemed necessary to cover all participants and District property associated with the District prior to the use of said facilities. All insurance supplies must meet the minimum requirements determined by the District.
9. The District reserves the right to require a **performance bond** or a deposit for protection of the District facilities and/or equipment, and to guarantee the use or lease fees or expenses upon the determination of the Superintendent.
10. The District reserves the right to require the applicant to provide the services of a District-approved private **security** firm whose services and personnel are to be paid for by the applicant.
11. The District reserves the right to require the applicant to provide the services of a District-approved private **maintenance and clean-up** firm whose services and personnel are to be paid for by the applicant.
12. The District may require all applicants whose use of buildings is for a time period greater than one day to sign a **formal lease agreement**.
13. The applicant agrees to **comply with** all federal, state, and local nondiscrimination laws including but not limited to the Americans with Disabilities Act (ADA).
14. The only inside facilities available for licensed use are: auditoriums; libraries, regular classrooms, cafeterias, kitchens, choral rooms, band rooms, gymnasiums, toilet facilities, and community rooms. Outdoor facilities available for use or lease are: general playgrounds, parking lots, and athletic facilities.
15. Other areas and facilities are restricted from community use and may only be authorized by action of the Board.
16. Applicants claiming status as a qualified nonprofit organization must have a current 501c3 form on file with the District prior to approval of a Facility Use and Authorization Form.
17. District facilities may not be used for private family uses such as parties, wedding receptions, funerals, etc.
18. Restrictions in use of AISD Facilities;
 - a. Possession and/or consumption of alcoholic beverages and/or drugs is prohibited.
 - b. Gambling, raffles, bingo or other games of chance are prohibited.
 - c. Presence of animals is prohibited.

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19. Organizations are subject to facility use fees in accordance with the allocations shown on **Table I** – Schedule of Building Usage Fees. When applicable, costs on which fees are based shall include total reimbursement for all District costs incurred for:
 - a. Maintenance and repair costs of the facilities used; and
 - b. Service fees, personnel costs for custodial, maid and security services, utility costs, and food service cost.
 - c. To the extent possible, fees shall be based on historical cost records of facilities and shall be recomputed annually, to adjust for changes in labor and utility costs.
 - d. If additional costs are incurred by the District after approval of the application, the applicant agrees to pay all reasonable costs.
20. Payment of invoices to shall be made directly to the District's Finance Department. No direct payments are to be made to schools or individual District employees including custodial and food service personnel.
21. District facilities are available for use as polling places in city, county, state, and national elections. The facilities are also made available for meetings that are required by law to be held.
22. The Finance Department will review and reconcile all approved Facility Use and Authorization Forms. A Building Request Recap Form will be sent to the site administrator where the activity took place. The school/department will complete and return the completed form to the Finance Department for final disposition (determine whether a refund is owed or amount due to AISD).

21.2 PROCEDURES

1. When a facility is open for school-sponsored activities or athletic events outside of regular duty hours it is the responsibility of the site administrator to administer and supervise the care of the buildings, grounds, and other school facilities used by school personnel.
2. Custodial personnel shall be on duty whenever the facility is open for activities, meetings, or athletic events outside of regular duty hours that have been scheduled through the approved Facility Use and Authorization Form.

A person employed by Anthony ISD as a maintenance worker or custodian cannot volunteer similar services to any organization using the District's facilities.

3. All other requests for the use of a lighted stadium shall be submitted on the Facility Use and Authorization Form to the Finance Department for approval after review and recommendation by the principal and director of athletics.

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4. Authorized organizations may use the cafeteria/kitchen facilities to serve hot and cold drinks, cookies, etc., for regularly scheduled and approved meetings under the supervision of the principal, who will assume responsibility for such use.

Under no circumstances shall persons other than food service personnel be authorized to use any automatic equipment. A person employed by Anthony ISD in the cafeteria cannot volunteer similar services to any organization using the District's facilities.

5. Groups wishing to use cafeteria/kitchen facilities for other than regularly scheduled meetings, such as listed above must also complete a Food Service Special Meals Form and secure the approval of the cafeteria director at least four weeks prior to such use.

Only District cafeteria employees may work in the kitchen area and utilize related equipment. As such, use of the kitchen will require the applicant to pay for time/overtime incurred by cafeteria employee(s).

21.3 SCHOOL CLUB FUND RAISING

1. District clubs, PTA or Booster Clubs using a District facility for a fund-raising activity shall not be charged a fee for use of the facility if the activity is solely for the benefit of District students with the proceeds directly accruing to such District students.

To the extent possible, the campus principal will work with the custodial staff, using flex-time, to adjust work schedules so that overtime is kept to a minimum. In the case of food service employees, the opportunity to utilize the flex-time system is not an option.

As such, in the two aforementioned cases any costs incurred for overtime will be billed directly to the PTA or Booster Club. The District reserves the right to require that an audit be performed on all funds received and dispersed. All financial records must be kept by the organization for a period of three years.

21.4 REIMBURSEMENT OF COSTS INCURRED

1. The total costs for the function shall be paid by the sponsoring organization in accordance with this policy.
2. Payment of all food service fees shall be handled in accordance with instructions on the Food Service Special Meals Form.
3. Foods left over from any function may be left at the school, or the sponsoring organization may remove same in their containers. Under no condition shall the District purchase any cooked or processed food left over from any such function.

21.5 OTHER USES

1. The High School Auditorium and Library facilities are available for use to non-profit organizations only: The non-profit organization must present a valid 501(c) (3)

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2. These facilities may be licensed only to nonprofit organizations for a fee of \$400 (does not include the cost for overtime for custodians) for each performance or ten percent of the admission receipts, whichever is higher.
3. The fee shall include use of all available equipment on site. However, if said equipment is required, then the applicant will be required to hire a technician to handle the electronic equipment. Please refer to the rates illustrated in **Table I** – Schedule of Building Usage Fees.
4. Request for use by non-District nonprofit organizations shall be submitted for final approval by the Superintendent who shall negotiate the fee structure. General liability and casualty insurance coverages shall be required for such groups.

My signature below attests that I have read, understand and agree to comply with the requirements listed in this policy.

Applicant (Printed Name; Signature)

Date

Witness (Printed Name; Signature)

Date