



## SCHOOL FACILITIES USE ORGANIZATION/GROUP REPRESENTATIVE INFORMATION

### REQUESTS FOR FACILITIES USE:

Upon request the Principal or Organizational Manager will provide a packet of information referencing facility rentals. This packet will include:

- ***Facilities Use Request Form***
- **Community Use of School Facilities Policy/Regulations**

Requests for the use of school facilities are first approved, by the Principal or Organizational Manager. The Athletic Director will approve all athletic facilities. **(Approval must be acquired at least three (3) weeks in advance of the scheduled event for all locations, unless prior arrangements are made with the district.)** The Superintendent will have final approval on the use of **any and all** district facilities.

Organization/Group representative will submit to the Principal/Organizational Manager the completed *Facilities Use Request Form* and proof of insurance. A copy of the completed form will be submitted to Business Office for processing.

When approved, the Superintendent will return pages of the completed *Facilities Use Request Form* to the Business Office. The representative will be notified if the request is denied.

**RENTAL FEES AND/OR A DEPOSIT WILL BE PAID NO LESS THAN TWO (2) WEEKS PRIOR TO THE SCHEDULED EVENT. ALL FEES WILL BE PAID DIRECTLY TO THE BUSINESS OFFICE.**

The organization/group will abide by all district policies and regulations while utilizing district facilities.

A WOCCISD Personnel Time Sheet will be signed by the organization/group representative and district personnel at the conclusion of the scheduled event. Overages for facility usage will be calculated from the Personnel Time Sheet. The WOCCISD Business Office will invoice the organization/group representative for fees that exceed the initial payment amount. I.E. Operational Fees.

**West Orange-Cove CISD  
181-906**

**GKD  
(EXHIBIT)**

**COMMUNITY RELATIONS:  
NONSCHOOL USE OF SCHOOL FACILITIES**

---

**The exhibits on the following pages shall be used by the District when organizations use District facilities.**

**Exhibit A: District Fee Schedule - 3 pages**

**Exhibit B: Facilities Use Request Form - 1 page**

**Exhibit C: Rental Agreement - 1 page**

**EXHIBIT A**

COMMUNITY USE OF SCHOOL FACILITIES

The District recognizes its responsibility to assist the community in enterprises designed to contribute to the educational, cultural and social life of the community. However, since the orderly use of the District's physical plant and facilities and conformity to legal requirements and prohibitions are essential, the following guidelines shall prevail.

SCHOOL-RELATED  
GROUPS:

Schools and school facilities may be used by school organizations by obtaining the approval of the principal of the building involved. However, a principal or school representative shall be on duty at these meetings.

OUTSIDE  
ORGANIZATIONS:

School facilities may be used by outside nonprofit organizations by obtaining the approval of the Superintendent. It shall be the responsibility of the organization desiring to use the building to apply for a building use permit in the Superintendent's office. Proof of Liability Insurance must be submitted at the time of application.

USE OF THE CAFETERIA  
AND KITCHEN:

The cafeteria/kitchens shall be available for use by school-related and outside organizations; a regular cafeteria/kitchen employee shall be present to be responsible for the use of equipment.

USE OF  
GYMNASIUM:

School gymnasiums are available for use by both school-related and nonprofit organizations. The organization making use of the gym shall be responsible for the proper use of the gym and equipment.

ATHLETIC FIELDS:

Athletic fields shall be used only for purposes for which they are designed and maintained. School-related and local nonprofit organizations may obtain permission for use of the athletic fields in the same manner as for the use of school buildings. However, under no circumstances shall permission be granted when such athletic fields are wet, being watered, or in a state of reconditioning.

Out-of-town athletic teams may use athletic fields and gymnasiums for the cost of operation, provided such use does not interfere with local needs. In such cases, the District may retain the concession rights.

## RELIGIOUS ORGANIZATIONS:

The District recognizes the importance of religion in the community life and further realizes that circumstances develop in which religious organizations have need for the use of school buildings and facilities. Permission to use the building shall be obtained in the same manner as other organizations.

## FACILITIES FEES:

Fees for the use of building and plant facilities not specifically outlined in this policy may be found in administrative regulations.

All organizations using school facilities shall reimburse the school for the cost of damages caused by the organization and for the cost of cleaning the premises if left unclean.

Cash deposits may be set and required for use of school facilities if deemed necessary by the Superintendent. A written agreement shall be made between the organization desiring to use the school facilities and the school, in accordance with this policy.

The District shall incur no liability associated with the use of school facilities by qualified organizations and/or groups.

## ALCOHOL AND CONTROLLED SUBSTANCES:

Possession and use of intoxicating beverages, controlled substances, and tobacco products at school facilities is strictly prohibited.

## FOOD AND DRINKS:

Food and/or nonalcoholic drinks shall be permitted only in designated areas and outside the building.

## **SPECIFIC GUIDELINES:**

1. A full-time District employee approved by the Superintendent or his designee will be responsible for opening and closing the building and supervision during the period of building use. Fees will be paid directly to the Business Office.
2. Use of the facilities will be limited to those areas specifically requested and approved. Use of the gymnasium does not allow patrons to roam the hall or access other areas of the building. Fees are applicable to all or part of the facility used.
3. Should the district employee on duty determine the facilities are being abused the employee will notify an administrator at which time the facility may be closed with no refund to the organization for the unused time.
4. Before and after use, a checklist on facility condition will be completed and signed by both the district employee and a representative of the organization, any problems will be noted on the checklist.
5. Any damaged reported shall be assessed to the organization that used the facility.

## FACILITY FEE SCHEDULE

All "RENTAL FEES" will be paid directly to the WOCCISD Business Office in advance, unless arrangements are made at least five (5) business days prior to the event.

All "OPERATIONAL FEES" will be calculated on a per event / per hour basis and invoiced accordingly; at WOCCISD's sole discretion.

The District's fee schedule for organizations desiring to use its facilities is as follows:

FACILITY	RENTAL FEE (Per Event/Hour)	+ OPERATIONAL FEES (Per Event <u>OR</u> Per Hour / Per Employee) <i>* No. of hrs &amp; employees required to be determined by WOCCISD</i>	
G&G Enterprises Arena at WOCCISD Event Center, 1400 Newton	\$4,000.00 +	Stadium Lights	\$800.00 Per Event
WO-S High School Dan R. Hooks Stadium, 1400 Newton	\$4,000.00 +	Hospitality-TBD by # of guests <i>Food, drinks, &amp; server(s)</i>	TBD Per Event
WO-S Middle School Football Stadium, 1402 Green	\$500.00 +	Ambulance-Mandatory for football <i>Subject to availability for other events</i>	\$500.00 Per Event
WO-S High School Ronnie Anderson Park, 1400 Newton	\$1,000.00 +	Ticket Taker(s) / Cashier(s)	\$20.00 Per Hour
WO-S High School Softball Park, 1400 Newton	\$1,000.00 +	Pitch Count Recorder	\$100.00 Per Event
WO-S High School Varsity Gym, 1400 Newton	\$1,200.00 +	Administrator on duty (non-school event)	\$50.00 Per Hour
WO-S Middle School Large Gym, 1402 Green	\$1,000.00 +	Athletic Trainer	\$50.00 Per Hour
WO-S Middle School Small Gym, 1402 Green	\$500.00 +	Audio/Visual/Sound Tech(s) <i>Clocks, Scoreboards, Media, etc.</i>	\$40.00 Hr. Adult \$15.00 Hr. Student
WO-S Elementary School Large Gym, 2605 MLK	\$800.00 +	Police Officer(s)	\$60.00 Per Hour
WO-S Elementary School Small Gym, 2605 MLK	\$500.00 +	Security Officer(s)	\$40.00 Per Hour
North ELC Gym, 801 Cordrey	\$800.00 +	Maintenance Worker(s) <i>Skilled Craft</i>	\$40.00 Per Hour
Educational Service Center (ESC) Atrium, 902 W. Park	\$350.00 +	Announcer	\$20.00 Per Hour
Educational Service Center (ESC) Studio, 902 W. Park <i>No equipment included; space only Must be supervised by Communications Dept unless approved by Superintendent</i>	\$100.00 Hour +	Grounds & Custodian(s) Clean up crew \$30.00 Per Hour	\$30.00 Per Hour
Educational Service Center (ESC) Studio, 902 W. Park <i>No equipment included; space only Must be supervised by Communications Dept unless approved by Superintendent</i>	\$100.00 Hour +	Concession Stand / Food Service Worker(s)	\$20.00 Per Hour

**West Orange-Cove CISD  
181-906  
EXHIBIT B  
COMMUNITY RELATIONS:  
NONSCHOOL USE OF SCHOOL FACILITIES**

**Date Submitted:** \_\_\_\_\_

Campus Desired: \_\_\_\_\_  
 Type of Room: \_\_\_\_\_  
 Type of Activity: \_\_\_\_\_  
 School Equipment Needed: \_\_\_\_\_  
 Date(s) of Rental/Use: \_\_\_\_\_  
 Times: Open Building at: \_\_\_\_ : \_\_\_\_ Close Building at: \_\_\_\_ : \_\_\_\_

Name of Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Person Responsible: \_\_\_\_\_  
 Signature of Lessee: \_\_\_\_\_

\*\*\*\*\*

**DISTRICT USE ONLY**

**West Orange-Cove CISD  
P.O. Box 1107  
Orange, TX 77631**

	Approved	Denied	Date
Principal			
Athletics			
Custodial			
HVAC			
Food Service			
Grounds			
Security			
District/Technology			
Chief Communications Officer			
Chief Financial Officer			
Superintendent			

**ALL FEES ARE TO BE PAID DIRECTLY TO THE BUSINESS OFFICE.**

	Fee Per Use	# of People Needed	# of Hours	Hourly Rate	Total
Building Rental		N/A	N/A	N/A	
Hospitality- (food drinks, & servers)		N/A	N/A	N/A	
Stadium Lights (Reference Fee Schedule)	\$800.00	N/A	N/A	N/A	
Custodian/Grounds-Per Person				\$30.00	
Maintenance Worker(s) Skilled Craft				\$40.00	
Food Service-Per Person				\$20.00	
Security-Per Person				\$40.00	
Police Officer- Per Person				\$60.00	
Announcer				\$20.00	
Athletic Trainer/ Administrator on duty				\$50.00	
Ticket Taker(s) / Cashier(s)				\$20.00	
Audio/Visual/Sound (Adult)				\$40.00	
Audio/Visual/Sound (Student)				\$15.00	
Total Amount Due:					

**WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
RENTAL AGREEMENT**

The West Orange-Cove CISD (hereinafter District) agrees to let \_\_\_\_\_  
\_\_\_\_\_(Group/Organization) (hereafter Lessee), use the  
\_\_\_\_\_(Facility) at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_  
\_\_\_\_\_(Location/Campus) \_\_\_\_\_(Date), 20\_\_\_\_,

between the hours of \_\_\_\_\_: \_\_\_\_\_ and \_\_\_\_\_: \_\_\_\_\_ subject to the following conditions. Any

additional time will be billed in four-hour increments.

**ALL FEES WILL BE PAID DIRECTLY TO THE BUSINESS OFFICE:**

1. The Lessee pays a \$200 deposit and fees calculated on Exhibit B.  
The deposit is refundable if premises are left in a condition satisfactory to the Superintendent or designee. Payment shall be made to the West Orange-Cove CISD Business Office 14 days in advance of the use of the facility.
2. The Lessee shall pay any charges provided in Board policy and/or Administrative regulations on facility use for school personnel needed in connection with its use of the facility. Outside organizations shall pay for each hourly unit of time with a minimum of four (4) hours.
3. The Lessee shall use the facility only for the purpose of: \_\_\_\_\_  
\_\_\_\_\_
4. The Lessee shall be responsible for the cost of restoring the facility to its original state after use.
5. The District may revoke its permission to use the facility at any time or under any circumstances that the District may deem sufficient.
6. The Lessee accepts full responsibility for protecting school property and equipment and assumes any and all liability for the cost of repairs or replacement for any damage done to buildings, equipment, or other school property used by the Lessee. Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the rental.
7. The Lessee agrees to assume all liability and hold harmless and indemnify the District, its Trustees, employees, and agent from any and all liability arising out of the Lessee's use of District facilities.
8. The Lessee shall furnish evidence of \$1,000,000 in liability insurance coverage for the event and shall name the District as an additional insured on the policy as specified by the District.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

_____ Name	_____ Position
_____ District Representative	_____ Organization