

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

Definitions

“District facilities” include school buildings, portable buildings, office buildings, playgrounds, athletic fields, stadiums, field houses, parking lots, and all other District-owned real property or improvements. “District facilities” do not include materials, supplies, equipment, or motor vehicles.

“School-sponsored organizations/activities” include those groups or activities directly supervised by District employees as part of the District’s instructional, athletic, cocurricular, or extracurricular programs. **IT IS AT THE DISCRETION OF THE SCHOOL PRINCIPAL WHETHER OR NOT TO DECLARE AN EVENT SCHOOL-SPONSORED.**

“School-support organizations/activities” are parent-teacher associations, booster clubs, parental engagement events, alumni associations, **LAW ENFORCEMENT AGENCIES**, and youth/athletic organizations whose activities directly benefit the school, students, staff, and/or parents of the school. An organization/activity whose participants are made up of at least ~~55%~~ **60** percent District students shall be deemed a school-support organization/activity. **REFER TO SECTION XVII OF THE CAMPUS ACCOUNTING MANUAL FOR MORE INFORMATION REGARDING SCHOOL SUPPORT ORGANIZATIONS.**

“Nonschool organizations/activities” include all organizations/activities that do not meet the definition of a “school-sponsored” or “school-support” organization/activity as defined above, including for-profit and not-for-profit groups regardless of whether their intended purpose is to provide a service or benefit to the District, its students, parents, or employees.

THOSE EVENTS WHICH QUALIFY FOR “NO FACILITY RENTAL CHARGE” DUE TO 60% OR GREATER DISTRICT STUDENT PARTICIPATION, WILL REQUIRE 5% OF STUDENTS LISTED ON ROSTERS BE AUDITED/VERIFIED AS ATTENDING AN A DISTRICT SCHOOL.

General Rules and Regulations

Subject to, and in accordance with GKD(LOCAL), the following general rules and regulations are established governing the use of District facilities:

1. District facilities normally available for rent include, but are not limited to, auditoriums, cafeterias, gymnasiums, stadiums, field houses, baseball/softball fields, tracks, and parking lots.
2. Requests for the use of a District facility must be submitted **ONLINE AT [HTTPS://EPISD.SCHOOLSPACE.US](https://episd.schoolspace.us)** at least 20 workdays prior to the requested date of use, except in the case of an emergency or catastrophe.
3. Except as otherwise required by Board policy or state law, permission to rent a District facility will be issued by the campus and central office administrators and is nontransferable.
- ~~4. The finance services department is responsible for calculating the rental fee and preparing the rental contract to be executed by the or-~~

~~organization requesting to use a District facility.~~ **THE FINANCIAL SERVICES DEPARTMENT IS RESPONSIBLE FOR CALCULATING THE RENTAL FEE AND AUDITING THE EVENT TO COLLECT PAYMENT.** The requesting organization/party who will provide payment for the request must register and submit the facility use request, i.e. boosters, PTA not the campus administration. **FACULTY AND STAFF ARE NOT ALLOWED TO SUBMIT FACILITY USE REQUESTS ON BEHALF OF THE AFOREMENTIONED REQUESTING ORGANIZATION/PARTY.**

5. **ORGANIZATIONS SHALL ACCEPT RENTAL REQUEST AGREEMENT AND SUBMIT ONLINE PAYMENT VIA SCHOOLSPACE no later than ten (10) workdays prior to the date of use. PAYMENTS MUST BE SUBMITTED VIA SCHOOLSPACE AND THE ONLY AUTHORIZED FORMS OF PAYMENTS ARE CREDIT/DEBIT CARD AND ELECTRONIC PAYMENT VIA BANK ACCOUNT. PAPER CHECKS WILL NOT BE ACCEPTED.**
6. An organization renting a District facility will guarantee orderly behavior of any and all persons using the facility and will be liable for any property damage due to their use of the facility and for any personal injury to any participant or spectator. The District, at its sole discretion, may require an organization to submit a cashier's check or money order to serve as the deposit, against which the cost for damages resulting from use of the facility would be deducted. The deposit will be returned to the user if no damages to the facility result from use of the facility.
7. All advertising, except that incidental to programs, and sale of merchandise, printed matter, and other materials is prohibited on District property without the prior consent of the District. No advertisement of alcoholic beverages or tobacco products will be permitted.
8. All activities must end by 11:00 p.m. in secondary schools and by 10:00 p.m. in elementary schools.
9. With the exception of the school cafeteria, no food may be sold or consumed in District facilities without the prior consent of the District.
10. The rental fee does not include use of specific District equipment or the services of equipment operators. Arrangement for use of any equipment must be approved in advance by the District. Operators of special equipment will be appointed by the District, and the cost charged to the user. The organization renting a District facility **SHALL** ~~will~~ not be allowed to store ~~their~~ **ITS** material or equipment within the District's facility.

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11. No equipment may be moved from its currently assigned location within the facility.
12. The District will not be held liable for any accident, injury, or illness resulting from the rental and use of its facilities.
13. At the discretion of the District, all concession rights will remain the property of the District and the concessionaire under contract with the District.
14. Activities must be confined to the facility or portion thereof being rented.
15. District facilities may not be used in a manner inconsistent with their intended purpose.
16. District facilities may not be used beyond their established capacity.
17. School activities will take precedence over any reservations. In the event that a school activity conflicts with an approved rental request, the school activity will prevail. An approved rental agreement will take precedence over a general non-scheduled public use activity.
18. At the discretion of the District, the designated District personnel or On-site Facility Manager will be in charge of District facilities while in use by nonschool and school-support organizations, and the cost charged to the user.

Security

19. The need for security will be at the sole discretion of the District, the cost to be charged to the user. Only licensed peace Officers are allowed to provide security on District property. Priority will be given to **DISTRICT POLICE OFFICERS**. ~~District police officers~~. The following minimum ~~staffing~~ **MANNING** levels are required. Additional officers may be required based on attendance and the nature of the event. ~~Peace Officer staffing~~ **POLICE OFFICER MANNING** requirements per event are as follows: **(FOR EVENTS OF MORE THAN 500 OR AT THE DISCRETION OF POLICE SERVICES).**

Stadium - Football Event	2 District Officers and 4 outside officers
Stadium – Track Event	2 DISTRICT Officers District officers
Basketball - Gym Event	2 District officers
MAIN /Auxiliary - Gym Event	1 District officer
Auditorium Event	2 District officers
Parking Lot Event	2 District officers

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Stadium - Football Event	2 District Officers and 4 outside officers
HOMECOMING/PROM DANCES	2 DISTRICT OFFICERS
Tennis Center	1 District officer

SECURITY
PERSONNEL FOR
INTRADISTRICT
EVENTS

- a. The officers providing security for the event will provide security for the entire venue, i.e. home side, visitor side, parking lot, **ETC.** ~~and the like~~. One officer is to be present one-half hour before the event begins and will remain until one-half hour after the event ends. The District will accept licensed commissioned officers from any law enforcement department within El Paso County, including, but not limited to, El Paso ISD Police Department, El Paso Police Department, El Paso County Sheriff's Department, and Texas Department of Public Safety troopers.
 - b. WITH THE EXCEPTION OF ATHLETIC EVENTS, DISTRICT SPONSORED/SCHOOL ACTIVITIES, FUNCTIONS AND EVENTS, AS A RULE, WILL NOT REQUIRE SECURITY PERSONNEL, I.E. POLICE OFFICERS. DISTRICT ADMINISTRATORS AND/OR STAFF ARE TYPICALLY IN ATTENDANCE AT THESE FUNCTIONS AND ARE FAMILIAR WITH POLICE SERVICES PROTOCOLS AND PROCEDURES FOR REQUESTING POLICE SERVICES SUPPORT IN THE EVENT OF A DISTURBANCE.**
20. The following options apply for school events scheduled at another campus for the utilization of a specialized facility such as a high school Auditorium.
- a. If the hosting campus requires campus patrol for the visiting school and the event is conducted during a school day and within the normal workday. The visiting school principal may choose to bring their campus patrol personnel to perform the security function for the event pending the recommendation of Police services. The visiting school principal may either flex or pay the campus patrol personnel from their campus overtime account.
 - B.** If the hosting campus requires campus patrol for the visiting school and the event is conducted on a non-school day, i.e. Saturday, Sunday, holiday, etc., the visiting school principal may choose to bring their campus patrol personnel to perform the security function for the event pending the recommendation of Police services. The principal may either flex or pay the campus patrol personnel from their camps account.

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**STADUMS/
ATHLETIC FIELDS/
TENNIS COURTS**

21. The use of the natural turf fields must be approved by the District Maintenance, Buildings, and Grounds Director.
22. **THE RENTAL OF THE STADIUM INCLUDES THE USE OF THE TURF, TRACK, BLEACHERS AND PUBLIC RESTROOMS. THE RENTER MUST REQUEST ANY OTHER FACILITY NEEDED FOR A PARTICULAR RENTAL.**
23. **IF THE RENTER REQUESTS THE USE OF THE STADIUM PRESS BOX, A DISTRICT TECHNICIAN WILL BE REQUIRED TO OPERATE THE EQUIPMENT. A FEE WILL BE CHARGED.**

GYMNASIUMS

24. **OPEN GYMS WILL BE RESTRICTED FOR HIGH SCHOOL AUX AND MAIN GYMS FROM 6AM-8:30AM MONDAY-FRIDAY AND 4PM - 7:30PM MONDAY- AND ON SATURDAYS FROM 7AM-12PM. PER UIL REGULATIONS, ONLY DISTRICT TEAM PRACTICES ARE ALLOWED DURING INTERSESSIONS. OPEN GYM IS FOR THE PURPOSE OF SERVING DISTRICT STUDENTS. TO PARTICIPATE IN DISTRICT OPEN GYM, INDIVIDUALS MUST BE CURRENT STUDENTS OF THE DISTRICT.**

25. Only rubber-soled or soft-soled shoes may be worn on the gymnasium floor.
26. The District, at its sole discretion, may require the use of a protective gymnasium floor covering, the cost to be charged to the user.
27. The cafeteria rental rate will not include the use of the kitchen. Use of the kitchen or kitchen equipment is subject to the approval of the Food and Nutrition Services Department.

Cafeteria/
Kitchen

28. The cafeteria Manager or designee will be in charge when kitchen facilities and equipment are in use, and must be in the kitchen at all times. Additional food and nutrition services personnel may be required based on attendance and the nature of the event. Total staff required will be at the discretion of the Food & Nutrition Services Department, and the cost will be charged to the user.
29. Frying food in the kitchen is prohibited.
30. The Food and Nutrition Services Department can be contracted to provide catering services to groups with a minimum of 75 persons on weekdays or a minimum of 150 persons on weekends. The prices for catering services are set by the food and nutrition services department and do not include the rental of the cafeteria.

Parking on School
Grounds

31. **DISTRICT PROPERTY** vehicular parking is restricted to approved parking lots. Parking on school grounds, or any unpaved surface/area is prohibited without the prior consent of the District. Public parking on District property is at the vehicle owner's risk.

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32. The use of District parking lots as overflow parking is prohibited without the prior consent of the District. A rental charge for the use of District parking lots will be determined on an individual basis.
33. Parking violators are subject to having vehicles towed at the owner's expense.
- Restricted Use of School Grounds and Sites
34. District property will not be used for the temporary or permanent storage of vehicles, houses in transit, or any property not owned by the District without the prior consent of the District.
35. District property will not be used for the recreational driving of motorized vehicles.
- District Personnel
36. Assigned District personnel will be in charge of the rented facility and will remain on duty for the entire period of use.
37. District personnel will be paid only by the District. Organizations using a District facility will not pay honorarium or tip District employees.
38. Employees must indicate time worked beyond regular working hours on the biometric time clock system **THROUGH A FUNCTION CODE THAT WILL BE PROVIDED TO THE EMPLOYEE.** ~~or on time cards, whichever is in use at the facility.~~
39. In no case will persons other than authorized District personnel have a key to a District facility.
- Rental Rates
40. Rental rates for the use of District facilities are based on an hourly rate as defined in GKD(EXHIBIT) **UNLESS STATED OTHERWISE.** Charges for utilities are included in the hourly rate except for athletic field lighting.
41. The base rental rate does not include charges for custodians, security personnel, the use of special equipment, or equipment operators. The additional costs will be charged to the user.
42. The District, at its sole discretion, may require additional personnel to staff a specific activity, the cost to be charged to the user.
43. Organizations will be charged the entire time period a District facility is in use, including set-up time before an activity and clean-up time after an activity concludes.
44. All charges are based on a one-time rental. **THE MINIMUM RENTAL PERIOD WILL BE FOR TWO (2) HOURS.** Long-term rentals are subject to the provisions of GKD(LOCAL) and this regulation and are negotiable at the sole discretion of the District.
45. All organizations ~~shall~~ **WILL** be charged according to the District's schedule of fees and such charges ~~shall~~ **WILL** at least cover all

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District costs for the use of the facility, unless otherwise specified in the fee schedule.

Reduced Fee Use of
School Facilities By
School-Support
Organizations

46. School-support organizations are defined as parent-teacher associations, booster clubs, parental engagement events, alumni associations, and youth/athletic organizations.
47. School-support organizations may have reduced fee use of school facilities on school and nonschool days when the proposed event/activity is free to OR of a benefit to the District, students, or staff.
48. Fund raising activities/events by school-support organizations can be held for a reduced fee on school and nonschool days when the District, students, or staff are the beneficiaries of all the funds raised. User shall cover actual District costs, such as custodial and security, associated with the use of the facility. **PLEASE REFER TO SECTION XVII OF THE CAMPUS ACCOUNTING MANUAL FOR GUIDELINES ON SCHOOL SUPPORT ORGANIZATION FUND RAISING ACTIVITIES.**
49. School days are defined as days when the school is open for student classes. School days could apply to Saturday and summer school classes at the discretion of the District.
50. Nonschool days are days when student classes are not held, regardless of whether staff is present. Typically, nonschool days are weekends, holidays, District vacation periods, **INTERSESSIONS** and summer break.
51. School-support organizations must compensate District staff for any time worked beyond the staff's normal working hours.
52. School facilities may be used for regular meetings, ~~without a facility rental charge~~, by crime watch groups, homeowner's associations, and neighborhood associations. **THESE GROUPS MUST COMPENSATE DISTRICT STAFF FOR ANY TIME WORKED BEYOND THE STAFF'S NORMAL WORKING HOURS**, when the meeting is held on a school day.
53. **ACTIVITIES ENDORSED BY HUMAN RESOURCES-EMPLOYEE BENEFITS OR HEALTH, WELLNESS AND PHYSICAL EDUCATION WILL BE CONSIDERED CLASSIFICATION I-A SCHOOL-SUPPORT ACTIVITIES.**

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User/Activity
Classification

**CANCELLATION
REQUESTS**

54. **AN ORGANIZATION/ACTIVITY WHO'S PARTICIPANTS ARE MADE UP OF AT LEAST 60 PERCENT CURRENT DISTRICT EMPLOYEES WILL BE CONSIDERED A CLASSIFICATION I-B SCHOOL-SUPPORT ORGANIZATION/ACTIVITY.**
55. The reduced fee use of a school facility is subject to availability and compliance with the provisions of GKD(LOCAL) and this regulation.
56. Rental fees for the use of District facilities will be based on the following user/activity classifications [see GKD(EXHIBIT)].
57. Classification I-A will apply to school-support organizations/activities.
58. Classification I-B will also apply to regular meetings being held on school days by crime watch groups, homeowner's associations, and neighborhood associations. Activities other than regular meetings by these nonschool organizations will result in a rental fee at the Classification II or III rate.
59. Classification II will apply to nonrevenue generating activities by nonschool organizations, such as nonprofit, educational, religious, civic and community organizations for meetings, entertainment, recreation, self-improvement, or community improvement.
60. Classification III will apply to all for-profit organizations and to revenue-generating activities by nonschool organizations.
61. The District reserves the right to require a more formal, separate contractual license agreement for any applicant who plans to use a facility for a time period of greater than one day.
62. An administrative **NON-REFUNDABLE** processing fee will apply to all User/Activity Classification **1B, CLASSIFICATION II** and Classification III Facility Use Requests.
63. A minimum of a 72-hour notice is required. Cancellation requests received after 72 hours will be assessed a ~~20%~~ percent cancellation fee to be deducted from any reimbursement.
64. When deemed necessary by the administration, an organization or individual approved for a nonschool use of District facilities will furnish general liability insurance. Examples include, but are not limited to, the following:
- Party rentals (jumping balloons, rock-climbing walls, slides, interactive obstacles, dunking tanks, ~~etc.~~ **AND THE LIKE**).
 - Firework displays.

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- Karate/Martial arts.
 - Fund raising events (Color Run, 1-mile fun walk, 5K competitive run, **AND THE LIKE**).
 - Sporting tournaments and events (participants and/or spectators pay a fee or purchase a ticket to attend).
 - Concerts, recitals, graduations, youth camps, shows.
 - Competitions, contests, retreats, seminars, lectures, exhibitions, and other events (participants and/or spectators pay a fee or purchase a ticket to attend).
 - For Profit Organization.
65. All rental use agreements, applicable forms, and schedule of fees will be posted online and updated periodically as deemed necessary by the Superintendent or designee. Exterior Recreational Facilities Rules
66. Littering & dumping of waste is prohibited.
67. Glass beverage containers are prohibited.
68. Motor vehicles are prohibited except in parking areas.
- 69. THE USE OF DISTRICT THEATER/AUDITORIUM FACILITIES MUST BE APPROVED BY THE DISTRICT FINE ARTS DIRECTOR. THE EVENT ASSESSMENT AND DECISIONS RELATED TO ALL THEATER/AUDITORIUM SUPPORT PERSONNEL REQUIRED WILL BE AT THE SOLE DISCRETION OF THE DISTRICT'S FINE ARTS DEPARTMENT AND THE RESULTING COST(S) TO BE CHARGED TO THE USER. THE TEN (10) VENUES LISTED BELOW WILL BE MANAGED AND SCHEDULED BY FINE ARTS. VENUES WITH A SEATING CAPACITY OF 350 OR LESS ARE CONSIDERED A THEATER AND VENUES WITH A SEATING CAPACITY GREATER THAN 350 ARE CONSIDERED AN AUDITORIUM.**
- a. **EL PASO HS, SEATING CAPACITY OF 1270, AUDITORIUM.**
 - b. **CORONADO HS, SEATING CAPACITY OF 1000, AUDITORIUM.**
 - c. **BOWIE HS, SEATING CAPACITY OF 1000, AUDITORIUM.**
 - d. **BURGES HS, SEATING CAPACITY OF 300, THEATER.**
 - e. **CHAPIN HS, SEATING CAPACITY OF 301, THEATER.**
 - f. **FRANKLIN HS, SEATING CAPACITY OF 300, THEATER.**
 - g. **JEFFERSON/SILVA HS, SEATING CAPACITY OF 272, THEATER.**
 - h. **AUSTIN HS, SEATING CAPACITY OF 350, THEATER.**

- i. **ANDRESS HS, SEATING CAPACITY OF 500, AUDITORIUM.**
 - j. **IRVIN HS, SEATING CAPACITY OF 300, THEATER.**
- 70. THE MANAGEMENT OF THESE DISTRICT ASSETS WILL INCLUDE ALL REQUIRED THEATER PERSONNEL TASK ASSIGNMENTS.**
 - a. **AN ON-SITE FACILITY MANAGER IS A DISTRICT EMPLOYEE WHO WILL SUPERVISE, ASSIST IN THEATER OPERATIONS, AND COORDINATE WITH CAMPUS STAFF TO MAKE SURE ACCESS TO NECESSARY AREAS IS AVAILABLE. ON-SITE FACILITY MANAGERS MAY OPERATE EQUIPMENT AS NEEDED.**
 1. **DISTRICT PERSONNEL WHO WISH TO SERVE AS DISTRICT ON-SITE FACILITY MANAGERS MUST BE CERTIFIED ANNUALLY BY THE DISTRICT FINE ARTS THEATER MANAGER.**
 - b. **A PROFESSIONAL THEATER TECHNICIAN IS A DISTRICT FINE ARTS EMPLOYEE WHO WILL OPERATE LIGHTING AND SOUND EQUIPMENT AND ASSIST WITH OTHER DUTIES AS NEEDED.**
 - c. **A STUDENT THEATER TECHNICIAN IS A DISTRICT STUDENT WHO HAS BEEN ACCEPTED TO THE DISTRICT STUDENT THEATER TECHNICIAN PROGRAM AND HAS BEEN APPROVED BY THE DISTRICT FINE ARTS THEATER MANAGER.**
- INTER DISTRICT THEATER/AUDITORIUM USE**
 - 71. THEATER/AUDITORIUM RENTALS FOR ALL INTER-DISTRICT USE MUST INCLUDE:**
 - **A TECHNICAL CREW COMPRISED OF ONE (1) ON-SITE FACILITY MANAGER, AT LEAST ONE (1) PROFESSIONAL THEATER TECHNICIAN AND A MINIMUM OF TWO (2) DISTRICT STUDENT TECHNICIANS. DISTRICT STUDENT TECHNICIANS MAY ASSIST AS STAGEHANDS, OPERATE EQUIPMENT, OR SERVE AS STAGE MANAGER AT THE DISCRETION OF THE DISTRICT FINE ARTS THEATER MANAGER.**
 - **ADDITIONAL STAFF MAY BE REQUIRED DEPENDING ON THE COMPLEXITY OF THE EVENT.**
 - 72. THEATER/AUDITORIUM RENTALS MAY INCLUDE THE FOLLOWING SUPPORT STAFF:**

- A PROFESSIONAL THEATER TECHNICIAN OR STUDENT WHO HAS A MINIMUM OF ONE YEAR EXPERIENCE; (1) POLICE OFFICER PER EVENT WITH ATTENDANCE OF 1-500; TWO (2) POLICE OFFICERS PER EVENT WITH ATTENDANCE GREATER THAN 500;
- A MINIMUM OF ONE (1) CUSTODIAN PER EVENT.
- A MINIMUM OF TWO CUSTODIANS MAY BE REQUIRED PER EVENT IF DRESSING ROOMS, CLASSROOMS, OR BACK OF THE HOUSE IS BEING USED.

**INTRA DISTRICT
THEATER/AUDITORIUM
USE**

**73. THEATER/AUDITORIUM USE FOR ALL INTRA DISTRICT
EVENTS MUST INCLUDE:**

- ONE (1) ON-SITE FACILITY MANAGER (NOTE: A CAMPUS EMPLOYEE WHO WANTS TO SERVE AS A FACILITY MANAGER MUST BE TRAINED AND CERTIFIED ANNUALLY THROUGH DISTRICT FINE ARTS FOR THE SPECIFIC EQUIPMENT BEING USED.)
- ONE (1) PROFESSIONAL THEATER TECHNICIAN OR MORE MAY BE REQUIRED DEPENDING ON THE COMPLEXITY OF THE EVENT.
- DISTRICT STUDENT TECHNICIANS WHO HAVE BEEN ACCEPTED AND APPROVED INTO THE STUDENT THEATER TECHNICIAN PROGRAM BY THE DISTRICT FINE ARTS THEATER MANAGER, DISTRICT STUDENT TECHS MAY ASSIST AS STAGEHANDS, OPERATE EQUIPMENT OR SERVE AS STAGE MANAGER AT THE DISCRETION OF THE ONSITE FACILITY MANAGER.
 - A. GENERAL MEETINGS IN AN AUDITORIUM THAT ONLY REQUIRE HOUSE LIGHTS AND A BASIC HANDHELD-CORDED MICROPHONE OR MINIMAL EQUIPMENT PROVIDED BY THE USER WILL ONLY REQUIRE ONE TECHNICIAN.
 - B. THE ON-SITE FACILITY MANAGER (VISITING SCHOOL'S HS DRAMA TEACHER) WILL SUPERVISE AND ASSIST IN THEATER OPERATIONS. AN ONSITE FACILITY MANAGER WHO WILL SUPERVISE AND ASSIST IN THEATER OPERATIONS AND WILL COORDINATE WITH CUSTODIAN(S) TO ENSURE THAT ACCESS TO ALL NECESSARY AREAS IS AVAILABLE.

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**CUSTODIAL PER-
SONNEL FOR INTER
DISTRICT EVENTS**

74. **THE NEED FOR CUSTODIAL PERSONNEL WILL BE AT THE SOLE DISCRETION OF THE DISTRICT, THE COST TO BE CHARGED TO THE USER. FOR AN EVENT WITH AN ESTIMATED ATTENDANCE LISTED, A MINIMUM CORRESPONDING REQUIREMENT FOR CUSTODIAL WORK TASKS WILL BE CHARGED TO THE USER FOR RENTAL AREA GENERAL CLEAN UP, RESTROOM CLEAN-UP, DISINFECTING AND RESTOCKING OF RESTROOM PRODUCTS. ALL CUSTODIANS WORKING THE OUTSIDE EVENT MUST SWIPE WITH A FUNCTION CODE.**

Attendance	Man Hours
1-99	1
100-150	1.5
151-300	2.5
301-500	3.5
501-750	5.5
751-1000	6.5
1001-1500	10.5
1501-2000	14.5
2001-2500	18.5

**CUSTODIAL PER-
SONNEL FOR INTRA
DISTRICT EVENTS**

75. **THE FOLLOWING OPTIONS APPLY FOR SCHOOL EVENTS SCHEDULED AT ANOTHER CAMPUS FOR THE UTILIZATION OF A SPECIALIZED FACILITY SUCH AS A HIGH SCHOOL AUDITORIUM.**

A. IF THE VISITING SCHOOL EVENT IS CONDUCTED DURING A SCHOOL DAY AND WITHIN THE NORMAL WORK DAY OF THE HOST SCHOOL'S CUSTODIAL STAFF, THE VISITING SCHOOL PRINCIPAL MAY CHOOSE TO:

- BRING THEIR CUSTODIAL STAFF TO PERFORM THE STOCKING/CLEANING WORK TASKS DURING THE SCHOOL EVENT. THE HOST SCHOOL'S CUSTODIAL STAFF WOULD NOT BE ASSIGNED WORK TASKS OR RECEIVE COMPENSATION.**
- HAVE THE HOST SCHOOL'S CUSTODIAL STAFF PERFORM THE STOCKING/CLEANING WORK TASKS AFTER THEIR NORMAL WORKDAY BASED ON THE INTER DISTRICT ATTENDANCE-MANNING TABLE AND BE COMPENSATED AT THEIR OVERTIME RATE.**

B. IF THE VISITING SCHOOL EVENT IS CONDUCTED ON A NON-SCHOOL DAY, I.E. SATURDAY, SUNDAY, HOLIDAY,

ETC., THE VISITING SCHOOL PRINCIPAL MAY CHOOSE TO:

- **BRING THEIR CUSTODIAL STAFF TO PERFORM THE STOCKING/CLEANING WORK TASKS DURING THE SCHOOL EVENT IF MORE THAN ONE (1) CUSTODIAN IS REQUIRED.**
- **HAVE THE HOST SCHOOL ASSIGN ONE (1) CUSTODIAL STAFF MEMBER TO PROVIDE KEY ACCESS, PERFORM THE STOCKING/CLEANING WORK TASKS, AND SERVE AS THE HOST SCHOOL REPRESENTATIVE. THE CUSTODIAN(S) WILL FILL OUT A TIME CARD, WHICH WILL BE VERIFIED BY THE HOST CAMPUS AND INITIALED OR SIGNED BY THE CAMPUS ADMINISTRATOR. THE CARD WILL THEN BE SUBMITTED TO THE VISITING CAMPUS WHO WILL THEN SUPPLY THEIR OVERTIME ACCOUNT NUMBER, BE SIGNED BY THE CAMPUS ADMINISTRATOR AND SUBMITTED TO PAYROLL FOR PROCESSING. THE TIME CARD MUST CONTAIN THE NAME OF THE EVENT AND THE FACILITY USE NUMBER IN THE EVENT OF ANY QUESTIONS OR OF AN AUDIT. A SCANNED COPY OF THE APPROVED TIME CARD SHOULD BE SENT TO OPERATIONS SUPPORT SERVICES AS A RECORD COPY.**

LAW ENFORCEMENT TRAINING

76. **SCHOOL FACILITIES MAY BE USED FOR LAW ENFORCEMENT OR OTHER PUBLIC SAFETY AGENCY TRAINING WITHOUT A FACILITY RENTAL CHARGE, BUT MUST COMPENSATE DISTRICT STAFF FOR ANY TIME BEYOND THE STAFF'S NORMAL WORKING HOURS.**
- a. **ALTHOUGH DISTRICT FACILITIES MAY BE USED FOR LAW ENFORCEMENT TRAINING, I.E. ACTIVE SHOOTER, K-9, ETC., THE USE OF SIMUNITION, I.E. NON-LETHAL TRAINING SIMULATED AMMUNITION, IS PROHIBITED.**
 - b. **THE USE OF DISTRICT FACILITIES FOR LAW ENFORCEMENT TRAINING MUST BE APPROVED BY THE DISTRICT CHIEF OF POLICE.**