

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.

“School-support organizations/activities” are parent-teacher associations, booster clubs, parental engagement events, alumni associations, 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 percent District students shall be deemed a school-support organization/activity.

“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.

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 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 in writing 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 organization requesting to use a District facility.
5. Organizations shall submit a properly executed contract, and cashier’s check or money order for the total payment of all charges, and any deposit required to the Business Services Department no later than 10 workdays prior to the date of use.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

6. An organization renting a District facility shall 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, which result 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 not be allowed to store their material or equipment within the District's facility.
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.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

SECURITY

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.
19. The need for security will be at the sole discretion of the District, the cost to be charged to the user. Only licensed commissioned peace officers are allowed to provide security on District property. Priority will be given to EPISD Police Officers. The following minimum staffing levels are required. Additional Officers may be required based on attendance and nature of event. Peace Officer Manning Requirements per event are as follows:

| | | |
|-----------------------------|-----|--|
| Stadium-Football Event - | | 2 EPISD Officers & 4 outside Officers |
| Stadium-Track Event - | | 2 EPISD Officers |
| Basketball Event - | Gym | 2 EPISD Officers |
| Auxiliary Event - | Gym | 1 EPISD Officer |
| Auditorium Event - | | 2 EPISD Officers |
| Parking Lot Event - | | 2 EPISD Officers |
| Tennis Center - | | 1 EPISD Officer |

The officers providing security for the event will provide security for the entire venue, i.e. home side, visitor side, parking lot, etc. One Officer is to be present ½ hour before the event begins and will remain until ½ 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 Dept., El Paso Police Dept., El Paso County Sheriff's Dept. and Texas State Troopers.

ATHLETIC
FIELDS

20. The use of the artificial turf field/stadiums must be approved by the EPISD Athletic Director.
21. The use of the natural turf fields must be approved by the EPISD Maintenance, Buildings & Grounds Director.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

- | | |
|--|--|
| GYMNASIUMS | 22. Only rubber-soled or soft-soled shoes may be worn on the gymnasium floor. |
| | 23. The District, at its sole discretion, may require the use of a protective gymnasium floor covering, the cost to be charged to the user. |
| | 24. The use of the High School and Middle School Gymnasiums must be approved by the EPISD Athletic Director. |
| KITCHEN/CAFETERIA | 25. 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. |
| | 26. 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 nature of the event. Total staff required will be at the discretion of the Food & Nutrition Services Department, the cost to be charged to the user. |
| | 27. Frying food in the kitchen is prohibited. |
| | 28. 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 | 29. 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. |
| | 30. 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. |
| | 31. Parking violators are subject to having vehicles towed at the owner's expense. |
| RESTRICTED USE OF SCHOOL GROUNDS AND SITES | 32. 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. |
| | 33. District property will not be used for the recreational driving of motorized vehicles. |

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

DISTRICT
PERSONNEL

34. Assigned District personnel will be in charge of the rented facility and will remain on duty for the entire period of use.
35. District personnel will be paid only by the District. Organizations using a District facility will not pay honorarium or tip District employees.
36. Employees must indicate time worked beyond regular working hours on the biometric time clock system or on time cards, whichever is in use at the facility.
37. In no case will persons other than authorized District personnel have a key to a District facility.

RENTAL RATES

38. Rental rates for the use of District facilities are based on an hourly rate as defined in GKD(EXHIBIT). Charges for utilities are included in the hourly rate.
39. 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.
40. The District, at its sole discretion, may require additional personnel to staff a specific activity, the cost to be charged to the user.
41. 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.
42. All charges are based on a one-time rental. Long-term rentals are subject to the provisions of GKD(LOCAL) and this regulation and are negotiable at the sole discretion of the District.
43. All organizations shall be charged according to the District's schedule of fees and such charges shall at least cover all 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

44. School-support organizations are defined as parent-teacher associations, booster clubs, parental engagement events, alumni associations, and youth/athletic organizations.
45. School-support organizations may have reduced fee use of school facilities on school and nonschool days when the proposed event/activity is free to and of a benefit to the District, students, or staff.
46. 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

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

the funds raised. User shall cover actual District costs, such as custodial and security, associated with the use of the facility.

47. 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.
48. 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, and summer break.
49. School-support organizations must compensate District staff for any time worked beyond the staff's normal working hours.
50. School facilities may be used for regular meetings, without a facility rental charge, by Crime Watch Groups, Homeowner's Associations and Neighborhood Associations when the meeting is held on a school day.
51. The reduced fee use of a school facility is subject to availability and compliance with the provisions of GKD(LOCAL) and this regulation.

USER / ACTIVITY
CLASSIFICATION

Rental fees for the use of District facilities will be based on the following user/activity classifications [see GKD(EXHIBIT)]:

52. Classification I will apply to school-support organizations/activities.
53. Classification I 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.
54. 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.
55. Classification III will apply to all for-profit organizations and to revenue generating activities by nonschool organizations.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

- LONG TERM CONTRACTS 56. 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.
- PROCESSING FEES 57. An Administrative Processing Fee will apply to ALL User/Activity Classification II and Classification III Facility Use Requests.
- CANCELLATION FEE 58. A minimum of a 72-hour notice is required. Cancellation requests received after 72 hours will be assessed a 20% cancellation fee to be deducted from any reimbursement.
- INSURANCE REQUIREMENTS 59. When deemed necessary by administration, an organization or individual approved for a nonschool use of District facilities shall 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.)
 - Firework Displays
 - Karate / Martial Arts
 - Fund Raising Events (color run, 1-mile fun walk, 5K competitive run, etc.)
 - 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.
60. 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**
61. Littering & dumping of waste prohibited
62. Glass beverage containers prohibited
63. Motor vehicles prohibited except in parking areas
- THEATERS/AUDITORIUMS**
64. **THEATER/AUDITORIUM RENTALS MUST INCLUDE:**
- **A TECH CREW WHICH IS COMPRISED OF 1 ONSITE FACILITY MANAGER, AT LEAST 1 PRO TECH AND A MINIMUM OF 2 EPISD STUDENT TECHS. A PRO-**

TECH IS A NON-EPISD EMPLOYEE, OR STUDENT WHO HAS A MINIMUM OF 2 YEARS ON HAND EXPERIENCE IN SOUND, LIGHTING, STAGE (JOURNEYMAN). EPISD STUDENT TECHS (APPRENTICE) MAY ASSIST AS STAGE HANDS, OPERATE EQUIPMENT, SERVE AS USHERS, OR STAGE MANAGER AT THE DISCRETION OF THE ONSITE FACILITY MANAGER. STUDENT TECHS MUST TRAIN WITH AND RECEIVE APPROVAL FROM THE THEATER TEACHER, MUST BE A MINIMUM OF 16 YEARS OF AGE AND HAVE PARENT PERMISSION.

- **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.**
65. **THEATER/AUDITORIUM RENTALS MUST INCLUDE THE FOLLOWING SUPPORT STAFF:**
- **1 POLICE OFFICER/EVENT WITH ATTENDANCE OF 1-500; 2 POLICE OFFICERS/EVENT WITH ATTENDANCE GREATER THAN 500;**
 - **1 CUSTODIAN/EVENT;**
 - **2 CUSTODIANS/EVENT IF DRESSING ROOMS AND BACK OF THE HOUSE ARE BEING USED.**