

VAN INDEPENDENT SCHOOL DISTRICT

FACILITY RENTAL Administrative Regulations



**VAN INDEPENDENT SCHOOL DISTRICT
549 EAST TEXAS STREET
VAN, TEXAS 75790
903-963-8710**

VAN INDEPENDENT SCHOOL DISTRICT

FACILITY RENTAL REGULATIONS

FACILITY RENTAL PROCEDURES

- Obtain Facility Rental Packet from Superintendent's Office
- Read carefully and return completed Facility Use Request to:

Don Dunn, Superintendent
Van Independent School District
549 East Texas Street
Van, Texas 75790
- Submit specific details such as: dates, times, special equipment, and security needs when you submit the package to the Superintendent's Office.
- Once your request has been reviewed and approved, you will be notified of the availability of the facility. You will then pay the fees at least 10 days before the event. You will be billed after the event for any additional charges and these must be paid within 30 days upon receipt of the invoice.
- Reservations will be made on a "first come, first served" basis.
- Van ISD reserves the right to reject any requests not in the best interest of the District.

VAN INDEPENDENT SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

RENTAL GUIDELINES AND PROCEDURES

The following is information and procedures pertaining to renting District facilities.

Philosophy

Like most Texas public school systems, Van ISD opens its doors for use by the public. However, this community use of Van ISD facilities is a public service, in recognition of the community's contribution to the public schools. District facilities are not automatically open for public use – by default, all school facilities are operated for school purposes and therefore are not public. Exceptions to this general policy are created by school district policy and procedure. This Handbook is designed to help community organizations and others understand the availability of District facilities, the regulations and cost for using them, and the expectations of Van ISD when making its facilities available for use by others. This handbook is an integral part of any contract to rent or lease a District facility.

General rules, processes, and policies are set forth herein, as well as specific matters related to particular facilities or uses. Please read and review the Handbook carefully, and contact the appropriate Van ISD administrator if you have questions related to your planned use.

Conditions for Use

The following guidelines shall apply to all groups desiring to use District facilities in accordance with Policy GKD (LEGAL), Policy GKD (LOCAL) and applicable administrative regulations.

1. The program of activities must be suited to the available facilities and must be of an educational, cultural, recreational, or civic nature.

2. A written agreement provided by the District setting forth the terms of the rental agreement is required of all groups with the exceptions of student organizations sponsored by the District. All written agreements shall be approved and signed by the Superintendent or his/her designee.
3. District personnel may not use the facilities for organizations of which they are members without submitting a rental contract in accordance with Board policy.
4. Non-school related groups shall provide proof of insurance meeting the following minimum requirements to Van ISD prior to occupancy of the leased facility:
 - Liability limits of at least \$1,000,000.00 per occurrence and \$2,000,000.00 policy aggregate.
 - Occurrence form.
 - Additional Insured Endorsement for both “ongoing” and “products / completed operations” which applies in favor of Van ISD, its elected officials, employees, and agents.
 - Waiver of Subrogation Endorsement, which applies in favor of Van ISD, its elected officials, employees, and agents.
 - 30-Day Notice of Cancellation.
 - The policy must be primary and non-contributory.
 - The insurer must maintain a rating of “A-VI” or better, as determined by the A. M. Best Company.
 - The District reserves the right to determine the acceptability of a carrier independent of its rating, on a case-by-case basis.
5. The agency or group requesting use of the facility shall pay cost of operating and expenses and fees for school personnel to be on duty. The group shall assume full responsibility for any damage to District property beyond that resulting from reasonable usage.
6. Except as otherwise provided, no school building, facility, or equipment may be rented on a continuing basis.

7. A **FACILITY USE REQUEST** form must be submitted and any and all fees paid prior to approval being granted for the use of a facility. School related groups are not required to pay rental fees but may be responsible for additional services. Profit service organizations shall be assessed the established charges and fees for use of the school facilities.

Fees shall include appropriate charges for supervision, security, and custodial as determined by the Superintendent for the usage of the facility.

Rental charges are for the cost of the facility as normally used. Should any equipment need to be moved or any special lighting desired, a request should be made when the agreement for the facility is completed. An additional cost may be added to the rates when special requests are made. Payment of rental fees shall be made in advance.

8. Minors shall not be permitted to assume responsibility for engaging the use of school facilities.
9. Only authorized employees of the District shall be permitted to have keys or access cards to District facilities.
10. All users shall restore the facilities to the condition in which the group found them prior to use. Designated administrators may use checklists or other means to document the original condition.
11. The user shall pay for any damages to the property. Misuse or abuse of equipment or facilities shall result in immediate denial of further use.
12. All users shall comply with applicable policies, administrative guidelines, and fee schedules established by the District for the facility being used. Any group that does not comply with appropriate policies and guidelines shall be denied further use of District facilities.
13. Certain areas, as determined by the District, shall not be available for public use.

14. Certain equipment, such as audio-visual equipment and instructional materials shall not be available for public use.
15. Use of public school facilities for subversive purposes or for any purpose not in the public interest is prohibited.
16. Public dances shall not be held in school facilities or on school property.
17. School facilities may be used for athletic contests other than those sponsored by the District. In each case, the Superintendent or designee shall approve financial, concession, and broadcast arrangements.
18. Use of District cafeteria shall require the presence of an assigned District food service personnel when the kitchen is used whether or not actual cooking is to occur. Use of school kitchen facilities or equipment will not be permitted without specific approval by the Director of Operations.
19. The applicant, organization, association, or renter agrees that it shall defend, hold harmless and indemnify the Van Independent School District, Board of Education, and employees from any and all demands, claims, suits, action, and legal proceedings brought against it from the use of facilities.
20. Events open to the public or events at which a large number of participants are expected, may require use of security personnel. The District will engage security personnel when required. The user will be charged for the service at the current rate per guard with a two hour minimum.
21. Applicants who fail to give the District written notice of cancellation at least twenty-four hours in advance of the scheduled activity will be responsible for the same costs that would have been incurred had the activity been held as scheduled. If notice of cancellation is made by telephone, a written confirmation of this cancellation must be forwarded to the Director of Operations and other applicable personnel.

22. Only the areas or rooms specified in the **FACILITY USE REQUEST** will be allowed to be used by the renter.
23. Smoking and the use of tobacco products, the use of alcoholic beverages, drugs and/or the distribution of advertising of alcoholic beverages in school buildings or on school premises is prohibited. Food and drinks will not be allowed in the gymnasium or auditorium.
24. All applicable fire and safety regulations of the Board of Education, the City of Van, Van Zandt County, and the State of Texas must be followed.
25. **Any individual or organization who wishes to rent a Van ISD facility must submit proof of a background check for every coach or sponsor if the coach or sponsor will be working with students while using the rented facility.**

PRIORITY

Use of District facilities will be on a first-come, first-served basis with the understanding that the District's use of the facilities takes precedence over its use by an outside group.

Regular school activities and organizations shall have precedence over any request for the use of facilities. School Related Groups shall be considered as having the next precedence for facility use followed by Civic Groups and Community Groups. Non-school Related Groups shall be considered last in the order of precedence.

RENTAL TIME

Normal charges for building/facility use will begin 30 minutes prior to starting and 30 minutes after the scheduled event except under circumstances when utilities are requested to be turned on. In this situation, charges will begin when utilities are turned on.

Persons lingering in the building shall be the responsibility of the renting agency and closing time shall be the time when all persons associated with the rental have left the building.

SUPERVISION

The assigned supervisor is responsible for oversight of the building and facilities used during the rental period. All renting groups must provide adequate supervision to maintain order and prevent damage to school property. Supervisors/designees of facilities shall be responsible for:

- Unlocking and securing the facility.
- Being present at all times during the use of the facility.
- Possess necessary knowledge concerning the operating controls for lighting, air-conditioning, sound, scoreboard systems, or other necessary facility equipment for the function.
- Ensure the renter has assumed full responsibility for the conduct of any and all persons using the facility during rental.
- Ensuring the renter has restored the facility to its original state after use.
- Provide other services as requested.

The supervisor/designee must be a school employee. If the organization requesting use of the facility involves a school employee willing to volunteer his/her time the responsible party, the fees under this section may be waived. The District reserves the right to judge the adequacy of such supervisor.

CONDUCT

All groups shall comply with the policies and regulations as established by the District. Violations of these policies, rules, and regulations or inaccurate or untruthful statements in the application may place the organization on the ineligible list for future use of school facilities. Contracts may be cancelled at any time there is evidence that District policies and regulations are being violated. In case of cancellation, the Board of Education assumes no liability other than the return of fees charged for unused facilities.

GYMNASIUM

The Van Junior High North Gymnasium shall be rented when adequate protection of the gym floor is assured by the renting agency. The renting agency shall pay for any damages caused to the gym, equipment, or floor.

BUILDING EQUIPMENT, KEYS, ACCESS CARDS, AND PROPERTY

Equipment, keys, access cards, and property shall not be loaned or removed from the building. Only authorized employees of the District shall be permitted to possess keys or access cards to District owned facilities.

The **FACILITIES USE FEE SCHEDULE** is the list of current charges for facility rentals for the District.

COLLECTION OF FEES

All fees are payable in the Superintendent's office.

STORAGE

Renting organizations will not store equipment, supplies, or materials in Van ISD facilities unless prior arrangements are made with the Superintendent. Any storage arrangements made will be strictly temporary. The District will not be responsible for items left in school facilities.

Van ISD Facility Rental Fees

Rental Fees for Building Use- Profit Service Organizations

Facility	Minimum of 4 hrs.	Each additional hour
Van High School Cafeteria	\$200	\$50
Van Junior High North Gymnasium	\$200	\$100
Van Middle School Library	\$100	\$50
Van ISD Auditorium	\$500	\$100
Van ISD Innovation Hut Training Room	\$300	\$50
Van ISD's unlocked, outdoor recreational facilities	\$100 Annual Fee	\$0
Parking lots	\$100 Annual Fee	\$0

Additional Costs

Security/Supervision Fee - \$30 per hour

Custodial Fee - \$20 per hour

Van ISD Facility Rental Fees

Rental Fees for Building Use - Non-Profit Service Organizations

Facility	Minimum of 4 hrs.	Each additional hour
Van High School Cafeteria	\$200	\$0
Van Junior High North Gymnasium	\$200	\$0
Van Middle School Library	\$100	\$0
Van ISD Auditorium	\$200	\$0
Van ISD Innovation Hut	\$200	\$0
Van ISD's unlocked, outdoor recreational facilities	\$0	\$0
Parking lots	\$0	\$0

Additional Costs

Security/Supervision Fee - \$30 per hour

Custodial Fee - \$20 per hour

The Superintendent of Schools may allow school employees or Van youth organizations to use the Districts facilities if their primary function is to enrich the school program. The fee schedule is designed as a guideline and final authorization and fees will be solely at the discretion of the Superintendent of Schools.