

JOAQUIN ISD
REQUEST FOR NONSCHOOL USE OF FACILITIES
(SEE LOCAL POLICY GKD ATTACHED)

Organization/Group requesting facility: _____

Person responsible for event: _____

Address: _____ **Telephone:** _____

Description of Event: _____

Building/Facility needed: _____

Date to be used: _____

Time to be used: _____ am/pm to _____ am/pm

FACILITY USE FEES:

\$100 Refundable Deposit - charged to all not-for-profit organizations that are: community wide and open to the general public; serve all students of a particular age group; or are connected with the school. The deposit covers facility use of up to FOUR HOURS with all clean-up, security and other personnel provided by the organization. The deposit will be returned provided that no losses or damages have occurred.

Extended Time - \$30 per hour will be charge for each hour of use above four hours.

More than One Day of Use - actual cost of utilities used by the group above the normal school operations will be due at the end of the use period.

Buildings/Athletic Facilities Use Fees (groups not qualifying above)			
Gyms, Auditorium, Cafetorium, Athletic Fields			\$ 500
Classrooms			\$ 100
Utilities (after 4 hours)	\$20/hr x _____	=	_____
Custodial Services	\$15/hr x _____	=	_____
Security Services	\$20/hr x _____	=	_____
Total Facilities Use Fee			\$ _____

Responsible Person's Signature _____
Date

I have read the attached local policy GKD and understand and will comply with all of its provisions. I understand that no keys will be released until all fees are paid and that all keys will be returned to the schools on the next school day following the event.

FOR OFFICE USE ONLY

_____ Principal	_____ Date
_____ Food Service Director	_____ Date
_____ Athletic Director	_____ Date
_____ Superintendent	_____ Date

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

USE AGREEMENT

Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.

FEES FOR USE

Nonschool users shall be charged a fee for the use of designated facilities.

The Superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

EXCEPTIONS

Fees shall not be charged when school buildings are used for public meetings sponsored by state or local governmental agencies.

Fees shall not be charged for use by District employee professional organizations. [See DGA]

REQUIRED CONDUCT

Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

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COMMUNITY RELATIONS:
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SCOPE OF USE

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

Note: See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

NONPROFIT
FUND-RAISING

The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.

FOR-PROFIT USE

The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.

SCHEDULING

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

APPROVAL OF USE

The Superintendent or designee is authorized to approve use of any District facility.

EXCEPTION

No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.

EMERGENCY USE

In case of emergencies or disasters, the Superintendent or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.

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ADOPTED: