

Temple Independent School District

Facilities Usage Guidelines



Central Administration Office
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Temple Independent School District Facilities Usage Guidelines

Temple ISD Rental Policy

The Temple Independent School District allows limited use of District facilities by outside organizations/groups. However, such use of District facilities shall not be permitted when it interferes with the educational program of any scheduled campus or District activities, including facility maintenance and/or repair projects.

All requests must be submitted in writing with contact information, dates and area(s) requested on the Facility Rental Application. All requests will be considered according to these guidelines. The administration reserves the right to deviate when necessary to achieve the overall purpose of the guidelines.

Facilities:

District facilities include, but are not limited to, campuses, real property, athletic facilities, and the Temple High School Auditorium. Charges for facilities are listed below by user group designations.

User Group Designations

Group 1:

FOR PROFIT ORGANIZATIONS – Businesses, political groups, home owner’s association, entertainment events, private promotions, conventions or shows of any kind where exhibit space is sold; trade or exhibit shows.

Group 2:

NON-PROFIT ORGANIZATIONS – Churches, charities, adult community groups, civic/service clubs, youth summer programs, CAC, CCA, and governmental.

Group 3:

NONPROFIT YOUTH ORGANIZATIONS – Nonprofit youth athletic groups, scouting organizations, boy’s club, YMCA, Ralph Wilson. Unless a majority of the students involved are TISD students, in which case the organization will be treated as an Education Group (Group 4).

Group 4:

EDUCATION GROUPS – TISD Booster Clubs, student/teacher groups, PTA, PTO, educational conventions, TISD Alumni Groups, University Interscholastic League activities which are of benefit to TISD or in the interest of the school, school sponsored events under order of the TISD.

Limited Access:

TISD has the authority to limit access to facilities. The use of all athletic game fields, gyms, field houses, or tennis courts is restricted to after school hours and must be requested through the Assistant Superintendent of Finance and Operations office and approved by the Athletic Director.

All facilities are subject to closure to the public for maintenance. Outdoor facilities, including playgrounds, may be closed in the event of repeated vandalism.

Security:

The district may require outside groups to provide security during the scheduled event. Organizations shall comply with all federal, state and local laws, regulations and licensing requirements. **Custodian(s) will not be considered as security personnel.**

Scheduling:

Facility Use Request Forms must be submitted at least ten (10) calendar days prior to the scheduled event to ensure full heating, cooling, and custodial services. Non-school activities shall not be scheduled for more than one year in advance of use. (For athletic facilities non-school activities shall not be scheduled more than 60 days in advance.) School activities have priority over non school activities. The Principal of the school involved and the Assistant Superintendent of Finance and Operations shall have the right to refuse to lease any school facility or to revoke at any time any facility use request form for rental of the school facility.

Cancellation:

Cancelation must be received in writing not less than 72 hours prior to the event. The deposit will not be refunded if written notice of cancellation is not received.

Insurance:

Prior to approval and use of the facility, users will furnish proof of liability coverage for event(s). This coverage should consist of an original Certificate of Insurance (\$100,000 Personal and \$10,000 Property) with Temple ISD named as Additional Insured and Certificate Holder.

Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the District.

Fees:

Scheduled fees are as follows:

1. A completed copy of the Facility Rental Application, a \$100 deposit, and proof of acceptable liability insurance with TISD named as an additional insured must be on file prior to scheduling the rental of any facility. A \$100 rental deposit will be required in advance (at the time of

application), and the full rental payment paid 24 hours before the event takes place. Deposit will be returned after it is determined that the facility was left in good condition.

2. Fees for damage will be assessed and result in loss of deposit and further use of the district's facilities.
3. The renter will be assessed a rental fee from the time the facility is opened until it is closed or vacated. If the renter uses the facility longer than the scheduled time overage fees will be assessed. School custodian(s) will be on duty at all times when school facilities are in use and will see that the building is opened and closed. Custodian(s) will be paid according to the Facility Rental Fee Schedule.
4. School-related groups requiring a custodian(s) on week days or weekends will be assessed a fee according to the Facility Rental Fee Schedule.
5. The use of kitchens will require the use of a Child Nutrition Department staff member assessed at rates indicated on the Facility Rental Fee Schedule.

General Rules:

All users of school district facilities shall:

- Groups or individuals wanting to rent TISD facilities must obtain and complete the Facilities Usage Guidelines from the TISD website, www.tisd.org, or from the TISD Central Administration Office located at 200 N. 23rd Street, Temple, TX.
- Ensure that permission to use the facility or any portion thereof shall not be transferred to a third party.
- Ensure that all district facilities are left neat and in orderly condition ready for the next school day.
- Provide the following documentation before a rental agreement is prepared.
 - a. The completed Facility Rental Application signed.
 - b. A current insurance certificate.
 - c. A \$100.00 deposit. Deposit will be returned after it is determined that the facility was left in good condition.
 - d. A copy of the 501(c)3 status if requesting nonprofit status.
 - e. Additional 3 page paperwork if renting THS Auditorium.
- It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
- Provide full payment 24 hours before the event takes place.
- Provide any changes to the signed contract no later than one week in advance. Rental amounts will not be decreased after the fact if the facility is not used for the contracted time.

- Be assessed the rental fee from the time the facility is opened until it is closed or vacated.
- Allow the office of the Assistant Superintendent of Finance and Operations to determine the availability for the requested facility. The office will then notify the representative with a copy of the approved application and the total for cost.
- Ensure that prior approval is received before signs, banners and/or decorations are erected and that the group immediately following the event takes down all decorations. Decorations may not deface school property. The use of open flames, such as candles, is strictly prohibited. Items to be hung or flown for stage productions or special lighting in the THS Auditorium must be submitted one week prior to the event.
- Ensure that no fixtures, equipment or furniture shall be removed from any building or rearranged between rooms except with prior approval from the building principal.
- Ensure that all food, candy, gum and drinks are allowed only in designated areas and must be removed and the area left clean after event.
- Prohibit the possession and use of tobacco products in district buildings and/or on school property.
- Ensure that alcoholic beverages or drugs in any form are not brought into the buildings or on school grounds in accordance with the Texas State Laws and Drug Free Schools Policy.
- Wildcat Stadium, Wildcat Baseball Field and Wildcat Softball Field will have varied rates based upon the type of event, number of participants and spectators.

Temple Independent School District

Assistant Superintendent of Finance & Operations Office
200 North 23rd Street
Temple, Texas 76504

Acknowledgment of Rental Information

Activities conducted in school facilities must meet the policies and regulations of the Temple Independent School District, its Board of Trustees, and all state and local laws.

The following must be on file prior to scheduling the rental of any District facility:

1. Completed copy of Facility Rental Application.
2. \$100 rental deposit – Will be returned after it is determined that the facility was left in good condition.
3. Proof of acceptable liability insurance with Temple ISD named as an additional insured and policy holder.
4. Nonprofit certificate for verification of rate category.

Rental fees will be determined by the Assistant Superintendent of Finance and Operations.

The undersigned agrees to be responsible to Temple ISD for the use and care of all rented facilities and to conform to all policies and regulations as set forth in the attached Facilities Usage Guidelines.

This organization represents to the Temple Independent School District that it has read the Facilities Usage Guidelines and agrees to all provisions contained therein. The renting organization understands and accepts that any violation or deviation from the rules may result in fines or fees and loss of future rental privileges as deemed appropriate by the Temple Independent School District.

Signature: _____

Title: _____

Date: _____

Phone: _____

Address: _____

Email: _____

Approved by: _____

Date: _____

TEMPLE ISD

Facility Rental Fee Schedule

Rental Area	Group 1	Group 2	Group 3	Group 4
<i>All Rates Per Hour – Minimum 2 Hours</i>				
	For-Profit Organizations	Non-Profit Organizations	Non-Profit Youth Organizations	Education Groups
ELEMENTARY				
Cafeteria	\$62.50	\$50.00	\$12.50	n/a
Kitchen	\$50.00	\$35.00	\$15.00	n/a
Classroom (Each)	\$25.00	\$15.00	\$12.50	n/a
Meridith Auditorium	\$62.50	\$31.25	\$25.00	n/a
MIDDLE SCHOOL				
Cafeteria	\$62.50	\$50.00	\$12.50	n/a
Kitchen	\$50.00	\$35.00	\$15.00	n/a
Classroom (Each)	\$25.00	\$15.00	\$12.50	n/a
HIGH SCHOOL				
Cafeteria	\$75.00	\$50.00	\$15.00	n/a
Kitchen	\$50.00	\$35.00	\$20.00	n/a
Classroom (Each)	\$25.00	\$15.00	\$12.50	n/a
Auditorium	\$250.00	\$62.50	\$50.00	n/a
*OTHER FACILITIES				
Wildcat Stadium	\$75.00	\$50.00	\$40.00	n/a
Fields (Large Competition)	\$37.50	\$20.00	\$18.75	n/a
Fields (Small Practice)	\$20.00	\$18.75	\$15.00	n/a
Swim Center	\$62.50	\$31.25	\$25.00	n/a
Gym (Large-Competition)	\$75.00	\$56.25	\$40.00	n/a
Gym (Small-Practice)	\$62.50	\$50.00	\$30.00	n/a
OTHER FEES	Per Hr	Per Hr	Per Hr	Per Hr
Custodian(s)	\$20.00	\$20.00	\$20.00	\$20.00
Kitchen Worker	\$20.00	\$20.00	\$20.00	\$20.00
Security	\$30.00	\$30.00	\$30.00	\$30.00
Technical Support	\$30.00	\$30.00	\$30.00	\$30.00

*Prices vary based on facility use for athletic competitions involving other school districts.

Note: The fee schedule reflects the rental of the facility and includes the cost of electricity, heat and air conditioning. Costs not included in the fee schedule, but may be required, are for custodial, supervision, kitchen workers, technical support, security and other miscellaneous expenses incurred by the District as specified on the rental application. Total cost of a facility rental will be calculated on the Facility Rental Application.

Temple Independent School District Hold Harmless and Indemnification Agreement

The undersigned _____, agrees to hold harmless and indemnify the Temple Independent School District, its Board Members, officials, employees and volunteers from any suits or expense arising out of the use of the District property.

It is further stipulated and agreed that the laws of the State of Texas shall control in the construction this instrument.

Signature: _____

Date: _____

TEMPLE ISD Facility Rental Application

PERSONAL AND ORGANIZATIN INFORMATION			
Name of Leasing Organization			
Responsible Person			
E-Mail			
Phone			
Contact Address			
Billing Address			
EVENT INFORMATION			
Facilities Requested	School Name:		
	Auditorium ____ Cafeteria ____ Kitchen ____ Gym ____ Field ____ Classroom ____		
Brief description of event			
Date(s) requesting			
Time of day	Start time:	End time:	Total Hours:
Estimated attendance		Will food be served? Yes	No
Who will attend?			
State Other Needs:			
Circle Applicable Class:	Class: I II III IV *A copy of the 501(c)3 status if required for nonprofit status		
I agree to be responsible for any damage(s) that may result from our use of this facility and to pay the fee as calculated on the Facility Rental Application.			
Representative Signature: _____ Date: _____			
NOTE: Leasing organization is required to provide Public Liability Insurance (\$100,000 Personal and \$10,000 Property). The Temple Independent School District needs to be included as additional insured. A copy of this coverage is required by the school district.			
FOR SCHOOL USE ONLY			
Cost Estimate of Facility Use:	Number of Hours	Cost Per Hour	Total Cost
(Prices Determined Using the Temple ISD Rental Fee Schedule)			
1. Rental Cost			
2. Custodian(s)			
3. Kitchen Worker(s)			
4. Security			
5. Technical Support			
TOTAL COST (add columns–Lines 1-5)			
\$100 DEPOSIT DUE AT TIME OF APPLICATION – FULL PAYMENT DUE 24 HOURS BEFORE EVENT TAKES PLACES			
FOR SCHOOL USE ONLY			
Building Principal Signature:		Date Approved:	
Asst. Supt of Finance & Operations Signature:		Date Approved:	
Deposit Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>	Total Fee Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>		Insurance Certificate Received? Yes <input type="checkbox"/> No <input type="checkbox"/>

****PLEASE FILL OUT THE NEXT TWO FORMS IF YOU ARE RENTING THE AUDITORIUM.**

Needed Supplies	YES	NO	Specifications	Office Approval
Meyer System			Used only for acoustical treatment with musical groups. 2 hour setup required.	
Choir Risers			Supplied for TISD choirs and when available for rentals.	
Platforms (THS Band Only)			Supplied for THS Band only.	
Performance Shell			Supplied.	
Chairs			Supplied.	
Music Stands			Supplied.	
Solo Microphones			Extra personnel required. This will increase rental fee.	
Special Lighting			Extra personnel required. This will increase rental fee.	
Spot Lighting			Extra personnel required. This will increase rental fee.	
Projector/Screen			Supplied.	
Computer Use			Not supplied.	
Keyboard/Piano			Electronic keyboard not supplied. Piano supplied.	
Podium			Supplied.	
Curtain- puller			Extra personnel required. This will increase rental fee.	
CD Player			Extra personnel required. This will increase rental fee.	
Approval by Adam Kennard				

Stage Plot

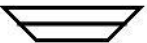



Temple High School
Auditorium Rentals

Group Name:

Show Date:

- INSTRUCTIONS:**
1. Use Key symbols as shown below to plot your show's set-up.
 2. Write section names for all band, choir and orchestra set-ups on the diagram.
 3. Indicate name and location of all percussion instruments used in your show.

NOTE: Please ask office about any large percussion needed for your show; we can provide most major items. Please keep a copy of this completed stage plot for your records.

Total Number of Participants		Musician Seating Summary			Key	
		Row	Chair (QTY)	Stands (QTY)		
Instrumentalists					Chairs X	Choral Risers
Vocalists					Stands Δ	
Dancers					Solo Mics ● (vocal or instrument)	Platform Risers
Directors					Table 	
Non-Performing Assistants					Concert Grand Piano 	
Other						

<p>Other Options</p> <p>Meyers System Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Electronic Shell Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Podium Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Personnel Needed:</p> <p>Stage Manager Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Light Tech Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Sound Tech Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Projector Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Screen Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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