

PRIORITY

The first priority for the use of any school facility shall be given to the established programs of the School District. School activities always take precedence over rental activity.

GENERAL
REQUIREMENTS

The following general conditions apply to use:

1. Applications for the use of facilities must be made to the Facilities Manager.
2. The Facilities Manager or designee shall resolve schedule conflicts.
3. If a facility is requested for a specified amount of time and the actual use runs beyond that time, each additional partial hour used will be charged as a whole hour.
4. If an organization needs setup time for a particular event, the setup time must be requested as a part of the total time.
5. Users shall pay for any identifiable costs borne by the District on behalf of users including but not limited to, security, facility supervisor, and support personnel costs.
6. If the School District deems it necessary, security will be provided and charged according to the cost incurred by the district. The minimum number of officers needed for an event will be based on the following criteria:

6a) 200 to 300 People – 1 Officer	6b) 350 to 450 People – 2 Officers
6c) 500 to 600 People – 3 Officers	6d) 650 to 750 People – 4 Officers
6e) 800 to 900 People – 5 Officers	6f) 950 to 1000 People – 6 Officers

Additional Officers may be required by the district.
7. The rental charge of a school facility requiring the presence of one or more support personnel shall be for a period of time not less than three hours.
8. Persons and/or organizations using school facilities shall be responsible to the District for any and all damages to school facilities and/or equipment.
9. The persons and/or organizations using school facilities shall comply with all national, state, and local laws and rules of the police and fire department and all District policies.
10. The use of alcoholic beverages or tobacco products is prohibited on all Friendswood district property.
11. Depending on the nature of the intended use, the District reserves the right to require any additional personnel that may be deemed necessary for the safe and proper use of school facilities and to ensure that the facility is ready for the next day's activities. An individual's or organization's refusal to furnish the additional personnel may result in the denial of the requested use and the denial of any future use.
12. Minor children shall not be permitted to assume responsibility for the use of school facilities.
13. Cancellation Fee – Fees will be forfeited unless a 48 hour written notice is given to the Facilities Manager.

SIGNAGE AND ADVERTISING

The district will allow groups renting District facilities to place temporary signage at the facility to inform citizens of program time and/or location. However, this signage is only permitted on District property during the same calendar day as the event. Temporary signage must not obstruct the view of school marquee or other school signage and must be removed immediately after the event has concluded.

Signage must be approved in advance by the superintendent or designee.

Other advertising by non-school groups, including but not limited to billboards and print, television, or other electronic advertisements, referencing or depicting the likeness of a District facility is not permitted.

APPROVAL OF USE

The following procedure shall be used in making application for use of any District facility:

1. Applications for use shall be obtained from the office of the Facilities Manager. The completed rental application, any required deposits, certificate of insurance, IRS nonprofit status certification, and rental payment shall be submitted to the Office of the Facilities Manager at least 15 District business days prior to the date of use. The rental, if granted, will become a contract between the persons and/or organization and the Friendswood Independent School District when signed by an authorized organization representative and the Principal or Athletics Director and District Facilities Manager.
2. *No prior plans should be made for facilities usage until the applicant has secured a signed approval application/agreement form.*
3. All applications for the use of school facilities shall be made and signed by an officer and/or other responsible representative of a group or organization, or by the individual making the request.
4. A damage deposit of \$100.00 for use of the facilities shall be required prior to the use of the facility. If no damage is evident following the use of the facility, the deposit shall be credited toward any additional charges or refunded.

Facility use contracts shall be approved and retained by the Facilities Manager for record keeping.

FEES FOR USE AND USE OF FACILITIES

Individuals and organizations shall be charged for use of District facilities according to the following guidelines:

1. Use of facilities shall be charged according to the Facility Rental Fee Schedules in effect. *(attached)*
2. Charges for an event are assessed from the time the building is opened for the group or organization until it is cleaned and secured. The organizational sponsor or representative must be present until everyone, except for District support staff, has vacated the building.
3. School equipment is not a part of the facilities use fee. These items will be charged separately.
4. Requests for moving of equipment for a rental of facility will be at the discretion of the Facilities Manager. Additional fees may be incurred for costs associated with equipment.
5. The organization representative, at the time of application, shall notify the Facilities Manager of any equipment they wish to use for the function that belongs to FISSD. School personnel will not permit the use of equipment that is not stated in the rental agreement.
6. Food and/or beverages are not permitted in Gymnasiums and Auditoriums of FISSD.
7. School-sponsored groups: Parent/teacher/employee organizations and other adult groups organized for the express purpose of supporting District activities and/or programs (e.g., PTO, booster clubs) shall be permitted to use District facilities without charge for facility use. However, charges for required support personnel staff, such as; custodial, maintenance, etc. may be assessed and paid in full by school-sponsored group.
Rental Events that necessitate an additional trash pickup (i.e., carnivals, spaghetti dinners, dances, band march contests, and the like) will result in the group or organization being charged an extra fee for each additional dumpster and/or trash pickup. The Facilities Manager will determine the need, if any, based on the type of function to be held.
8. Any group or organization wishing to use a school kitchen, will be required to have a District's appointed kitchen manager on duty to handle and supervise the use of equipment and food safety during the entire time the facilities are rented or used.
9. City Council, City Police, and City Fire, maybe permitted facility use without charge for meetings or programs. Only costs of janitorial services will be charged.

10. At the discretion of the superintendent or designee, groups organized by Friendswood ISD coaches & teachers may be authorized to hold athletic or fine arts camps for children residing in the Friendswood ISD attendance zone. These organizations will be charged a fee rate according to the fee rates established by the Friendswood Community Education Administrative Office. All other entities will be charged according to their profit/non profit status.

11. Payment for use of a facility shall be as follows:

- a) If the rental of the facility is for a one-time use, payment shall be made at the time of the application and confirmation at least 15 district business days in advance of the requested usage.
- b) If the rental of the facility is for repeated use, payment shall be made at the end of the month. The request to use the facility the first time must be made at least 15 District business days in advance of the requested usage.

10. Rental rate charges start from the time the building is opened until is secured.

Any school and/or community group wishing to rent a facility for an extended period of time shall meet with the superintendent or designee to develop a long term rental rate.