

PRIORITY

The first priority for the use of any school facility shall be given to the established programs of the School District. School-related 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 349 People – 1 Officer	6b) 350 to 499 People – 2 Officers
6c) 500 to 649 People – 3 Officers	6d) 650 to 799 People – 4 Officers
6e) 800 to 949 People – 5 Officers	6f) 950 to 1100 People –6 Officers

Additional Officers may be required by the district.
7. All facility rentals will be for a minimum of three (3) hours per day, per event, and in one (1) full-hour increments thereafter.
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 must comply with all national, state, and local laws, as well as rules of the police and fire department and all District policies.
10. The use of alcoholic beverages or tobacco products is expressly 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. 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 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 will be used in making application for use of any District facility:

1. Applications for use can 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 will 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 will 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 will be charged for use of District facilities according to the following guidelines:

1. Use of facilities will be charged according to the Facility Rental Fee Schedules in effect and for a minimum of three (3) hours per day, per event. Any portion of an hour beyond fifteen minutes will be billed in one hour increments.
2. Rental fees will be charged based on the group/organization's classification type (Non-Profit or For-Profit. Non-Profit Fee Rates will only apply to those organizations providing a Determination Letter from the IRS stating their 501©3 status. The IRS Determination Letter must be in the name of the organization renting the facility.
3. In addition to facility rental fees, there is a three (3) hour minimum for all required support personnel, as per the District fee schedule.
 - a) All support personnel hours worked after the three-hour minimum and beyond fifteen (15) minutes, will be billed in one hour increments.
 - b) The Facilities Manager will determine the minimum number of support personnel necessary based on the type of activity, and the anticipated number in attendance.
 - c) Organizations renting the facility may provide additional labor; however, this will not supersede or replace the requirements stated above and/or the Facility Rental Fee Schedule.
4. 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 District support staff, has vacated the building.
5. School equipment is not a part of the facilities use fee. These items will be charged separately.
6. 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 moving equipment.
7. 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 FISS. School personnel will not permit the use of equipment that is not stated in the rental agreement.
8. Food and/or beverages are not permitted in District gymnasiums or auditoriums.
9. 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) will be permitted to

use District facilities without charge for facility use. However, charges for required support personnel staff, such as; custodial, maintenance, and the like may be assessed. Such charges will be the responsibility of the school-sponsored groups.

Rental events that necessitate an additional trash pickup (i.e., carnivals, spaghetti dinners, dances, band marching 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.

10. Any group or organization wishing to use a school kitchen, will be required to have a District 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.
11. The city council, city police, and the city fire department, may be permitted facility use without charge for meetings or programs. Only costs of janitorial services will be charged.
12. 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 District 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 the entity's for-profit or non-profit status.
13. 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.
14. Rental rate charges will start from the time the building is opened and will continue until the building is secured.
15. Any school and/or community group wishing to rent a facility for an extended period of time must meet with the Superintendent or designee to develop a long-term rental rate.
16. Facilities that are not in use by the District may also be considered for rental by establishing a written agreement approved by the Superintendent or designee.