

Eanes ISD
227909

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LEGAL)

RIGHT TO
PRESERVE USE

The District, like a private property owner, may legally preserve the property under its control for the use to which it is dedicated. Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384, 113 S. Ct. 2141 (1993)

FORUM FOR
COMMUNICATION

The District may create a public forum of a place or channel of communication for use by the public at large for assembly and speech, for use by certain speakers, or for the discussion of certain subjects. Perry Educ. Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S. Ct. 948 (1983); Chiu v. Plano Indep. Sch. Dist., 260 F.3d 330 (5th Cir. 2001)

The District is not required to allow persons to engage in every type of speech when the District establishes a limited public forum; the District may be justified in reserving its forum for certain groups or for the discussion of certain topics. The District shall not discriminate against speech on the basis of viewpoint, and any restriction must be reasonable in light of the purpose served by the forum. Good News Club v. Milford Cent. Sch., 533 U.S. 98, 121 S. Ct. 2093 (2001); Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384, 113 S. Ct. 2141 (1993)

FEES FOR USE

The Board may set and collect rentals, rates, and charges from students and others for the occupancy or use of any of the District's facilities, in the amounts and manner determined by the Board. *Education Code 45.033*

PATRIOTIC
SOCIETIES

If the District has a designated open forum or a limited public forum and receives funds made available through the U.S. Department of Education, the District shall not deny equal access or a fair opportunity to meet, or to discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code (as a patriotic society), that wishes to conduct a meeting within that designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed as a patriotic society.

The United States secretary of education may issue and secure compliance with rules or orders with respect to a district that receives federal funds and that denies equal access, or a fair opportunity to meet, or discriminates, as described above. If the District does not comply with the rules or orders, no funds made available through the Department of Education shall be provided to that district.

YOUTH GROUP

"Youth group" means any group or organization intended to serve young people under the age of 21.

LIMITED

For purposes of this policy regarding PATRIOTIC SOCIETIES, an elementary school or secondary school has a limited public forum whenever the school

PUBLIC FORUM grants an offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory.

SPONSORSHIP Nothing in this policy shall be construed to require the District to sponsor any group officially affiliated with the Boy Scouts of America, or any youth group listed as a patriotic society.

Boy Scouts of America Equal Access Act, 20 U.S.C. 7905

FACILITIES AS POLLING PLACES The District shall make its buildings available for use as polling places in any election that covers territory in which the buildings are located. If more than one authority requests the use of the buildings for the same day and simultaneous use is impractical, the District shall determine which authority may use the building. *Election Code 43.031(c)*

No charge, including a charge for personnel, utilities, or other expenses incurred before or after regular business hours, shall be made for the use of a District building for a polling place if the day of the election is a day on which the building is normally open. If the day of an election is a day on which the building is not normally open, a charge may be made only for the reimbursement of actual expenses resulting from use of the building in the election. *Election Code 43.033(a)*

POLITICAL PARTY CONVENTIONS The District shall not assess a charge for the use of a school building for a precinct, county, or senatorial district convention, except for reimbursement for the actual charges resulting from use of the building for the convention. The District shall provide an itemized statement of expenses to the reimbursing authority. *Election Code 174.0631*

DATE ISSUED: 12/16/2003
UPDATE 72
GKD(LEGAL)-P

This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]

Eanes ISD
227909

COMMUNITY RELATIONS:
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GKD
(LOCAL)

GENERAL
CONDITIONS

The Board desires to permit and encourage the use of school facilities in a manner that will best serve the needs of the District community within the laws, rules, and regulations that govern the operation of a public independent school district.

School facilities are designed for educational purposes and shall be used for these purposes by the District without rental costs.

Organizations may apply for use of school facilities for activities of an educational, civic, philanthropic, social or recreational nature intended to promote the public welfare and not create conflict with activities of the District.

SUPERVISION
AND
AUTHORITY

All school facilities shall be under the general supervision of the Superintendent, subject to the terms and provisions of this policy and any other law, rule, and regulation that may be enacted by an authority governing the operation of the District.

A school principal or authorized director shall have authority to approve availability of a facility, schedule the event, and assign District personnel to ensure access, maintenance, and security.

The support services director shall review applications for compliance with this policy and inform the school principal or director whether the application is in compliance.

The school principal or director shall inform support services when the rental is completed, the date(s) and time(s) of rental, personnel support, equipment rental, and any other information pertinent to the rental activity.

Support services shall prepare billing for rental activity and forward the invoice to the business office for mailing.

The District Business Procedures Manual, Section I: Use of Facilities, Equipment, and Inventory Control, shall govern all accounting and collection of accounts due.

The business office shall receive all payments for rental fees.

PERSON AND
PROPERTY
CONTROL

Approved organizations renting school facilities shall guarantee orderly behavior of any and all persons using the facilities and shall be liable for any property injury to any participant or spectator. A deposit against damages may be required prior to use. The amount of deposit shall be determined by the Superintendent. The deposit shall be in the form of a cashier check or money order payable to

Eanes Independent School District, Austin, Texas.

A person using, under the influence of, or in possession of alcohol or illegal drugs within the premises is in violation of state law. Organizations renting facilities shall be wholly responsible for the conduct and action of all participants and spectators. Organizations renting facilities may not authorize any person to be in possession of any weapon or exercise law enforcement without prior approval of the Board. Organizations renting facilities shall be responsible for the safe conduct and safe use of facilities by participants and spectators.

PROGRAM CONTROL

Use of school facilities shall not be allowed for activities that may be detrimental or destructive to the facilities and contents.

ADVERTISING

All advertising by organizations other than school events or school-related events, with the exception of posters incidental to the program during the event, and sale of merchandise, printed matter, and any other materials shall be forbidden on public school premises. No advertisement of alcoholic beverages shall be permitted.

PRIVATE USE

School facilities shall not be used for private gain.

School facilities may be used for private academic instruction in the event that District students profit from the private instruction. Prior written approval from the Superintendent shall be required.

Private academic instruction, with the exception of tutoring programs approved by the Superintendent, shall also be an approved District community education program, or shall provide all insurance requirements set forth in this policy.

INELIGIBILITY

An organization, in the process of application for rental, approved to use school facilities, or in the process of using a school facility, that is determined to make or have made inaccurate, incomplete, or untrue statements or violated any law, rule and/or regulation governing the operation of a public school shall cause the authorized representative and the organization to become immediately ineligible for rental of facilities and to become liable for any damages incurred by the District.

PAYMENT OF RENTAL FEES

Total payment of all fees and any deposit may be required not later than five days prior to the scheduled use date, or upon receipt of a District invoice. The organization shall make complete payment within 30 days from the last date of rental use or agree to a penalty fee of six percent per calendar day in addition to the costs for use of the facilities. Deposits shall be a cashier's check or money order payable to Eanes Independent School District.

Support services shall inform the business office of all rental fees due. The business office shall collect all fees as required.

PERSONNEL SUPPORT

School officers responsible for providing access to the organization shall be required to assign authorized school employees to provide access, custodial and maintenance support, and security to the school facility.

Duplication of District keys by applicant lessee is prohibited.

Federal law prohibits payment of honorarium or "tips" to any public employee in

lieu of or in addition to services provided on behalf of the public.

Contracted services for security shall comply with all laws, regulations, and rules. Armed security service must have the expressed written approval of the Superintendent and Board, and shall comply with all District insurance requirements.

SUPPLY AND EQUIPMENT USE

Use of school supplies, furniture, and equipment shall be at the discretion of the school officer responsible for the custodial care of the equipment. No school equipment shall be removed from school property without the written consent of the Superintendent.

RENTAL FEES AND INSURANCE REQUIREMENTS

RENTAL FEES

Support services shall publish rental rates for facilities authorized for rental purposes. Rental rates shall be updated on an annual basis.

Priority Groups 1, 2, 3, and 4 are exempt from rental fees.

Priority Groups 5, 6, 7, and 8 may be required to pay rental fees if the use requires additional services by the District beyond normal school hours.

Priority Group 9 must pay rental fees.

INSURANCE REQUIREMENTS

Priority Groups 6, 7, 8, and 9 are required to provide to the District, prior to facility use, a certificate of insurance with the District named as a certificate holder for limits posted on the application and agreement for use of District facilities.

Organizations in Priority Group 5, School-Sanctioned Groups, that qualify as "charitable organizations" under the Charitable Immunity and Liability Act, may be required to produce a certificate of insurance with limits prescribed for Priority Groups 6, 8, and 9.

A certificate of insurance for the term of rental must be provided by an insurance agency licensed to provide insurance by the Texas State Board of Insurance. The certificate of insurance must be underwritten by an insurance company acceptable to the District.

PRIORITY OF USE BY ORGANIZATIONS

The "Priority Rating List" shall govern priority at all times in the use of school facilities.

The District shall not be obligated to locate and/or provide substitute space for an approved organization should the space be required by an approved organization with greater priority.

PRIORITY RATING LIST

The priority rating list is as follows:

1. Emergency use under authority of the Superintendent.
2. Local school using own facilities.
3. Local school having area-wide school activity.

4. Local school using another school facility, including community education.
5. School-sanctioned groups: UIL events, parent and teacher clubs, student clubs, booster clubs, athletic clubs, band booster clubs, and the like.
6. Community youth sponsored groups: Boy Scouts, Girl Scouts, chartered nonprofit community athletic groups, and the like.
7. Governmental: Elections; national, state, county, city or local meetings of approved organizations; water control and improvement districts; Travis County Fire Districts; and the like.
8. Nonprofit neighborhood organizations and community civic, service, welfare, recreational, and religious organizations.
9. Private groups, tutorials, after-school, nonprofit child care groups that receive written approval from the Superintendent.

**FACILITIES
AUTHORIZED
FOR USE BY
APPROVED
ORGANIZATIONS**

The director of support services, with the consent of the school principal/director and Superintendent, shall publish a list of school facilities and specific spaces to be available for rental by Priority Groups 5, 6, 7, 8, and 9.

**TEMPORARY
USE BY
NONPROFIT
ORGANIZATIONS**

School facilities may be made available to chartered nonprofit community organizations for a temporary period not to exceed one year nor for use more than two days per week. Chartered nonprofit community organizations may apply for renewal. These organizations include neighborhood, civic, community service, community welfare, recreational, and religious organizations.

The following documents shall comprise the application and shall be maintained in full force during the term of the agreement:

1. An application submitted and signed by a resident of the District who is an officer of the organization and who shall remain a resident of the District and an officer of the organization during the term of the agreement. The organization shall submit an amended application for any status change.
2. A statement that no other suitable facility within the community is available for use by the organization.
3. A list of the District residents who are active members of the organization.
4. If applicable, assurance that all instructors are trained and qualified or certified in the activity being conducted, that public safety and health will be maintained, that a reasonable ratio of participants to supervisors will be maintained, and that all laws, rules, and regulations of any regulatory authority have been met and will be maintained.

**RENTAL OF
WESTLAKE HIGH
SCHOOL FINE
ARTS FACILITY**

Upon approval by the Superintendent, the Fine Arts Facility may be rented by approved community or noncommunity, and profit or nonprofit groups.

Specific rules governing use and rental rates for the facility shall be published by the manager of the Fine Arts Facility and shall be subject to review and approval by the Superintendent.

**RENTAL OF
WESTLAKE HIGH
SCHOOL
ATHLETIC**

The District athletic director shall manage and publish special rules and rates for rental of the athletic facilities at Westlake High School including Chaparral Stadium, the baseball stadium, practice fields, the athletic gymnasium and fieldhouse, and the physical education gymnasium and locker rooms, subject to

FACILITIES

review and approval by the Superintendent.

The athletic director shall receive the consent of the Westlake High School principal prior to rental of the physical education gymnasium and locker rooms.

APPLICATION PROCEDURE

Organizations desiring to rent school facilities shall complete and submit to the appropriate school officer for consideration the following forms:

1. Application and Agreement for Use of Eanes Independent School District Facilities-only a patron of the District shall be authorized to sign as the authorized representative and is responsible for payment of rental fees. Exceptions shall be requested in writing to the Superintendent.
2. Certificate of insurance for the term of the requested use produced by an insurance agency licensed to produce insurance by the Texas State Board of Insurance. The insurance company or companies underwriting the insurance policy shall be acceptable by the District, and the District shall be named as a certificate holder, for the minimum limits of coverage posted on the Application and Agreement for Use of Eanes Independent School District Facilities.

The "Application and Agreement for Use of Eanes Independent School District Facilities" shall be completed and presented to the school official in charge of the appropriate facility.

The school official, upon consent in writing, will forward the application to the director of support services for review and action.

Applications must be filed no less than 21 days and no more than 60 calendar days prior to the requested date(s) of use, with the exception of approved annual agreements with governmental organizations and special groups approved by the Superintendent.

Incomplete or disapproved applications shall be returned to the school official with whom the application originated.

The school official from whom the application originates shall be responsible for notification to the applicant of all transactions related to the application and use of the facility including access, utility needs, and personnel support.

DISTRIBUTION OF NONSCHOOL LITERATURE

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on any school premises in the District without permission in accordance with this policy.

The District's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control.

Each school campus shall designate an area where materials that have been approved for distribution, as provided below, may be made available or distributed to students or others in accordance with the time, place, and manner restrictions developed and approved by the campus principal. The Superintendent shall designate appropriate areas and determine appropriate time, place, and manner restrictions regarding distribution of nonschool materials at District buildings other than school campuses.

**PRIOR
REVIEW**

All written material over which the school does not exercise control and that is intended for distribution on District property shall be submitted for prior review according to the following procedures:

1. Materials shall be submitted to the Superintendent or designee for review.
2. To be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.
3. Using the standards below at LIMITATIONS ON CONTENT the Superintendent or designee shall approve or reject submitted material within two school days of the time the material is received.
4. The requestor may appeal the decision of the Superintendent or designee to the Board in accordance with GF(LOCAL), beginning at the appropriate Level.

Appropriate law enforcement officials may be called when a person refuses to follow the procedures for submitting materials and fails to leave the premises when asked. [See GKA]

**LIMITATIONS
ON CONTENT**

Nonschool materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
4. The materials contain defamatory statements about public figures or others.
5. The materials criticize Board members or school officials or advocate violation of school rules and fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA (LEGAL).
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students]

DATE ISSUED: 07/01/2002
UPDATE 68
GKD(LOCAL)-X

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1.00.00 OVERVIEW

Organizations may apply for use of school facilities for activities of an educational, civic, philanthropic, social or recreational nature intended to promote the public welfare and not create conflict with activities of the District. The district also supports and participates in the interagency use of its facilities as polling places in holding city, state, and national elections.

1.01.00 Application for Use of Facilities

Eanes ISD Board Policy GKD (Local) provides guidance about community use of school facilities. Non-district organizations other than parent-teacher organizations are required to submit (in advance of use) an "*Application and Agreement for Use of Eanes ISD Facilities*" to the campus principal or director in charge. Blank applications are available in each principal's or director's office. A Certificate of Insurance, if required, must be submitted to the Assistant to the Superintendent for Facility Planning for approval prior to use of any EISD facility.

1.02.00 Facility Rental Rates

Rental rates are charged for use of facilities and staff labor. Rates for space only are based on annual maintenance utility costs for each facility. Rates for support labor are based on labor, overtime and administrative costs. A four-hour minimum is required for all rental use. Rates shown below are effective August 1, 1998 as follows.

<u>Facility</u>	<u>Location</u>	<u>Cost Per Hour (Minimum 4 Hr)</u>
Westlake High	All Facilities Fine Arts Stadium	\$ 177 Contact: David Poole Contact: Ebbie Neptune
Hill Country	All Facilities	\$64
West Ridge	All Facilities	\$76
Eanes Elem.	All Facilities	\$42
Cedar Creek	All Facilities	\$45
Valley View	All Facilities	\$48
Forrest Trail	All Facilities	\$58

Barton Creek	All Facilities	\$58
Bridge Point	All Facilities	\$62
Custodian	All Facilities	\$20
Maintenance	All Facilities	\$30

- 1.02.01 Access to buildings, use of support labor, requirements for heating and cooling, and equipment use is arranged by the principal, director, or manager who approves use of the facility. Use of district custodial services is reported on the custodial employees' time sheets.
- 1.02.02 Billing for use of facilities is coordinated through the Plant Maintenance and Operations Department and reported to the Department of Business Affairs for processing and collection.
- 1.02.03 The Westlake High School Fine Arts Facility is managed by the Fine Arts Facility Manager. The Westlake High School Athletic Facility is managed by the Athletic Director. Use of all other high school facilities should be directed to the Westlake High School principal.

1.03.00 Use of School Property

Custody of school property is the responsibility of the designated school principal or department head. School property can only be used for school business, not for personal use.

1.04.00 Repair of School Property

An essential factor in the efficient operation of a school district is a well-organized, responsive plant operation and maintenance division. The Department of Plant Maintenance and Operations is the division that provides the day-to-day services necessary to maintain the physical plant and grounds in a usable condition. Maintenance is defined as those services, activities and procedures that are intended to preserve, protect and keep the buildings, grounds and equipment in a satisfactory state of repair. Maintenance activities include repairs, replacements, preventive maintenance, and adjustments. The scope of maintenance operations includes painting, masonry, carpentry and cabinet-making, electrical, refrigeration, office machines repair, audio/visual and electronic equipment repair, plumbing, air conditioning/heating and ventilating, sheet metal, furniture repair, landscaping and grounds maintenance, and various types of shop and machine work.

The Board of Trustees for Eanes ISD has set forth this priority rating system in policy GKD (LOCAL) dated 05/09/94 and GKD (LEGAL) dated 11/24/93. While its purpose is to establish the conditions for facility rentals, it is clear that the intention of the Board was also to provide a system of rankings that would be used to determine which groups have priority, should a conflict arise from scheduling a request for use of school facilities. The narrative is organized into two sections: The Explanation of Priority Ratings and the excerpt from the GKD (LOCAL) policy that is the basis for the Business Operating Guidelines and this document. The examples given in this narrative are the result of five years of working knowledge gathered by the Department of Facilities Management.

Explanation of Priority Ratings:

Preface: The Board, while addressing the question of whether school facilities could be rented to organizations, wanted to ensure that the core functions of the schools were given the highest priority. In general, groups that fall within the first four priorities are not required to submit rental agreements. Groups that are classified as 5 or 6 are organized to support the educational mission of the district, and are most often led by parents of students within the school system. However, the school's mission is not the primary function for those groups included in 7, 8 and 9.

The first four priorities: It's clear that groups 1 through 4 were intended to set aside the school facilities for the education of district students at the schools. There is also a very clear and intentional distinction between district children using district facilities and groups who organize to support the children. While these groups may be responsible for some charges associated with use of school facilities, they are not assessed a facility rental fee.

- Priority 1. Emergency use under authority of the Superintendent.** This one is quite clear. Simply stated, if the Superintendent's office needs to declare an emergency and commandeer a facility, they have priority over all other functions.
- Priority 2. Local school using own facilities.** This refers to the primary activity of educating children at the schools. Its importance is in outlining when these school functions can be interrupted or displaced; only a Priority 1 can displace it.
- Priority 3. Local school having area-wide school activity.** This is where events like football, baseball, basketball games and the like are sorted. Also in this group are school dances, debate tournaments, career days and hyline events.
- Priority 4. Local school using another school facility, including community education.** When one school needs to use another school's facilities, they are grouped into this category. Examples include WHS wrestling when using CCE gym or art teachers organizing an art sale at the Shriner property on the weekend.

The next two priorities: A clear distinction is made between district students using district facilities for their school-related activities and groups who support the students in school-related activities. This distinction is made throughout the board policy GKD (LOCAL) in major sections pertaining to who pays rental charges, rate structures and insurance requirements.

Groups in priority 5 and 6 complete rental agreements and are usually required to provide insurance certificates. These groups pay for charges associated with their use of school property, including costs for staff time, trash and recycling pickups and equipment rentals, if applicable.

Priority 5. School-sanctioned: UIL events, parents and teachers clubs, student clubs, booster clubs, athletic clubs, band booster clubs and the like. Groups in this section include booster clubs, Parent Teacher Organizations, band booster clubs, etc. This group also includes all such EISD parent-lead organizations that gather for the purpose of providing support for student activities, even if the group is not named in the description or organized to a great degree. This is why the statement "and the like" is included. The majority of groups that fall within this category are booster clubs holding carnivals, fund-raising picnics, Bingo tournaments, "Science nights" or ice-cream socials. EEF functions are also given this priority. When our facilities are used for UIL events that do not include our students, they are given this priority as well. Examples include AISD Youth Orchestra or the use of the stadium for a play off game.

Priority 6. Community youth sponsored groups: Boy Scouts, Girl Scouts, chartered nonprofit community athletic groups and the like. Groups given this priority include lacrosse, soccer, flag football, basketball and basegall leagues and BSA/GSA meetings.

The final three priorities: These groups are not formed to support activities related to school classes or clubs. In some instances they may include students from the district, but their purpose is not necessarily to further the educational goals of the district.

Priority 7. Governmental: Elections, national-state-count-city-local meetings of approved organizations, water control and improvement districts, Travis County Fire Districts and the like. This section is self explanatory by its description. Also included within this priority are political party meetings and conventions.

Priority 8. Nonprofit neighborhood organizations and community civic, service, welfare, recreational, and religious organizations. This group includes Farmer's market, pick-up basketball games, Frisbee golf, Lake Hills Baptist Church, Austin Westlake Rotary Club and Austin Jaycees.

Priority 9. Private groups, tutorials, after-school, nonprofit child care groups that receive written approval from the Superintendent. Groups in this category include Westlake Tai Kwon Do plus, Rattler's Football, Austin Society of Karate, The Assn. For India's Development, Alisa's Dance Academy, Dance Dimensions, Dancer's Workshop, Fusion Dance Company, Let's Dance, Open Door Preschool and Shirley McPhail School of Dance.

Section from the Board of Trustees Policy, GKD(LOCAL):

General Conditions

The Board desires to permit and encourage the use of school facilities in a manner that will best serve the needs of the District community within the laws, rules, and regulations that govern the operation of public Independent school district.

School facilities are designed for educational purposes and shall be used for these purposes by the District without rental costs.

Organizations may apply for use of school facilities for activities of an educational, civic, philanthropic, social or recreational nature intended to promote the public welfare and not create conflict with activities of the District.

Supervision and Authority

All school facilities shall be under the general supervision of the Superintendent, subject to the terms and provisions of this policy and any other law, rule, and regulation that may be enacted by an authority governing the operation of the District.

A school principal or authorized director shall have authority to approve availability of a facility, schedule the event, and assign District personnel to ensure access, maintenance, and security.

The support service director shall review applications for compliance with policy GKD (LOCAL) and inform the school principal or director whether the application is in compliance with policy GKD (LOCAL).

The school principal or director shall inform support services when the rental is completed, the date(s) and time(s) of the rental, personnel support, equipment rental, and any other information pertinent to the rental activity.

Support Services shall prepare billing for rental activity, and forward the invoice to the business office for mailing.

The District Business Procedures Manual, Section I: Use of Facilities, Equipment, and Inventory Control, shall govern all accounting and collection of accounts due.

The business office shall receive all payments for rental fees.

Rental Fees and Insurance Requirements

Support services shall publish rental rates for facilities authorized for rental purposes. Rental rates shall be updated on an annual basis.

Rental Fees

Priority Groups 1, 2, 3 and 4 are exempt from rental fees.

Priority Groups 5, 6, 7, and 8 may be required to pay for rental fees if the use requires additional services by the District beyond normal school hours.

Priority Group 9 must pay rental fees.

Priority Rating List

The priority rating list is as follows:

1. Emergency use under authority of the Superintendent.
2. Local school using own facilities.
3. Local school having area-wide school activity.
4. Local school using another school facility, including community education.
5. School-sanctioned groups: UIL events, parent and teacher clubs, student clubs, booster clubs, athletic clubs, band booster clubs and the like.
6. Community youth sponsored groups: Boy Scouts, Girl Scouts, chartered nonprofit community athletic groups and the like.
7. Governmental: Elections, national-state-county-city-local meetings of approved organizations, water control and improvement district, Travis County Fire Districts and the like.
8. Nonprofit neighborhood organizations and community civic, service, welfare, recreational and religious organizations.
9. Private groups, tutorials, after-school, nonprofit child care groups that receive written approval from the Superintendent.

Application Procedure

Organizations desiring to rent school facilities shall complete and submit to the appropriate school officer for consideration the following forms:

1. Application and Agreement for Use of Eanes Independent School District Facilities – only a patron of the District shall be authorized to sign as the authorized representative and is responsible for payment of rental fees. Exceptions shall be requested in writing to the Superintendent.
2. Certificate of insurance for the term of the requested use produced by an insurance agency licensed to produce insurance by the Texas State Board of insurance. The insurance company or companies underwriting the insurance policy shall be acceptable by the District, and the District shall be named as a certificate holder, for the minimum limits of coverage posted on the Application and Agreement for Use of Eanes ISD Facilities.

The "Application and Agreement for Use of Eanes ISD Facilities" shall be completed and presented to the school official in charge of the appropriate facility.

The school official, upon consent in writing, will forward the application to the director of support services for review and action.

Applications must be filed no less than 21 days and no more than 60 calendar days prior to the requested date(s) of use, with the exception of approved annual agreements with governmental organizations and special groups approved by the Superintendent.

Incomplete or disapproved applications shall be returned to the school official with whom the application originated.

The school official from whom the application originates shall be responsible for notification to the applicant of all transactions related to the application and use of the facility including access, utility needs, and personnel support.

School	Rate	2002-2003		Totals per school
		Hours leased Full Rate	Half Rate	
WHS	\$177.00			
HCMS	\$64.00			
WRMS	\$76.00			
EE	\$42.00			
CCE	\$45.00			
VVE	\$48.00			
FTE	\$58.00			
BCE	\$58.00			
BPE	\$62.00			
CA Bd. Rm.	\$52.00			

Points:

In the past, many groups were not charged lease fees.