

REFUGIO ISD
FACILITIES USAGE POLICIES
Approved –October 17, 2013

The Board permits public use of school facilities for educational, recreational, civic, or social activities, when these activities do not conflict with school use or with this policy. The Superintendent or designee in the business office shall be authorized to approve and schedule the use of school facilities by nonschool organizations. No facility can be rented on a continued basis (i.e., weekly, bi-weekly or monthly).

Priorities to be observed in scheduling the use of school buildings and other facilities shall be as follows:

1. The regularly scheduled educational program, including meetings or performances by recognized students and staff organizations;
2. Organizations directly affiliated with the District;
3. Meetings of civic groups with membership open to the public and primary efforts directed toward generally recognized community needs;
4. Performances or presentations by private or civic groups;
5. Recreational use by private groups.

Except for use of facilities scheduled as part of the instructional program, charges shall be made according to a schedule of fees established by the Board or its designee. The fee schedule shall allow for variations according to the need for school personnel, the particular facilities, and any equipment to be used.

Rental fees shall not be charged to local community groups, community organizations, or civic organizations. However, if District custodial and/or supervisory personnel must be assigned to duty at an event, a fee shall be charged by the District for their services.

All persons using District facilities shall be expected to leave them in the same order and cleanliness as found. The fee schedule shall include amounts to cover custodial services, as applicable.

When school technicians or extra set-up are required, an additional fee shall be charged to cover these costs. This provision shall apply to all nonschool groups. ***Only school technicians are allowed to run the sound and lighting system in the auditorium. The rate for all school personnel shall be their hourly overtime rate for each actual hour worked.***

Applications for use of school buildings shall be made to the business office at least seven calendar days prior to the date of the requested use. The business office shall clear the scheduling of such use with the building principal. The business office shall clear the scheduling of any such use of athletic facilities with the building principal and the athletic director.

Jack Sportsman Bobcat Stadium will be open on weekdays from 6:00 A. M. till 10:00 P.M. The stadium will be closed (locked) on Saturdays and Sundays except to those who have completed, and have received approval on a rental agreement with the school Business Office.

Organizations using school facilities shall:

1. Agree to conduct their business in an orderly manner;
2. Agree to abide by the laws and policies prohibiting the use, sale, or possession of alcoholic beverages, illegal narcotic, or firearms on school property;
3. Not permit smoking or other tobacco use on school property;
4. Make no alteration, temporary or permanent, to school property or grounds without the prior written consent of the Board.
5. Have no pets inside any RISD building nor inside Jack Sportsman Bobcat stadium.

Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages incurred during their use of District facilities. Organizations or individuals will also be liable for any damage(s) incurred to any property of Refugio Independent School District.

The fee schedule for leasing school facilities is as follows:

1. Auditorium -----\$150.00 evening, \$300.00 all day (*Rental starts when A/C is turned on.*)
2. High School Gym-----\$300.00
3. Middle School Gym--- ----\$250.00
4. Primary School Gym-----\$35.00/hour

Note: No charge for the Refugio Boys & Girls Club Basketball teams**

All parties using any of the Refugio ISD gymnasiums must adhere to the rules for proper maintenance of the gym floor:

- Athletic shoes made for wooden court only; no street shoes allowed on gym floor
- No food items including gum and sunflower seeds on court / floor
- Trash must be placed in cans provided in stands
- No tobacco products of any kind
- No sports drinks or liquids other than water on court / floor
- No pets allowed inside any Refugio ISD building
- A/C and heater units may not be altered in any way
- No fans / parents on court / floor at any time

5. Middle School Gym Weight Room----\$35.00/hour
6. Cafeteria-----\$35.00/hour plus a \$300 deposit which will be refunded after the cafeteria is inspected by an RISD employee for cleanliness and if no damage to property
7. Single Classroom-----\$35.00/hour
8. Football Field-----\$3,000.00 plus 10% of gate receipts not to exceed a total use fee of \$5,000.
(An extra fee of \$50 per hour will be charged for electricity usage if lights are to be used. Permission to turn on lights must be obtained from business manager at the time of rental.)

RHS alumni teams will be charged \$500 for every practice scheduled and \$500 for every game scheduled. (An extra fee of \$50 per hour will be charged for electricity usage if lights are to be used. Permission to turn on lights must be obtained from business manager at the time of rental.)

Note: No charge for the Refugio Youth Football League (RYFL) teams**

All parties using the football stadium / field must adhere to the rules for proper maintenance of the artificial turf field:

- Molded cleats or other athletic shoes only
- No sharp objects, including tent stakes, corner flags or other objects that can penetrate the surface of the field.
- No food items including gum and sunflower seeds
- No tobacco products of any kind
- No sports drinks or liquids other than water
- No pets
- No bicycles or other unapproved vehicles
- Approved athletic equipment only
- No fans / parents on field at any time
- **The football stadium will be open on weekdays from 6:00 A. M. till 10:00 P.M. The stadium will be closed (locked) on Saturdays and Sundays except to those who have completed, and have received approval on a rental agreement with the school Business Office.**

9. Track -----\$800.00

Note: No charge for the Refugio Summer Youth Track teams **

10. *Softball/Baseball Field----- \$500.00 (An extra fee of \$50 per hour will be charged for electricity usage if lights are to be used. Permission to turn on lights must be obtained from business manager at the time of rental.) **Note:** No charge for the Refugio Youth Little League Softball / Baseball teams **

Refugio Little League Softball/Baseball teams may only use the district's facilities when City of Refugio facilities are not available and only with prior approval from the RISD Superintendent or RISD Business Manager. Softball/Baseball Field may be rented for team practices. Such practices will be for the direct benefit to our baseball/softball programs and will be open to all students who participate in these programs. The person filling out the "Application for Rental of School Facilities" will be the only person allowed and held responsible for the practice. The application is good for one practice only. A new application must be filled out for each practice. The fields must be left as they are found. Both fields will have to be raked or dragged after each practice. All trash must be picked up and facilities kept clean. An "Application for Rental of School Facilities" must be filled out and approved. Refugio ISD may revoke this contract at any time.

** No fee will be charged for a Refugio youth football, track, basketball, baseball or softball program which is duly organized (i.e. Board of Directors, officers, coaches, etc.) specifically for the benefit of Refugio children. Refugio youth sports teams may use district facilities at no charge provided the organization directing the sporting activity presents, **at the time of making the application for use of the facility, proof of insurance for the organization**, a game / contest / event schedule by dates, and contact information for the person responsible for the facility. The person submitting the facility use application will be held accountable for the enforcement of the rules for facility usage and will be responsible for any violation of those rules and for any damage to school property.

Further, any Refugio youth sports organization not adhering to the rules and regulations set forth will be placed on the regular facilities usage fee schedule.

In the event an organization needs the services of a Refugio ISD employee, the rate for all school personnel shall be their hourly overtime rate for each actual hour worked. If custodian fees are charged a \$50.00 deposit will be required.

School furniture and equipment shall not be loaned to nonschool groups without the approval of the building principal. The person designated as being in full charge of the group or organization shall be asked to sign a form assuming full responsibility for any damage done to the furniture or equipment.

School-owned vehicles may only be used by authorized school personnel for specific school purposes. No exceptions may be made to this policy.

Any applications that are exceptions to, or not covered by, the above provisions shall be brought to the attention of the Board for consideration. School buildings may be used for adult education programs when they are sponsored by the District and/or TEA.

The Board reserves the right to refuse use of any building or facility if it deems such a refusal advisable. Non curriculum-related students groups shall not be denied access to school facilities during non-instructional time because of the religious, political, philosophical, or other content of their meetings.

REFUGIO INDEPENDENT SCHOOL DISTRICT
APPLICATION FOR RENTAL OF SCHOOL FACILITIES

Today's Date: _____ Date(s) facility is to be used: _____

(Application for use of school buildings shall be made to the business office at least seven-calendar days prior to the date of the requested use date.)

Name and Address of Applicant: _____

Person Accepting Responsibility of Facility: _____

Phone Number: _____

Which Facility to be used: _____

Between what hours will facility be opened? _____

What school equipment will be used? _____

Type of activity/meeting to be held in facility: _____

Admission charge – if applicable: _____

PLEASE READ THE RULES AND REGULATIONS ATTACHED TO THIS APPLICATION. APPLICANT MUST AGREE TO COMPLY WITH THE RULES, REGULATIONS, AND FEE SCHEDULE AS SHOWN.

Fees to be charged to Applicant:

Building Rental \$ _____

Deposit (if required) \$ _____

_____ \$ _____

_____ \$ _____ TOTAL \$ _____

Signature of Applicant: _____

Approved by: _____ Date of Approval: _____

UPON APPROVAL OF THE APPLICATION, THE APPLICANT WILL ADVANCE PROPER FEES AND RECEIVE A COPY OF THIS APPLICATION.