



**RED OAK**  
*INDEPENDENT SCHOOL DISTRICT*

109 W. RED OAK ROAD P.O. BOX 9000 RED OAK, TEXAS 75154  
972.617.2941 FAX 972.617.4333

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**2018-2019**  
**USE OF DISTRICT**  
**FACILITIES**

**MANAGEMENT**  
**GUIDELINES**

# Use of District Facilities Management Guidelines

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# **RED OAK ISD COMMUNITY USE OF DISTRICT FACILITIES**

## **MANAGEMENT GUIDELINES**

### **ORGANIZATION**

Use of school facilities by non-district entities will be coordinated through the campus where the facility is located. All athletic facilities will be coordinated through the Athletic Department. Requests for the use of the Performing Arts Center (PAC) will be coordinated through ROISD Events Coordinator.

### **FILING REQUEST FOR USE OF FACILITY**

All groups shall file requests for the use of any facility with the campus where the facility is located. Requests for the use of the Performing Arts Center (PAC) will be filed with the ROISD Events Coordinator. All Event Request forms must be submitted at least two (2) weeks prior to the event date. Before final approval of the request, District Administration will review the appropriateness of the venue for the event requested and the availability of the facility.

### **AVAILABILITY**

School buildings and other facilities shall be made available to groups that wish to conduct activities which promote, stimulate and foster the interest of students and the community, as well as activities which promote the efficiency of the school district, so long as such activities do not conflict with the school program. Programs serving District students will be given priority for use. The Superintendent, in conjunction with the Board, reserves the authority to allow or reject any application for the use of ROISD facilities. The following guidelines shall pertain to all groups who desire to use schools and/or other facilities in accordance with this policy.

#### **1. COMPLIANCE WITH LAWS, RULES, REGULATIONS AND POLICIES**

No school facility shall be used by any group or individual who is not in compliance with the requirements of all Federal or State statutes, regulations and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, handicapping conditions, age or other classification. State law prohibits the use of alcohol on school property. All laws (federal, state, local) and Red Oak ISD policies are in effect 24 hours per day, including the times a facility is rented. Contraband shall include, but not be limited to drugs, drug paraphernalia, weapons, and/or alcohol. District police officers, or any other law enforcement officer, shall enforce the law and arrest individuals for the violation of any law including but not limited to possession or consumption of alcohol on school property, drug law violations, weapon law violations, disruptions, trespassing, and the violation of any traffic law. The District's "Tobacco Free

Policy” prohibits the use of tobacco in ANY form, in or on any District property or any location leased by the District where a user group is being held. The policy includes, but is not limited to, all buildings, vehicles, property (outdoor or indoor), and all staff, students, parents, visitors, and patrons. (Education Code 38-006)

## 2. VIOLATION OF LAWS, RULES, REGULATIONS AND POLICIES

Any misrepresentation by any organization and/or individual, any abuse of any District property, any violation of state, local law or federal and/or any violation of any District policy, rule or regulation may result in: 1) the immediate termination of the contract; 2) the requirement to immediately vacate the premises; and/or 3) the denial of that organization’s and/or individual’s request for future use of the premises.

## 3. YOUTH GROUPS

Youth groups using District facilities, unless otherwise specified, must be composed of at least 50% of students from the District. A student verification list must be turned in with each request for lease of facilities.

## 4. LONG-TERM LEASES

Leases for longer than six (6) consecutive months will be prohibited.

## 5. RESTRICTED USE OF CERTAIN AREAS

Certain areas such as laboratories, shops, kitchens and open teaching areas are not available for public use. The athletic type facilities will be available to lease only with the approval of the District’s athletic department. The PAC will have its own Facilities Use Agreement. Signage that is placed on school property to advertise an event must be placed and removed on the same day of the event.

## 6. RESTRICTED USE DATES

Facilities cannot be reserved for leasing until September of each year to allow campus staff the opportunity to set campus schedules. There will be no leasing during Thanksgiving Break, Winter Break, Spring Break or Summer months when school is not in session. Athletic Facilities (Gyms, Fields, and Courts) will not be available during season play. In the event the District must close campuses for any reason (i.e. bad weather, emergency repairs, etc.), events will be cancelled. Any prepaid fees will be reimbursed.

## 7. ACCESS TO FACILITY KEYS

Only authorized employees of the school District shall be permitted to have keys to District facilities.

## 8. CUSTODIAL AND OTHER SERVICES

Base fees charged to paying groups shall include only the use of the facility. The use of at least one (1) custodian will be required for all facilities usage agreements. Any specific service required shall be paid for in addition to the base fee. The rental of the facility will require the service of ROISD Security personnel in addition to custodial service for all public events with over one hundred (100) attendees.

## 9. PROPERTY DAMAGE

Damages to District property that occurs during the rental period of the facility shall be paid for by the renting group, whether caused by the using group or others. Misuse or abuse of District equipment and/or facilities will result in the immediate denial for further use.

## 10. INSURANCE

All groups must sign a Rental Agreement and must furnish liability insurance prior to approval for use. Any organization using school facilities must provide an original Certificate of Insurance, with Red Oak I.S.D. named as the Certificate Holder, indicating a minimum of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Red Oak I.S.D. must be named as an additional insured on this policy. The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, Red Oak I.S.D. reserves the right to determine the acceptability of a carrier regardless of its rating.

The insurance requirement may be waived by organizations that exist for the improvement of educational opportunity in the District, subject to the approval by the Superintendent or designee.

## 11. ATTENDANCE BY GENERAL PUBLIC

Any group renting or using a building for an occasion which the general public is eligible to attend shall be held responsible for the treatment of the property by the general public during that time. The group shall, at the discretion of the Superintendent's designee, be required to employ law enforcement officers or District Security personnel to help ensure the safety of attending persons as well as to help prevent the destruction of school property. Employment of law enforcement officers or District Security personnel does not release the renting or using group from liability for any damages incurred and/or injuries sustained while the building is occupied by the using group.

## 12. SUBSEQUENT AGREEMENT

After the original agreement, groups or organizations desiring to continue to use the facility shall be required to submit a new application. Changes made after the original agreement is signed which affect the amount to be charged and/or the conditions of the Rental Agreement shall necessitate the signing of a new agreement to supersede the original agreement.

## 13. DISTRICT STAFF

The District shall furnish the necessary staff to open, clean and close the property. If the building is being rented or used during hours when District staff members are normally on duty and it is determined by the Superintendent's designee that no additional cleanup is warranted, there will be no charge for this service. However, if the building is being rented or used for hours during which District staff members are not normally on duty, the Superintendent's designee shall assign the number of staff necessary to maintain the facility.

## 14. DESIGNATED REPRESENTATIVE

Any group renting or using District facilities shall designate one member of the group to be responsible for the program or activity. This person shall, in turn, be responsible to the building Principal and/or the Facilities Director.

## 15. ROISD STAFF CAMPS

Any ROISD staff member conducting a camp must be a full time employee. The camp shall not be sponsored by a private organization. Financial assistance shall be provided to participants that qualify for the national schools lunch program.

## 16. RENTAL AND PAYMENT TERMS

Checks shall be made payable to the Red Oak Independent School District and payment of the facility usage charges shall be made at least ten (10) days prior to rental or use of the facility. Rental time shall be charged from the time the lessee enters the building until the lessee leaves the building (set-up time until break-down time).

## 17. CANCELLATION OF EVENTS

Cancellation by using groups is required two weeks in advance of event in order to receive refund of prepaid fees. Cancellation must be received by the District in writing.

## 18. EXCEPTIONS AND MODIFICATIONS

ROISD recognizes the need to allow exceptions for, or make modifications to, this policy as it applies to the best interests of the District. As such, the Superintendent or his designee reserves the authority to make exceptions or modifications to this policy without notice.

### CLASSIFICATION OF GROUPS

\*As of August 1, 2016 any and all Groups, Organizations, Businesses, Associations etc. not physically located/based within the geographical boundaries of Red Oak ISD will be subject to a surcharge of 50% of the total rental fees.

Groups that may be allowed to use or rent District facilities shall be classified as “non-paying groups” or “paying groups.”

#### A. NON-PAYING GROUPS

1. Student, staff and parent organizations directly related to the District shall have the use of facilities as scheduled by and under the supervision of the Principal without charge. Examples: (non-exhaustive)

- a) School student organizations
- b) PTA/PTO/Booster Clubs
- c) Educational professional organizations for Red Oak ISD staff
- d) School clubs and activities
- e) City of Red Oak or Glenn Heights

*Non-Paying groups shall not sub-lease or sponsor an activity for which a charge is assessed.*

2. Non-school youth organizations comprised entirely of students residing within the District shall not be charged for facilities utilized between the time of student dismissal and an agreed upon time as set by the Principal on school days. Examples: (non-exhaustive)

- a) 4-H Clubs
- b) Boy Scouts
- c) Girl Scouts
- d) Special Olympics

3. Non-profit (501c3) service organizations holding an IRS tax-exempt status, whose efforts support the goals, curriculum and student development practices of ROISD, as determined by the



Superintendent or his designee. Access will be assigned to sites on a schedule, based on space available.

## B. PAYING GROUPS

The specified District facilities shall be available for rental to the following in priority order and at fees established by the District.

CLASSIFICATION I – Non-profit groups and activities serving youth and community.  
Examples: (non-exhaustive)

1. Youth Groups
2. Civic and Homeowner's Associations
  - a) Rotary Clubs
  - b) Lions Clubs
  - c) Chamber of Commerce
  - d) Political Meetings
3. Any religious groups

CLASSIFICATION II – ROISD staff sponsored camps. Staff members must be under contract to ROISD and represent no outside private organization. Examples: (non-exhaustive)

1. Athletic Camps
2. Drill Team Camp
3. Cheerleading Camp
4. Band Camp

CLASSIFICATION III – Profit making groups and/or activities that serve school or District purposes. Examples: (non-exhaustive)

1. SAT Instruction – if conducted by outside private organizations
2. Drill Team Camps – if conducted by outside private organizations
3. Instructional Private Organizations
4. Performance Studios

## **SERVICES PROVIDED**

### **A. NON-PAYING GROUPS**

Non-paying groups shall be required to pay for services of staff under two (2) conditions:

- a. When the facility is used on days or during hours when District staff is not scheduled to be on duty.
- b. When District staff must provide services to non-paying groups that they would otherwise not be required to provide. Examples of required services: (non-exhaustive)

1. Custodians - \$20.00 per hour
2. Security Officers - \$30.00 per hour
3. Technical Support - \$35.00 per hour
4. Supervisory Staff - \$35.00 per hour

### **B. PAYING GROUPS**

Paying groups using District facilities shall be required to pay for the use of staff. Examples of requested services: (non-exhaustive)

1. Custodians - \$20.00 per hour
2. Security Officers - \$30.00 per hour
3. Technical Support - \$35.00 per hour
4. Supervisory Staff - \$35.00 per hour



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### Facilities Usage Policy Fee Schedule by Classification

#### Classification I Groups

Examples: YMCA; Boys / Girls Club; Rotary; Lions;  
Chamber of Commerce; Church groups

	ROHS	ROMS	Schupmann Elem.	Other Elem. Schools
Gym (per hour)	55	45	45	30
Cafeteria (per hour)	45	45	45	30
Baseball field (per game)	150	50		
Baseball - lights required	200			
Softball field (per game)	100			
Softball - lights required	150			

#### Classification III Groups

Examples: For profit cheerleading and sports camps;  
private instruction groups, drill team camp

	ROHS	ROMS	Schupmann Elem.	Other Elem. Schools
Gym (per hour)	75	60	60	40
Cafeteria (per hour)	60	60	60	40
Baseball field (per game)	250	85		
Baseball - lights required	300			
Softball field (per game)	150			
Softball - lights required	200			

#### Classification II Groups

Examples: ROISD Staff-sponsored events, sports-  
camps, instruction camps

	ROHS	ROMS	Schupmann Elem.	Other Elem. Schools
Gym (per hour)	\$4 per participant/ per session			
Cafeteria (per hour)	\$4 per participant/ per session			
Baseball field (per game)	\$4 per participant/ per session			
Baseball - lights required	N/A			
Softball field (per game)	\$4 per participant/ per session			
Softball - lights required	N/A			

#### Classification IV Groups

Examples: Long-term leases (6 months); U.I.L.;  
Chamber of Commerce

	ROHS	ROMS	Schupmann Elem.	Other Elem. Schools
Gym (per hour)	60	50	50	35
Cafeteria (per hour)	50	55	55	35
Baseball field (per game)	150	50		
Baseball - lights required	200			
Softball field (per game)	100			
Softball - lights required	150			



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## FACILITIES USAGE APPLICATION

Requesting Party: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Address: \_\_\_\_\_  
Description of Activity: \_\_\_\_\_  
Campus Site: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Date(s): \_\_\_\_\_ Times: from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. # Hours: \_\_\_\_\_  
Date(s): \_\_\_\_\_ Times: from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. # Hours: \_\_\_\_\_

**PAYMENT PROCEDURE:** Payment is to be made by check in full at least ten (10) days prior to rental.  
Make checks payable to Red Oak ISD.

**INSURANCE POLICY:** Company: \_\_\_\_\_ Policy Ref #: \_\_\_\_\_  
Coverage effective dates: from \_\_\_\_\_ to \_\_\_\_\_

*With my signature as my confirmation, I attest that I have read and understood Red Oak ISD's Facility Use Policy, will abide by its requirements as stated therein, and will be responsible for any fees associated with the rental of this facility. Additional fees may be assessed as required.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### COMPLETED BY ROISD:

- Approved
- Denied

\_\_\_\_\_  
Campus Representative Date

Pay or Non-Pay Group? \_\_\_\_\_ Classification: I II III IV

If denied, reason for denial: \_\_\_\_\_

Communicated to Campus  
Name \_\_\_\_\_ Date \_\_\_\_\_

Communicated to Athletics  
Name \_\_\_\_\_ Date \_\_\_\_\_

**Other communication** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## FACILITIES USAGE APPLICATION

Event: \_\_\_\_\_

Date: \_\_\_\_\_

### FEE ASSESSMENT:

Facility Usage/Event Fee: TOTAL FEES: \$ \_\_\_\_\_

(Includes use of facility, extra duty of custodial staff for mandatory cleaning/disinfecting, and any other staff fees as needed)

**Make checks payable to Red Oak ISD  
and mail to the Education Service Center:**

**Attn: ROISD Events Coordinator, 109 W. Red Oak Road, PO Box 9000, Red Oak, TX 75154**

### ADDITIONAL FEES ASSESSED:

\*Additional fees may be assessed following the event if additional staff or longer hours are required.

\*\*As of August 1, 2016 any and all Groups, Organizations, Businesses, Associations etc. not physically located/based within the geographical boundaries of Red Oak ISD will be subject to a surcharge of 50% of the total rental fees.

TOTAL ADDITIONAL FEES: \$ \_\_\_\_\_



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### EVENT REQUEST FORM

Please review the Explanations attached, and complete this form in its entirety.

Please attach this form to the Application, and send your request to the campus where the facility is located.

**Event Requests for ROMS & ROHS Gyms & Stadium: Contact Tammy Howard with the ROISD Athletics Department @ 972-617-4635. For questions regarding approved events, contact Jennifer Spoor ROISD Events Coordinator @ 972-617-4172.**

---

Event Name

---

Event Description

---

Do you want this event to appear on the district calendar?— *see your campus secretary*  
*(Non-ROISD events will not appear on the district website calendar)*

---

Is this Event a Fundraiser? *(Yes or No) – Must have approved Fundraiser Request Form*

---

Location *(Campus)*

---

Room Number/Area

---

Date of Event *(must be at least 2 weeks away)*

---

Begin Setup Time

---

Begin Event Time

---

End Event Time

---

Tear Down Time

---

Number of Attendees *(Security Officer needed for public events with over 100 attendees)*

---

Contact Name

---

Contact Phone Number

---

Contact E-mail Address

---

Event Setup Description/Instructions *(Note if using existing tables/chairs, such as in the Cafeteria or Library)*

---

Number of additional Tables Needed *(Round or Rectangle?) – please note if using existing tables*

---

Number of additional Chairs Needed *(Total & how many per table)- please note if using existing chairs*

---

Food *(If Yes, provide a brief description. Ex: Snacks or Dinner, catered by Outside Vendor or ROISD Food Services Dept.?)*

---

Technology Needs  
*(Laptop, Projector, Screen, # of Microphones, Document Camera, DVD Player, CD Player, Sound System)*

---

Please list Special Needs for Technology *(special software, on-site Technician needed)*

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Custodial Needs *(# of Trash Cans) – Note whether your group will handle the setup & cleanup*

---

Door Needs- *Note whether Campus Staff/Administrator is handling door needs, or for larger events list the Door# and times you need it unlocked*

---

Maintenance Needs *(AC/Heat)*

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Additional Needs *(Podium, Portable Stage Set Up-ROHS Only, Furniture Moved, Risers Set Up)*

---

Attachments *(Make sure a map is attached for event setup instructions)*

---

Date Submitted

---

Campus Representative's Name

---

Principal's Signature



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### EVENT REQUEST EXPLANATIONS

Help us make your event a success!

All Event Requests need to be submitted **at least 2 weeks in advance**.  
The Application will not be accepted unless all information is filled in.  
No events will be scheduled during school breaks, holidays or summer.

- If your event is changed or cancelled prior to the scheduled event date, please contact the campus Secretary during normal business hours.

#### **Event Name:**

Please give a detailed name of this event. Ex. [insert School] PTA Board Meeting

#### **Event Description:**

Please give a short description of this meeting. Ex. PTA Board Monthly Meeting

#### **Public Event:**

Please indicate if this should be an event viewable by the public or an internal event viewable by only ROISD staff. (Non-ROISD events will not appear on the district website calendar.)

#### **Location:**

Please indicate the campus where your event will be held. Ex. ROHS

#### **Room Number/Area:**

Please indicate the specific room or room number. Ex. Cafeteria

#### **Date of Event:**

Please indicate the start and end date of your event.

#### **Begin Setup Time:**

This indicates when you would like the event to begin setup (this is when the doors will be unlocked for you to start setting up). This is helpful to know so everything is set up for you when you need to decorate, etc. **\*Please remember the high school cafeteria will not be set up on a school day before 4:30pm.**

#### **Begin Event Time:**

This is the time your event will begin. Please be sure to put the exact time (please do not add additional time, this needs to be the exact time the event begins).

#### **End Event Time:**

This is the time your event will end. Please make sure this is exact. This time will help indicate when cleanup can begin.

#### **Tear Down Time:**

Please be very specific on this time. This will indicate when the cleanup can begin. Please allow time for your group to take down any decorations.

#### **Number of Attendees:**

Please be as accurate as possible. The number of attendees will indicate the number of custodial and security staff needed.



**Contact Name:**

Please indicate the name of the person to be contacted for this event.

**Contact Number:**

Please give a number where the contact person can be reached in case questions arise.

**Contact E-mail Address:**

Please indicate the e-mail address of the person who will be the primary contact for this event. This person should be able to answer any questions regarding time, setup, etc.

**Event Setup Description/Instructions:**

Please make sure you give specific instructions regarding setup. Note whether existing tables/chairs will be used (if requesting Cafeteria or Library). **Please attach a map of how the room is to be set up.**

-If you need 6 round tables – how many chairs at each table? Also note whether the Podium is needed and the location.

-If you need trash cans, how many and do you need them in a specific location?

**Number of Tables Needed and Location:**

Please indicate how many tables needed (round or rectangle, Cafeteria tables, etc.). Please indicate placement of these tables on your setup map.

**Number of Chairs Needed and Location:**

Please indicate how many chairs you will need. Specify if these chairs are to go around tables & how many per table.

Please indicate the arrangement of the chairs on setup map.

**Food (Yes or No):**

Please indicate if food is being served and a brief description (catered dinner, or snacks only?). If food is being served, this requires more custodial staff. *If you are using ROISD Food Services, you must email the ROISD Catering Coordinator.*

**Technology Needs:**

Please indicate everything you will need from technology for this event. Please indicate where you would like the technology equipment on the setup map. *(Laptop, Projector, Screen, # of Microphones, Document Camera, DVD Player, CD Player, Sound System, on-site Technician)*

**Custodial Needs:**

Please be specific in any needs for custodial staff (# of trash cans?). Indicate whether your group will handle the setup/cleanup.

**Door Needs:**

Please note if Campus Staff/Administrator will be handling door needs, or for larger events note which door# and times for it to be unlocked.

**Maintenance Needs:**

Please list any needs you may have from maintenance. Please remember that AC/Heat goes off at 5:00pm. *You will need to indicate AC/Heat needs here.* Even if your meeting does not require any setup, technology, etc., you will still need to submit this form in order to have AC/Heat.

**Additional Needs:**

Please be specific in this area. If you need furniture moved, indicate the current location and the location where the furniture needs to be moved.

**Attachments:** A map is required for event setup.