

REGULATIONS FOR FACILITY USE

1. No tobacco, alcohol, or drug use in any facilities or premises.
2. No food/drink except by permission and in designated areas.
3. No firearms or fireworks/explosives on premises.
4. School activities pre-empt any other use of facilities.
5. User will be responsible for all damages to facility caused by users. (A \$250.00 deposit is required)
6. That, upon completion of this use, the User(s) will be responsible for restoring the facility to the condition observable prior to use.
7. That the District may revoke its permission to use the facility at any time it is determined that a group's use damages or threatens to damage school property or violates Board policy and/or administrative regulations.
8. That the User(s) accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement or for any damage done to buildings equipment, or other school property used by the User(s). (initial here) _____
9. That the User(s) also assumes full responsibility for the conduct of any and all persons using the facility during the use of the facility.
10. That the User(s) agrees to assume all liability and hold harmless and indemnify the District, its Trustees, employees, and agents from any and all liability arising out of the User(s)'s use of District facilities.
11. That the User(s) will furnish evidence of \$250,000 liability insurance coverage for the event and shall name the District as an additional insured on the policy as specified by the District.
12. A custodian or building manager must be on site.
13. The following must be done when use of the facility is complete:

Doors locked	
A/C or Heater Turned Off	
Lights Turned Off	
Trash Taken Out	
Floors: trash picked up	
<i>Carpets: if carpet needs to be cleaned due to spills or other stains left, the cost to clean the carpets will be charged back to the organization/person.</i>	
Restrooms: Water turned off in sink(s) Toilets flushed No paper/trash on floors Walls/stalls clean	

Name: _____ Organization: _____

Date: _____

FACILITY USE GUIDELINES FOR SCHOOL PERSONNEL

When determining fees for the use of your facility the factors you will consider will be:

1. Hourly fee for utilities (Facility Use Fees)
2. Cost of custodian
3. Building Manager
4. Light/sound technician
5. Kitchen

When any one of these services is required, that cost must be built into the total cost for facility use.

1. Open anyway with air/heat on.
2. School personnel will be at facility for other reasons and would not be required to assist with activity.
3. Use by a government agency listed as exempt in board policy (Local GKD)

Non-profit youth organizations with 25% or more of total participants being students from DVISD will be given a reduction in the total usual facility use fee, as seen in the chart below. A complete list of student participants must be provided by the sponsor of the youth organization and verified by the appropriate Del Valle ISD official in order to receive this reduction in usual Facility Use Fee.

Percentage of Total Participants
Del Valle ISD Students

Fee

0% - 24%	100% of usual Facility Use Fee
25% - 49%	75% of usual Facility Use Fee
50%-74%	50% of usual Facility Use Fee
75% - 100%	25% of usual Facility Use Fee

Facility Use Fee Chart

Deposit		\$ 250
Set-up Fee		\$ 50/day
Administration Building:	Community Room	\$ 10/Hour
High School:	Fine Arts/Sports Center/Football Field	\$ 100/Hour
	Regular Gym/Activity Center	\$ 35/Hour
	Sports Fields	\$ 15/Hour
Middle School:	Gym/Activity Center	\$ 35/Hour
	Kitchen	\$ 15/Hour + Cost of Cafeteria Employee
Intermediate/Elementary:	Gym/Activity Center	\$ 35/Hour
	Kitchen	\$ 15/Hour + Cost of Cafeteria Employee
	Classrooms	\$ 10/Hour
CUSTODIAN/BUILDING MANAGER:		\$ 15/Hour + Overtime
BUILDING SUPERVISOR (If necessary):		\$ 25/Hour + Overtime
LIGHT/SOUND TECHNICIAN		\$ 25/Hour + Overtime

PROCEDURES FOR FACILITY USE PROCEDURES

1. Secure a Facility Use Application and complete.
2. Contact the principal, assistant principal, etc., in charge of scheduling the desired location. Determine that the facility is available on the date and times desired and the use for which you wish to use it is suitable. Get the administrator to sign the Facility Use Form approving availability to indicate that this contact has been made by phone.
3. Return the completed form to the Administration Building. The form will then receive final approval and the appropriate fees will be determined. A copy of the form will then be returned to the renting party, principal of the facility to be used and to the Superintendent's Office.
4. Payment of the fees should be completed prior to the use of the facility.
5. Any contact necessary for needed equipment or how entrance and exit to the building will be accomplished, should be handled directly with the principal of the facility being used.
6. Short term use by out-of-district persons must be approved by the Superintendent.
7. Long term use by out-of-district persons must be processed through the superintendent's office. A Memorandum of Understanding (MOU) will be presented to the Board of Trustees for consideration.
8. UIL activities and playoff games; (a) No fees; (b) Approval by the Superintendent; (c) Charges for game workers/custodians assessed visiting schools. All other matters will be determined and agreed upon by visiting schools and the superintendent or designee.

HOLD HARMLESS AGREEMENT

The undersigned, _____ agrees to hold harmless and indemnify the Del Valle Independent School District, its Board Members, officials, and other employees from any and all claims made by them or on their behalf for any losses reported between _____ and _____ (dates which the school property is to be used by the individual, community, or group). The Del Valle Independent School District, its Board Members, officials, and other employees who might be claimed to be liable for any and all claims, demands, damages, actions, causes of action, suits, judgments, or executions by reason of any losses incurred between _____ and _____ (dates which the school property is to be used by the individual, community, or group) which may be made by reason of the group's use of school property.

It is further stipulated and agreed that the laws of the State of Texas shall control in the construction of this instrument.

In witness whereof, we have hereunto set our hands this _____ day of _____, A.D. 20 _____

Signature

Subscribed and sworn to before me this _____ day of _____, 20 _____ at _____ County, Texas

Notary Public Signature

(seal) _____ County, Texas

Notary Expires

For Campus/Facility Use Only

Check Applicable Charge:

- | | | | |
|--|-------|------------------------|-------|
| <input type="checkbox"/> Deposit for Building Use | _____ | | |
| <input type="checkbox"/> Set-up Fee | _____ | | |
| <input type="checkbox"/> Hourly Utility Charge | _____ | Total Hours | _____ |
| <input type="checkbox"/> Hourly Bldg. Mgr. Charge | _____ | Combined Hourly | _____ |
| <input type="checkbox"/> Hourly Custodial Charge | _____ | Total Charge | _____ |
| <input type="checkbox"/> Hourly Light/Sound Charge | _____ | Discount if Applicable | _____ |
| <input type="checkbox"/> Hourly Other | _____ | | |
| | | Total Due | _____ |
| | | Check Attached | _____ |
| | | Please Bill | _____ |

**PLAYOFF FACILITY USE
SCHEDULE OF RESPONSIBILITIES**

Del Valle Independent School District is responsible for the following:

- Access to the gym
- Dressing facilities
- Concession Sales
- Security Service (if asked for)
- Announcer (Football and Baseball/Softball)
- Book Keeper
- Clock Keeper
- Libero Tracker (Volleyball)
- Training Room (to be shared by teams)
- Water for bench area
- Warm up balls

Participating schools are responsible for the following:

- Game Officials – Participating schools select, contact and pay game officials
- Set ticket prices
- Provide dressing room needs (towels, soap, etc.)
- The home school is responsible for the gate and gatekeeper, including change and paying the visiting team.
- The home school is responsible for all aspects of UIL reporting
- The home school is responsible for providing a Game Administrator

Gymnasium Lease Expense:

- \$400
- \$500 (if security is needed)

Football Field Lease Expense:

- \$500
- \$600 (if security is needed)

Baseball/Softball Lease Expense:

- \$300
- \$400 (if security is needed)

For Additional Information Contact: _____

FACILITY USE APPLICATION

Building or Area Requested: _____

Date Needed: _____ Starting Time: _____ Ending Time: _____

Set-up Time Needed: _____ Total Hours _____

MUST BE COMPLETE ALL TIME NEEDED

ORGANIZATION NAME: _____

Non-Profit Organization: Yes No If yes, provide a copy of the Non-Profit 501C3

Responsible Person: _____

Address: _____

Phone Number: _____

Purpose: (Describe fully the use and activities to be conducted) _____

ARE YOU CHARGING ADMISSION FOR YOUR FUNCTION? YES NO

If YES, use of funds: _____

Any other necessary information: _____

SEE BACK FOR FACILITY USE FEE CHART

I HAVE READ THE REGULATIONS FOR FACILITY USE AND I FURTHER AGREE TO BE RESPONSIBLE FOR ANY DAMAGE(S) THAT MAY RESULT FROM OUR USE OF THIS BUILDING/AREA AND TO PAY THE FEE AS CALCULATED ON THE "HOLD HARMLESS AGREEMENT".

SIGNATURE: _____ DATE: _____

Items below to be completed by School Administration:

- Request Approved Request Denied Rental Fee Required
- No Charge Proof of Insurance Non-Profit 501C3

Amount Required for Deposit _____ Date Deposit Made: _____

Principal/Campus Administrator _____ Superintendent _____

Date Approved _____ Date Approved _____

If kitchens are used and an employee of the district is present, the organization using the facility pays the wages of that individual for their time and services.

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