

GRAND PRAIRIE ISD FACILITIES RENTAL POLICY

The taxpayers of the Grand Prairie Independent School District are proud of the district's facilities and have a vested interest in the maintenance and upkeep of the buildings and grounds. The management of these facilities has been placed in the hands of the Board of Trustees, or their designee, where accountability for the utilization and security is paramount.

All facility use will be scheduled through the central office of the Director of Athletics.

Guidelines for facility use are clearly established in the Texas Education Code (37.195, 37.125, and 45.033) and District Local Policies GKA, GKB, and GKD. In compliance with these codes and policies, the Grand Prairie Independent School District has established the following procedures for facility rental.

- The programs and events of the district will ALWAYS take priority over any rental.
- The district will revoke its permission to use any facility at any time when it is determined that a group's use creates instructional conflicts, damages or threatens to damage school property, or violates board policy and/or administrative regulations. This includes, but is not limited to, UIL activities, construction projects, and building maintenance programs.

General facility use and rental restrictions:

- Monday through Saturday activities. **NO** Sunday rentals will be allowed.
- **NO** rentals will be allowed on designated school holidays or holiday weekends. (A district calendar is available.)
- **ALL** rentals must end by 9:00 PM Monday through Friday and must end by 10:00 PM on Saturday.
- Rentals during the summer recess (June 1 to July 31) will be limited to facilities hosting district summer school programs and high schools.
- Facilities may not be rented for continuous or long-term periods.
- Instructional classrooms, libraries, resource areas and computer labs are **NOT** available.

General rental guidelines:

- Facilities will not be scheduled more than 90 days prior to the event.
- All cafeterias will be rented "as is". Any rearrangement of cafeteria furniture will require a set-up fee as identified on the application.
- Rental of kitchen facilities will require one GPISD Food Service employee on site. Kitchens may not be rented independently from the cafeteria.
- The district will provide one microphone and stand in the basic rental package at the elementary and middle school campus. Additional equipment will be charged as identified on the application.
- The use of any sound equipment in Chambers Auditorium or Keel Theater will require district-approved operators. Fees for these are shown on the application.
- The use of special lighting in Chambers Auditorium or Keel Theater will require district-approved operators. Fees for these are shown on the application.

- Use of district owned audio-visual equipment (i.e. overhead projector, screen, TV, VCR) would require additional charges as identified on the application.
- One member of the GPISD Administrative Staff will be required for each rental. Included in fees shown on application.
- **The renter shall operate a permanent place of business or have established a permanent residence within the district boundaries.** A post office box to establish a district address is not acceptable. The majority (51%) of its active members must also reside within the district boundaries. District may ask renter to verify all of the above with documentation.
- **The district disclaims any affiliation with the renter.** The renter understands that the district, by permitting use of its facility(s), does not support, advocate, or endorse the renter's religious, political, or social philosophy. The renter understands that this disclaimer is to be included in all promotional and advertising material.
- **Any renter using school facilities shall provide an original Certificate of Insurance, with the district named as the Certificate Holder, indicating a minimum \$300,000 Combined Single Limit for Bodily Injury and Property Damage Liability Coverage.** The district shall be named as an additional insured on the certificate of policy. The insurance carrier must hold a minimum of "Secure Rating" from the A.M. Best Company. Additionally, the renter shall hold the district harmless for any claim or claims by any participant, sponsor, spectator or any other person on/in the facility(s) as a result of or in connection with the intended use, and the renter shall indemnify the district for any damage resulting from any and all loss of life, bodily injury, or property damage on/in the facility(s). This policy must remain in effect during the time of rental.
- **The renter must agree to contract with the Grand Prairie Police Department for a uniformed, certified, off-duty police officer.** The renter will pay the officer directly at the conclusion of the event. This officer is responsible to the district and not the renter. Events with an anticipated attendance exceeding 300 will require an additional officer for each 300 in attendance. Renter will make arrangements through the Grand Prairie Police Department for an officer(s). The renter will pay the officer(s) directly at the end of the agreed rental. Documentation must be provided to verify security officers prior to the event. There will be NO exceptions to this requirement. The current hourly rate per officer is \$35.00.
- **The district reserves all rights to the sale of concessions for any event held in district facilities.** This includes, but is not limited to, athletic events (indoor and outdoor), and any building rental. The GPISD reserves the right to assign these concession rights to individual campus organizations or to groups deemed affiliated, through special arrangements, with the City of Grand Prairie and the Department of Parks and Recreation. Renters that desire to sell concessions during their facility rental will be required to comply with the district procedures for concessions. The use of district facilities by outside groups does not allow for the early delivery of supplies and/or equipment associated with the sale of concessions. Neither will the district be responsible for storage of same following the completion of a rental agreement. No district equipment may be used during the sale of concession, including but not limited to ice machines, food warmers, popcorn poppers, nacho warmers or coffee makers. Concession stand access and use is not included with stadium, gym or field rentals.
- **All district facilities are smoke free, drug free and alcohol free.** The sale or consumption of these items will not be permitted on school premises.
- **The use of facilities by any district employee that generates private income** for the employee or any participant in the activity, shall be subject to all other policies herein. All camps, clinics, workshops, tutorial programs, and leagues not required for competition in UIL or district sanctioned student activities will be assessed a participant fee of \$8.00 per registered participant. This fee is applicable for each five-day camp, clinic, tutorial programs, or workshop. Events that have extended sessions will be assessed a pro-rated fee.

- The use of facilities for **fund raising activities by school district groups** must have prior approval of the campus principal and formal application for use must be submitted to the district facilities rental administrator for approval. Approved events and groups will not be subject to rental fees, but will be assessed charges related to security, administrative supervision, custodial charges and the \$8.00 per registered participant fee if applicable. 80% of all funds raised must be retained by the school sponsoring group.
- The use of facilities for **fund raising activities by non-district groups** will be considered a rental and subject to all rental policies and fees. For approval, 80% of all funds raised must be retained for use within the local school district boundaries and benefit a local Grand Prairie non-profit group or organization.
- Fees established represent charges for venue preparation, administrative personnel during the event, and use of the areas designated on the approved rental agreement.

Guidelines specific to Gym use and rentals:

- **Competition and spectator gymnasium** rental will be limited to events intended for indoor related activities and subject to **ALL** guidelines for facility rental. Gymnasium rental will be contingent upon application and review for each individual event and renter. All gymnasium rentals are subject to the approved district schedule for fees.
- **Competition and spectator gymnasiums** are defined as:
Grand Prairie High School Turner Gym, JV Gym, and the Spectator Gym at the 9th Grade Center,
SGP High School Warrior Coliseum, JV Gym, and the Spectator Gym at the 9th Grade Center,
Spectator Gyms at ALL Middle Schools
- No furniture will be allowed on gymnasium floors without protective cover.
- Non-district related events will not be allowed in any gymnasium (competition or spectator), without an approved rental agreement.
- Scoreboard use requires a designated district trained operator at the listed fee schedule.
- PA system use requires set up and supervision by a trained school district representative at the listed fee schedule.

Guidelines specific to Competition Field rentals:

- Fields available for rental include Gopher-Warrior Bowl, Warrior Stadium, Reagan MS, Jackson MS, Arnold MS and Kennedy MS. No competition baseball or softball fields are available for rental.
- Priority use of the Gopher-Warrior Bowl and Warrior Stadium are given to UIL practices, games and playoffs.
- Applications for field rentals are on a first come, first serve basis with priority given to the first application received that includes the rental security deposit.
- Field rentals are only available during the traditional sports season. No summer rentals.
- Middle School natural grass turf field rentals are subject to a maximum use of two times in one calendar month.
- Field use and availability on inclement weather days is at the sole discretion of the district administration and the on site administrator.
- Scoreboard use requires a designated district trained operator at the listed fee schedule.

- Stadium PA use requires set up and supervision by a trained school district representative at the listed fee schedule.
- Use of stadium lights is at the listed fee schedule.
- A designated district custodian is required to be on duty during all events. See fee schedule.
- Use of stadium concession stands is **not included** with field rentals since equipment and supplies in these areas are the property of the individual campus or designated school booster group.

Rental of any district owned facility will require:

- Submission of a completed Application for Facilities Rental at least **45 days prior to the desired date**. There will be **NO** exceptions to the 45-day requirement. No applications accepted more than 90 days prior to event.
- Include a **Certificate of Insurance** with application as defined in the base guidelines.
- **Security Deposit-equal to one-third (1/3) of the total rental charges as identified on the application**. The amount of the deposit will not be applied to the rental charges. This will be a separate check. The district will refund the security amount following a rental provided there are no additional charges for extra building use, or no damage to district property per the Building/Field/Venue Condition Review which is completed by representatives of the district and the renting organization. The renter accepts full responsibility for and shall pay to the district the cost for any damage to the facility(s) resulting from the use.
- **Payment in full (100%)** of the rental charges identified on the application is due at least **30 days prior to the desired date**. Failure to provide payment in full 30 days prior to event will void the rental agreement.
- All checks or money orders must be made payable to the **Grand Prairie Independent School District**.
- Documentation of scheduled security officers meeting the criteria as defined in the base guidelines.

Rental applications and payments should be made directly to the office of the Director of Athletics located in the GPISD Education Center.

**2602 S. Belt Line Road
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