

## USE OF SCHOOL DISTRICT FACILITIES

CAMPUS FACILITIES AND ADMINISTRATION  
CULTURAL ARTS CENTER

SCOPE OF USE	<p>“Educational, recreational, civic, or social activities” includes a broad range of activities described in Policy GKD (Local), including religious activities, employee or member training, appreciation events, and non-profit organization meetings and fundraising events.</p>
FUNDRAISING / SALES	<p>“Fundraising” excludes an admission fee, regular dues or special charges to members of the group or organization intended to cover only the group’s expenses incurred in the event or activity.</p> <p>“Sales/Concessions” means selling any product, merchandise, or food item on demand. The District supports its student clubs, booster and support organizations by allowing them first right to sell concessions at events held in District facilities. When an organization requesting non-school use proposes to have sales/concessions at its Event, the campus designee or Administrative and Cultural Arts Center (ACAC) designee will first offer the concessions opportunity to one or more school groups. If no school group accepts the opportunity, the organization will be allowed to operate its own concessions. If the organization contracts with an outside party to operate the concessions, then the campus or ACAC may collect a percentage up to a maximum of 15%, to be determined by campus or ACAC designee, of net profit from sales/concessions for the Event.</p>
ADMISSION FEE	<p>“Admission fee” means a fee that a user organization charges to event spectators or members of the public to attend the event.</p>
SCHEDULING	<p>“Request Form” means the Facility Rental Request Form (Exhibit 1) completed by an organization and campus designee to reserve use of a facility and obtain all required approvals. The signatures on the Request Form are sufficient only for reservation of the facility. The executed Request Form will be attached to a signed Facility Use Agreement. (Exhibit 2)</p> <p>Non-school use will be considered based on the availability of the facility, as determined by the campus designee or ACAC designee. If no conflict exists, requests shall be considered on a first-come, first-served basis.</p> <p>For non-school use of HS Stadium, in addition to the approval of the campus designee, the District’s Director of Athletics or designee must also approve. Consideration of availability may</p>

include scheduled times for field turf rest, maintenance, or repair and any other consideration that is viewpoint neutral.

FACILITIES AVAILABLE  
FOR NON-SCHOOL USE

Designation of facilities available for non-school use

The facilities listed on the Facility Use Fee Schedule (Exhibit 4) are generally available at the different District campuses or the ACAC, except that the campuses/locations listed on Exhibit 3 are not available for non-school use.

USE AGREEMENT

“Facility Use Agreement” means the agreement for use of the facility executed by the requesting organization as “Licensee” and the District (Exhibit 2). An agreement for use of the facility will not be complete until the Facility Use Agreement is executed and full payment is made by Licensee. The campus Principal is authorized to execute the Facility Use Agreement on behalf of the District regarding use of a facility on that campus. The ACAC designee is authorized to execute the Facility Use Agreement on behalf of the District regarding use of an ACAC facility.

FEES FOR USE

“Fee Schedule” means the Facility Use Fee Schedule appended to this regulation, as it may change from time-to-time. (Exhibit 4)

Determination of Fees

The Fee Schedule includes 1) “Rental fees” for use of the facility, and 2) “Expenses” for use of district personnel or other costs incurred.

For Rental fees, the campus designee or ACAC designee is authorized to determine whether the organization satisfies the criteria for waiver of Rental fees. If not, the campus designee or ACAC designee will follow the Fee Schedule for determination of Rental fees.

For Expenses, the campus designee or ACAC designee is authorized to determine the applicable Expenses, using the Fee Schedule, except that

- the District will determine whether security is required for events with 100 or more attendees
- the Child Nutrition Services will determine the cost of Expenses related to use of any kitchen facility.

Expenses may not be waived.

Changes to Fee Schedule

Changes to the fee schedule are subject to Board approval.

Payment of Fees

Payment of fees shall be by check payable to Ysleta Independent School District delivered to the Campus designee or to the cashier at the Finance Division at District central office.

Payment may also be made by cash or credit card through the Financial Services Cashier at central office.

Credit of Fees to Campus

First \$500.00 of Rental fees and Expense payments per Event paid to the District and attributable to use of a campus facility shall be credited by the District to the campus account, except for payments related to security and food service personnel.

RENTAL FEES WAIVED –  
PUBLIC MEETINGS

For this purpose the term “Public Meetings” includes meetings open to the public held by non-profit organizations or other governmental entities for the purpose of informing the public or obtaining public input.

INSURANCE  
REQUIREMENTS

At the discretion of the District, a waiver or modification of the insurance requirements may be granted, provided the appropriate waiver and consents have been provided.