

ANGLETON INDEPENDENT SCHOOL DISTRICT
RENTAL OF SCHOOL FACILITY PROCEDURES

1. All paperwork must be completed at the campus where facilities are being rented.
2. **All department supervisor signatures on page 1 are REQUIRED whether services are rendered or not.**
3. Once all department supervisor signatures have been acquired, the **ORIGINAL SIGNED DOCUMENTS WITH PAYMENT FOR SERVICES/FACILITIES** are to be sent to the Executive Director of Operations.

Please refer to the Angleton ISD Codes & Policies on the district website listed below for further district guidelines on the rental of school facilities.

http://www.angleton.isd.tenet.edu/codes_policies.html

**COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES**

**GKD
(LEGAL)**

PROHIBITED ACTS	An officer or employee of the District who is acting or purporting to act in an official capacity may not, because of a person's race, religion, color, sex, or national origin: <ol style="list-style-type: none">1. Refuse to permit the person to use facilities open to the public and owned, operated, or managed by or on behalf of the District;2. Refuse to permit the person to participate in a program owned, operated, or managed by or on behalf of the District;3. Refuse to grant a benefit to the person; or4. Impose an unreasonable burden on the person. <p><i>Civil Practices and Remedies Code 116.001</i></p>
RIGHT TO PRESERVE USE	The District, like a private property owner, may legally preserve the property under its control for the use to which it is dedicated. <i>Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384, 113 S. Ct. 2141 (1993)</i>
FORUM FOR COMMUNICATION	<p>The District may create a public forum of a place or channel of communication for use by the public at large for assembly and speech, for use by certain speakers, or for the discussion of certain subjects. <i>Perry Educ. Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S. Ct. 948 (1983); Chiu v. Plano Indep. Sch. Dist., 260 F.3d 330 (5th Cir. 2001)</i></p> <p>The District is not required to allow persons to engage in every type of speech when the District establishes a limited public forum; the District may be justified in reserving its forum for certain groups or for the discussion of certain topics. The District shall not discriminate against speech on the basis of viewpoint, and any restriction must be reasonable in light of the purpose served by the forum. <i>Good News Club v. Milford Cent. Sch., 533 U.S. 98, 121 S. Ct. 2093 (2001); Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384, 113 S. Ct. 2141 (1993)</i></p>
FEES FOR USE	The Board may set and collect rentals, rates, and charges from students and others for the occupancy or use of any of the District's facilities, in the amounts and manner determined by the Board. <i>Education Code 45.033</i>

PATRIOTIC SOCIETIES

If the District has a designated open forum or a limited public forum and receives funds made available through the U.S. Department of Education, the District shall not deny equal access or a fair opportunity to meet, or to discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code (as a patriotic society), that wishes to conduct a meeting within that designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed as a patriotic society.

The United States secretary of education may issue and secure compliance with rules or orders with respect to a district that receives federal funds and that denies equal access, or a fair opportunity to meet, or discriminates, as described above. If a district does not comply with the rules or orders, no funds made available through the Department of Education shall be provided to that district.

YOUTH GROUP

"Youth group" means any group or organization intended to serve young people under the age of 21.

LIMITED PUBLIC FORUM

For purposes of this policy regarding PATRIOTIC SOCIETIES, an elementary school or secondary school has a limited public forum whenever the school grants an offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory.

SPONSORSHIP

Nothing in this policy shall be construed to require the District to sponsor any group officially affiliated with the Boy Scouts of America, or any youth group listed as a patriotic society.

Boy Scouts of America Equal Access Act, 20 U.S.C. 7905

FACILITIES AS POLLING PLACES

The District shall make its buildings available for use as polling places in any election that covers territory in which the buildings are located. If more than one authority requests the use of the buildings for the same day and simultaneous use is impractical, the District shall determine which authority may use the building. *Election Code 43.031(c)*

No charge, including a charge for personnel, utilities, or other expenses incurred before or after regular business hours, shall be made for the use of a District building for a polling place if the day of the election is a day on which the building is normally open. If the day of an election is a day on which the building is not normally open, a charge may be made only for the reimbursement of actual expenses resulting from use of the building in the election. *Election Code 43.033(a)*

POLITICAL PARTY CONVENTIONS

The District shall not assess a charge for the use of a school building for a precinct, county, or senatorial district convention, except for reimbursement for the actual charges resulting from use of the building for the convention. The District shall provide an itemized statement of expenses to the reimbursing authority. *Election Code 174.0631*

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**COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL**

**GKD
(LOCAL)**

SCOPE OF USE	<p>The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities only when these activities do not conflict with school use or with this policy.</p> <p>Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.</p> <p>Note: See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none">• Use by employee professional organizations: DGA• Use of facilities for school-sponsored and school-related activities: FM• Use by noncurriculum-related student groups: FNAB• Use by District-affiliated school-support organizations: GE
NONPROFIT FUND-RAISING	<p>The District may permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.</p>
FOR-PROFIT USE	<p>Except for individuals and for-profit organizations whose primary residence or location of business is within District boundaries, the District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the District may permit public performances, recitals, or presentations so long as no admission fee is charged and when these activities do not conflict with school use or with this policy.</p>
SCHEDULING	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p>
APPROVAL OF USE	<p>The executive director of operations is authorized to approve or disapprove use of any District facility.</p>
EXCEPTION	<p>No approval shall be required for occasional nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as asphalt tracks, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose. Organized youth sports leagues should coordinate, by separate agreement, scheduling and use of outdoor facilities.</p>
EMERGENCY USE	<p>In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.</p>
FACILITIES NOT AVAILABLE	<p>The following facilities shall not be available for nonschool use:</p> <ol style="list-style-type: none">1. Wildcat Stadium Track2. Angleton High School Gym A3. Angleton High School Lecture Hall
REPEATED USE	<p>The District shall permit repeated use by any group or organization for nonschool purposes for no longer than one month.</p>
EXCEPTION	<p>The limitations on repeated use by a nonschool group or organization may be waived when the primary participants in the activities are school-aged children.</p>
USE AGREEMENT	<p>Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use and indemnifying the District for such claims, including cost of defense.</p>

FEES FOR USE

Nonschool users shall be charged a fee for the use of designated facilities.

The executive director of operations shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

EXCEPTIONS

Fees shall not be charged when school buildings are used for public meetings sponsored by state or local governmental agencies.

Fees shall not be charged for use by District employee professional organizations. [See DGA]

REQUIRED CONDUCT

Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school prop-erty without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use. A reasonable security deposit and/or insurance certificate may be required.

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ANGLETON INDEPENDENT SCHOOL DISTRICT
RENTAL OF SCHOOL FACILITY INFORMATION

Date of Application: _____

This form is required by all/any organization, function, or event taking place at this campus:

Name of Campus

This information is for the purpose of determining whether or not rental of the facility is feasible. Making a deposit for rental in no way guarantees you will be approved for rental of the facility.

Following campus recommendations, the Rental Application will be sent to any/all departments involved (Security, Maintenance/Custodial, and/or Food Service) for approval. If application is not recommended for approval by said departments, the rental may not be approved by the Central Office Administrator.

Please understand that there will be a two-hour minimum custodial fee of \$36.00. This will be required whether or not custodial services are needed. If there are more than 75 people in attendance at this event, security personnel are mandatory. Classrooms, VCR equipment, televisions, computers, pianos, and Computer Labs are OFF LIMITS and are NOT part of the rental agreement.

There is NO PARKING in the Fire Zone.

1. Organization renting building _____
2. Organization's Insurance Carrier _____
3. Organization's representative that will be in charge _____
4. Daytime Phone Number _____ Home Phone Number _____
5. Date that event will take place _____
6. Length of the event from start to finish _____
(This should include the amount of time needed for decorating, setting up, etc.)
7. What kind of area, space, seating, etc. will be required? _____

8. How many will be in attendance? _____
9. Will air conditioning/heating be needed? _____
10. Will outdoor lighting be needed? _____
11. Will the cafeteria/food preparation area be needed or will this event be catered?
(Cafeteria worker is required if the cafeteria is to be opened.) _____

Please return this form, proof of insurance & rental fee to the main office of the campus where you are applying for rental 2 weeks prior to event for final approval. If your application is not approved all deposits for rental fees will be returned. If you have any questions, you may contact the campus office or the Executive Director of Operations office, (979) 849-8594, ext. 245.

ANGLETON INDEPENDENT SCHOOL DISTRICT
RENTAL OF FACILITY AGREEMENT

The undersigned, _____, agrees to hold
(Organization's Name)
and indemnify the Angleton 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 the
(Organization's Name)
Angleton Independent School District on _____, which may
(Date)
be made by reason of the group's use of school property.

The undersigned, _____, hereby releases
(Organization's Name)
forever discharges the Angleton 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
(Organization's Name)
the Angleton Independent School District, 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 will control in the
construction of this instrument.

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

Organization's Representative

Organization's Address

City

State

Zip

ANGLETON INDEPENDENT SCHOOL DISTRICT
FOOD SERVICE REQUIREMENTS

1. **No outside caterers shall be permitted to occupy the kitchen facilities to cook an entire meal.**
2. **Warmers, refrigerators, and ice may be used. An A.I.S.D. Food Service employee must be on duty at all times when equipment is in use.**
3. **No cooking equipment shall be available at anytime to any organization or contracted caterer.**
4. **Anytime the kitchen facility is open, it is required by the city and state health official to have an A.I.S.D. Food Service employee who is a certified food handler on duty.**
5. **The A.I.S.D. Food Service Department is available for catering. Arrangements shall be made with the A.I.S.D. Food Service Director at a per plate cost. All arrangements must be finalized at least two weeks prior to the date of the event. Prices shall include an additional 10% overage of food to cover any extra ticket sales. If there are more than 10% of the total number guaranteed, a per plate cost will be included for each additional person.**
6. **Only A.I.S.D. Food Service employees shall be authorized to open the kitchen facilities.**
7. **Custodians shall not be authorized to open the kitchen facilities for anyone.**
8. **All school and civic organizations that use volunteers to work an event must have approval from the A.I.S.D. Food Service Director. A list of workers must be provided so an organized schedule can be arranged.**
9. **No leftover food prepared by A.I.S.D. Food Service staff shall be carried away from the premises.**
10. **A bill will be sent after each event to the responsible party. Payment in full is expected within 30 days of the event. The school may require a deposit prior to the event.**

Date

Organization's Representative