

**GRAPE CREEK INDEPENDENT SCHOOL DISTRICT
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.

The only time facility may be used at NO CHARGE will be when the building is:

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.

Facility Use Fee Chart

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
	Kitchen	\$ 15/Hour
Middle School:	Gym/Activity Center	\$ 35/Hour
	Kitchen	\$ 15/Hour
Intermediate/Elementary:	Gym/Activity Center	\$ 25/Hour
	Kitchen	\$ 15/Hour
	Classrooms	\$ 10/Hour
CUSTODIAN:	\$15/Hour	
BUILDING SUPERVISOR:	\$25/Hour	
LIGHT/SOUND TECHNICIAN	\$25/Hour	

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.
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. Use by out-of-district persons must be approved by the Board of Trustees. Allow extra time for this process to be completed at a regular monthly board meeting.
7. 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.

**GRAPE CREEK INDEPENDENT SCHOOL DISTRICT
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.
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).
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 liability insurance coverage for the event and shall name the District as an additional insured on the policy as specified by the District.
12. Keys are to be turned the next business morning. Please make sure the following are 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	
Carpets: <i>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: _____

**GRAPE CREEK INDEPENDENT SCHOOL DISTRICT
HOLD HARMLESS AGREEMENT**

The undersigned, _____ agrees to hold harmless and indemnify the Grape Creek 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 Grape Creek 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:

_____ Hourly Utility Charge	_____	Total Hours	_____
_____ Hourly Bldg. Mgr. Charge	_____	Combined Hourly	_____
_____ Hourly Custodial Charge	_____	Total Charge	_____
_____ Hourly Light/Sound Charge	_____	Discount if Applicable	_____
_____ Hourly Other	_____	Total Due	_____
		Check Attached	_____
		Please Bill	_____

**GRAPE CREEK INDEPENDENT SCHOOL DISTRICT
PLAYOFF FACILITY USE
SCHEDULE OF RESPONSIBILITIES**

Grape Creek 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)
- Gate Keeper
- 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 all aspects of UIL reporting
- The home school is responsible for providing a Game Administrator
- Provide all awards

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)

All facilities: Custodial @ \$15/hr; Building/Field Supervisor \$25/hr; and light/sound technician \$25/hr.

For Additional Information Contact:

Grape Creek ISD
Athletic Director
Office: 325-653-1852, ext. 4002 Fax: 325-653-3568