

COMMUNITY RELATIONS:
COMMUNITY USE OF SCHOOL FACILITIES

GKD-R

SUPERVISION	All school facilities shall be under the general supervision of the Superintendent, subject to the terms and provisions of board policy and administrative regulations. School facilities used for athletic events are under the direct supervision of the Athletic Director, and school facilities used for lifelong learning events are under the direct supervision of the Community Education Director.
APPLICATION AND APPROVAL	Applications for the use of Kerrville ISD facilities will be submitted to the campus principal of the campus involved. If no campus is involved, the request will be submitted to the Superintendent or designee. Approval for the use of the facility will be obtained from the following: Auditorium, classroom, lab – campus principal Athletic facilities – campus principal and athletic director Food Service facilities – campus principal and food service director Other non-specified facility – Superintendent or designee
STAFF FEE	Use of facility that requires KISD staff to set up, arrange or supervise for an event, or clean up after the event, when appropriate, will result in a staff fee charge of \$15 per hour per person. A KISD employee will be present when a school facility is being used, unless specifically excluded elsewhere in this regulation. KISD staff will be paid by the school district for the number of hours worked during an event in accordance with payroll policies, and in no instances will be paid by the organization using the KISD facility. Timesheets documenting the event, date, hours worked, employee signature and supervisor signature shall be submitted to the payroll department according to the timelines established on the district payroll calendar.
FACILITIES USE COMMITTEE	The members of the Facilities Use Committee will be the Assistant Superintendent for Finance, the Athletic Director and the Community Education Director.
CONTRACT	A Contract for Use of Facilities is required for all use of KISD facilities, unless specifically excluded elsewhere in this regulation.
INSURANCE	A Certificate of Liability Insurance is required for all use of KISD facilities, unless specifically excluded elsewhere in this regulation.
HOLD HARMLESS	A Hold Harmless Agreement is required for all use of KISD facilities, unless specifically excluded elsewhere in this regulation.

ACCOUNTING Receipts and disbursements for KISD sponsored events (see TYPES OR ORGANIZATIONS) will be maintained by the KISD finance department and will be reported in the General Operating Fund, Food Service Fund or specific Activity Fund as appropriate. The financial matters for fund raising activities sponsored by campus PTO's are typically maintained by the PTO organization.

DAMAGES Any damages to KISD property incurred as a result of an organization using a facility become the financial responsibility of that organization.

TYPES OF ORGANIZATIONS Fees for the use of KISD facilities will be determined on a three-tier basis, based on the type of organization and purpose of the request.

I. KERRVILLE ISD SPONSORED EVENTS

A. Fund Raising – if substantially all of the revenue generated by an event is for the benefit of a particular campus or school activity fund, and if no portion of the revenue is paid in salaries or stipends (i.e. all volunteered man-hours), then no facility fee will be charged. The organization sponsoring the event will only be charged for specific supplies used, if any. Typically, the district will incur employee costs for custodians, food service employees, electricians, painters or grounds crew members. If the organization sponsoring the event chooses to make a donation to the school district to help defray these payroll costs, arrangements should be made with the campus principal.

B. School Sponsored Activity – See GKD-R Exhibit

II. OTHER NON-PROFIT SPONSORED EVENTS

See GKD-R Exhibit/User A

III. FOR-PROFIT SPONSORED EVENTS

See GKD-R Exhibit/User C

KITCHEN USE See KGD-R Exhibit/Kitchen Use

ATHLETIC FACILITY USE Athletic facilities subject to this regulation are defined as all inside and only outside competition playing areas.

UIL ACTIVITIES AND PLAYOFFS UIL Activities and playoff games will be subject to a separate fee schedule as prepared by the Athletic Director

GENERAL RULES

Arrangements for tables, chairs or special equipment for facilities will be made at the time the application is approved.

The district reserves the right to request payment of fees in advance. A deposit may be requested at the time the application is approved.

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All rules concerning building care and use which apply to students and faculty will apply to others who use the buildings.

Separate arrangements will be made if concession rental is needed by the organization.

A contract for use of the facilities will not be transferred to a third party.

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