

Tyler ISD Facilities Rental and Usage Handbook

Members of the Facility Committee

Director of Facilities – Tim Loper

Director of Athletics – Danny Long

**School Gyms, Mike Carter, Trinity Mother Frances Rose Stadium
Athletic Department Secretary -Mary Ellen Reed**

Director of Maintenance – Rick Hensley

**Schools, School Cafeterias, Plyler Complex,
Maintenance Department Secretary -Dianne Foster**

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**School Auditoriums and Caldwell Auditorium
Caldwell Auditorium Supervisor-Randy Carter
VPA Department Secretary -Terry Turman**

Director of Food Services – Victor Olivares

This document is intended to be a living document to help facilitate the rental and use of our TISD facilities to the community and campus organizations.

November 2, 2004

Community Use of School Facilities

Most of Texas' public schools open their doors for after-hours use by the public. School districts that permit community use of their facilities do so as a public service, in recognition of the community's contribution to the public schools. Districts that permit such use need to consider a host of related legal and policy issues.

1. **School/District facilities are not automatically open for public use.** Normally, all school facilities are operated for school purposes and therefore are not public. Grayned v. City of Rockford.
2. **Policy and use agreements should protect the district's ability to access its own facilities for school purposes.** School officials may not lease school property for community use in a way that might interfere with the primary educational purpose of the school facilities.
3. **District should charge a reasonable fee for community use** The Texas Constitution prohibits school districts from spending district resources to serve nonschool purposes. Arguably, charging no fees at all constitutes an improper "gift of public funds," if the district is spending its resources to keep its doors open for nonschool use.
4. **Charging different fees based on the viewpoints expressed by participating groups is illegal viewpoint discrimination.**
5. **A community group's direct payment of compensation to district staff who works to keep a facility open may lead to violation of federal law.** The federal Fair Labor Standards act requires a school district employer to pay overtime to non-exempt employees who work more than 40 hours in a week.
6. **Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property.** All groups using school facilities shall be responsible for the cost of damages incurred during their use.
7. **Priorities for scheduling the use of school facilities shall be as follows:**
 - a. The regularly scheduled educational program, including instructional activities: meetings, practices, and performances of school-sponsored groups and staff meetings related to official school business.
 - b. Meetings and other activities of school support groups organized for the sole purpose of supporting the schools or school-sponsored activities
 - c. Meetings and other activities of groups made up primarily of school-aged children.
 - d. Meetings of employee organizations
Facility fees shall not apply to meeting of employee organizations:
(DGA Legal – "employee organizations" means any organization in which employees participate that exists, in whole or in part, to deal with one or more employers concerning grievances, labor disputes, wages, hours of employment or working conditions.)
 - e. Meetings and activities of other groups on a first-come, first-served basis.
8. **Organizations using school/district facilities shall:**
 - a. Conduct their business in an orderly manner
 - b. 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
 - c. Make no alteration, temporary or permanent to school property without prior written consent from the Superintendent.
9. **Nonschool materials shall not be distributed if:**
 - a. The materials are obscene, vulgar or otherwise inappropriate for the age and maturity of the audience.
 - b. The materials endorse actions endangering the health or safety of students.
 - c. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
 - d. The materials contain defamatory statements about public figures or others.
 - e. The materials criticize Board members or school officials or advocate violations of school rules and fall within the standard described at Limitations on Expression. (Policy FNAA)
 - f. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
 - g. The materials include hate literature and scurrilously attacks ethnic, religious or racial groups and similar publications aimed at creating hostility and violence if they fall within the standard described at Limitations on expression. (Policy FNAA *Legal)

TYLER INDEPENDENT SCHOOL DISTRICT
Facilities/Building Rental Leasing Regulations

1. Purpose of School Facilities - District buildings, grounds and equipment are financed and maintained for the sole purpose of promoting the education of the enrolled students of the Tyler Independent School District. Any other purpose for which school facilities or properties are used shall be subordinate and shall not interfere with the program of school activities.
2. Permissible Users of School Facilities - Any organization may be required to submit an official roster of members and/or attendees. All non-school use of school facilities and restricted grounds shall be made only upon a lease contract executed by Superintendent's designee. Lease contracts and the privileges of the lessee are not transferable to any other individual, group or organization.
3. False Information and Other Grounds for Termination of Lease – Facility usage is a privilege. Any misrepresentation by an organization or individual, abuse of property, and non-payment by the organization or an individual representing the organization may result in immediate termination of the contract, including immediately vacating the premises, and denial of that organization's request for future use. Any and all information given in connection with lease requests by any lessee of the District's building, grounds, and/or equipment shall clearly identify the nature of the activity of the organization.
4. Right of Cancellation and conflicts with School Activities - The district shall have first priority on facility use and may unilaterally cancel any agreement on any facility by giving notice twenty-four hours prior to a requested lease period if the district determines that it must use the facility for a function related to the operation of the District. The District also shall have the right to cancel or move an event to another location, based on availability within the District, should a disaster occur that would require extensive repairs. In case of emergency, a twenty-four hour notice may not be possible.
5. Movement of furniture & equipment and custodial services - The lessee shall not alter facilities or grounds without approval. The District shall have a custodian or other designated employee in the building throughout the time the facility is in use. This person shall be responsible for opening and closing the facility, but is not responsible for supervising the lessee's group of activities.
6. Compliance with State and Federal Laws – No district facility or grounds shall be used by any group or individual who is not in compliance with the requirements or all applicable Federal or State Statutes, regulation and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, physical or mental disability, age or other classification as applicable. Use of school facilities shall not be allowed for the purpose of advancing any doctrine or theory subversive to the Constitution or laws of the State of Texas or of the United States.
7. Damage to School Property – Applicants shall provide required supervision and guarantee orderly behavior. Applicants will underwrite damages to the District's facilities. School officials shall be the sole judges of any damage done to school property.
8. Indemnification of TISD & Required Liability Insurance - The lessee agrees to defend, indemnify and hold TISD, its elected officials and employees, harmless against any and all claims, lawsuits, judgment, costs, legal fees and expense for personal injury (including death), property damage or other harm for which recovery of damage is sought that may arise out of or be occasioned by the lessee's breach of any of the items or provisions of this Agreement/contract. The provisions of this paragraph are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise to any person or entity. With reference to any Texas legislative administrative procedural fines or assessment of penalties, levied by any authority relating to the administration of TISD property rental management program, determination of responsibility is subject to the terms specified above.
9. Political Meetings. – Except for regular or special public elections and for precincts, county or senatorial district conventions, no political meetings are allowed on District property.
10. No Alcoholic Beverages, Tobacco Products, Illegal Drugs and Firearms – The District prohibits the possession or sale of alcoholic beverages, illegal drugs, and/or firearms by any person while on school premises or on other property under the jurisdiction of the school. No smoking or use of smokeless tobacco products shall be permitted on the property of the TISD.

RENTAL PROCEDURES

Applications for permission to use District facilities shall be submitted at least 10 days in advance of the date(s). All requests must be submitted to the Director of that area for approval of use.

1. Anyone requesting use of a TISD facility must first complete and sign a "TISD Application for Use of School Facilities." Principal or campus designee should contact appropriate director before they allow any outside entity to use or rent a facility. Each Campus will be responsible for updating their campus calendar.
2. Any special set-up, equipment, or arrangements must be submitted before the application is considered for approval.
3. The building principal will be notified of the event to check for any possible conflicts not known to the Facility Use office. Reference District Procedure GKD(legal/local)
4. If no conflicts are found, the application shall be approved by the Superintendents Designees (Director of Athletics, Maintenance, Fine Arts, and Food Services) and scheduled on the District's Master Calendar of Events.
5. After the application has been approved, copies of the contract agreement will then be mailed to the lessee and distributed to the school principal, energy manager, maintenance director and any other department directors or supervisors. The application shall serve as the permit for facility use and must be available for occupancy of the facility.
6. All activities must be under competent, adult supervision furnished by the organization. This supervision will be responsible for restricting the group's access to only the specifically leased area and for protecting the facility and its contents from abuse by the group's participants and anyone entering the facility.
7. The District's "building representative" on duty during the lease will be responsible for the operation of the facilities, but is not responsible for supervising the lessee's group or its activities. District personnel are the only ones who are allowed to operate the sound and electrical devises in the district facilities.
8. The building principal shall complete a time sheet for special events to document overtime worked by school personnel for events at his/her school, and submit the completed form to the office of the Superintendents Designee for use of facilities. A copy of the time sheet is then forwarded to the Payroll Department for the Custodian to be paid in the upcoming payroll.
9. Should a change or cancellation of event occur the District shall be notified within 48 hours preceding the event.
10. School facilities may not be used for money-making activities of an un-lawful nature. Money-making activities shall be limited to organizations known to have strong educational or community service programs such as P.T.A. and service clubs. (policy GK-R)
11. School facilities will not be available for commercial purposes. No activity or program can be approved which has as its purpose profit or gain to the individual or group concerned. (policy GK-R)
12. School facilities may not be used for dances, parties, etc., except by school groups or P.T.A. groups.(policy GK-R)
13. The Administration reserves the right to accept or deny any individual, group or organization the use of any school facility.(policy GK-R)

ATHLETIC FACILITY USE POLICY AND RENTAL

TISD Athletic facilities were constructed primarily for use by TISD athletic teams and other TISD extracurricular teams and individuals. Special arrangements must be made for uses of a different nature. All athletic facilities must be approved by the District's Athletic Director.

Refer to Summer, Weekend and Holiday Use for Summer Athletic Camps.

SCHOOL GROUNDS AND SPECIAL USE FACILITIES

1. Elementary School Grounds and Parking Lots – The outdoor facilities at each elementary campus are available during non-school hours to all groups, free of charge, on a first come first serve basis. Therefore, no organization may claim exclusive use of school grounds. Regular school hours are 7:30 a.m. to 6:00 p.m. No vehicular traffic on the grounds will be allowed.
2. Gyms – Outdoor sports are not allowed in the gymnasiums. Gym use must be approved by the District's Athletic Director. Only regular basketball rubber-soled shoes may be worn on the gymnasium floors. The rental does not include the use of dressing rooms, mats or other equipment in the gymnasium area. If dressing rooms or other equipment is needed, special arrangements must be requested on the facility application.
3. Tennis Courts – District tennis courts are available when not needed by the District, on a first come, first served basis. Roller blades, skates, motor bikes, bicycles or other sports and activities are not allowed.
4. Robert E Lee and John Tyler Practice Fields – The fields are available when not needed by the district for school activities. Use of the practice fields must be approved by the District's Athletic Director. The District will assign someone to duty while the field is in use. Vehicles are not permitted to drive inside the gate area with the exception of an ambulance that must be on duty in case of injury. Trash is to be contained in the trash cans. The scoreboard must be requested each time it is to be used and then promptly returned after each use to Central Office. All concessions are to be done by the school. The District does not provide down markers and chains. All District activities take precedence over outside groups.
5. Trinity Mother Frances/Rose Football Stadium – The football stadium may be reserved for special events via a Facilities Request form at the Athletic office. Prior approval is mandatory. No unauthorized use of the stadium facility, including but not limited to the field, press box, stands, concession area or scoreboard will be allowed. TISD has and will continue to host UIL play-off games when possible upon request to the District Athletic Director. Stadium rental fees as well as maintenance and worker fees are required for such special activities. All school district activities take precedence over outside groups and are scheduled through Athletic Office and the Athletic Director.
6. TISD Tracks - The District tracks are available when not used for school activities. Walkers/joggers use only outside lanes (6, 7, 8). Hard sole shoes are not allowed on the track. All visitors must stay off the grass. Pets are not allowed on the facility. Children must be supervised at all times. Bicycles, strollers, roller blades, skates, skateboards, motor bikes, bicycles, tricycles are not allowed.
7. Mike Carter Field and High School Baseball Fields – The field is available when not needed by the district for school activities. Use of the practice fields must be approved by the District's Athletic Director. The District will assign someone to duty while the field is in use. Vehicles are not permitted to drive inside the gate area. Trash is to be contained in the trash cans. The scoreboard must be requested each time it is to be used and then promptly returned after each use to Central Office. All concessions are to be done by the school. All District activities take precedence over outside groups.

AUDITORIUM AND THEATER USE

John Tyler and Robert E. Lee Auditoriums

John Tyler Theatre (seating capacity of 200)

Robert E. Lee Fine Arts Center (seating capacity of 750)

Scene Shop: All items in the scene shop belong solely to the Theatre Department. Step units, doors, flats, furnishings, etc., are not available without approval. Tools in the shop should not be used without permission. NOFOOD or DRINK in the shop area. Shop should be left clean.

Curtains: The curtains are not to be pinned, tied or taped to hold them in place. The curtains are not to be removed from their tracks in any way. The curtain tracks should not be used to support heavy items other than the curtains. Only TISD designated personnel will be allowed to bring in curtains, battens, electrics, or cyclorama. It is permissible to hang lightweight paper and foam board items tied with fishing line or string from empty battens but this must be done by TISD designated personnel and must be requested in advance. All materials must be removed by the user prior to departure.

Painting: The only paints that should be used are water based paints. If any painting is to be done, you must take every precaution necessary to prevent paint from getting on the floor (tarp, newspaper, etc). The only type of paint permitted on the stage is water based paint. In the event paint does get on the floor, it must be removed immediately. No painting including spray painting will be allowed in the theatre. Nothing belonging to the theatre department will be painted or otherwise altered. This includes but is not limited to the UIL unit set, platforms, furniture, and props. In all matters, the theatre director will be the final authority.

Lighting: No lighting instruments should be taken down, refocused, or rearranged. If gels or special lighting are required, they must be requested in advance and installed by TISD designated personnel. There will also be an extra charge for this service (to cover cost of equipment.) Only TISD designated technical equipment will be allowed. Any special lighting should be requested at least seven days in advance. Only TISD designated personnel may operate the lights. There will be an additional fee for this service.

Technical Booth at back of House and upstairs: NO FOOD or DRINK should be allowed in the booth area, especially around the light and sound boards. Only TISD designated personnel may operate the lights and sound. There will be an additional fee for this service. Only TISD designated personnel will be allowed to be in or on the tech booth, sound booth, catwalk, operating rail, loading rail, A-frame ladder, prop storage, or grid.

Microphones: Microphones are not provided unless prior arrangements have been made.

Dressing Rooms: Available only with prior approval – not available on some TISD sites.

The House: The house contains the seating area of the theatre. NO FOOD OR DRINKS ARE TO BE IN THE HOUSE OR BACKSTAGE AT ANYTIME! Water for performers can be kept in the hallway just outside the backstage areas. If special circumstances require a performer to keep water backstage for personal use, the theatre sponsor on site should be notified and consulted. Do not stand in the seats or on the arms of the seats in order to quickly get from one row to the next. Also, do not use the back of the seat in front as a foot rest. These acts will damage the seating, therefore, rendering the seating unusable for the next group. Audiences should be kept under control at all times. Children should be supervised at all times in all parts of the theatre, halls, and dressing rooms.

Refreshments may be sold in the lobby, but need to stay in the lobby.

Caldwell Auditorium

(Seating capacity of 1792 – main floor 1247, balcony 545)

Storage Closets: The storage closets on either side of the stage are used for the District storage purposes and are unavailable for public use.

Lights and Sound: Due to the complexity of the light and sound board, district personnel must be present at all functions. All headsets that were used on stage and in the booth are to be returned. Lighting instruments should not be taken down or rearranged without prior approval from the Supervisor of the Auditorium. Any alterations, installations etc. requires prior approval.

No food or drink should be allowed in the booth area, especially around the light and sound boards.

The house contains the seating area of the theatre. Do not stand in the seats or on the arms of the seats in order to quickly get from one row to the next. Also, do not use the back of the seat in front as a foot rest. These acts will damage the seating, therefore, rendering the seating unusable for the next group. **NO FOOD OR DRINKS ARE TO BE IN THE HOUSE AT ANY TIME!**

In setting up scenery, risers, etc., do not block any of the exits. These are fire exits and are very important to the safety of patrons.

All trash should be picked up and placed in the appropriate container.

The dressing room is one of the most used areas in the theatre and requires extra efforts to be kept clean. All counter space, restroom sinks, and floors, shelves, dressing room floors and clothes racks, etc. must be cleared of any trash, make-up, personal items, props, etc., so that the custodians can clean. Extra precautions need to be taken to prevent stage makeup from getting on the floors, walls, etc. Chairs or other furniture brought into the dressing room must be returned to their proper location.

All items in the cabinets, file cabinets and shelves are off limits. If tables or chairs are moved for use in the lobby or on the stage, they must be returned to their original location.

School Auditoriums

For these auditoriums, you might need to supply the sound system and Stage lighting other than what is available on the site. All of the above auditorium rules apply.

Gary Auditorium – not handicapped accessible (seating capacity of 300)

Hogg Middle School Auditorium – not handicapped accessible (seating capacity of 536)

Birdwell Elementary Auditorium (seating capacity of 474)

Douglas Elementary Auditorium (seating capacity of 334)

CAFETERIAS AND THE PLYLER COMPLEX RENTALS

Plyler Davidson Room (seating capacity 250)

Plyler Library (seating capacity 60 people)

Plyler Eating Area (seating capacity 40 people)

Plyler OCD (seating capacity 60 people)

1. Plyler Davidson Room: **NO FOOD OR DRINK** allowed. After the online application has been filled out and approved, then a booking sheet will need to be filled out with a drawing of the set up for the room.
2. Plyler Library's primary use is for TISD students but may be rented after normal school hours with prior approval. After the online application has been filled out and approved, then a booking sheet will need to be filled out with a drawing of the set up for the room.
3. Plyler eating area's primary use is for TISD students and can only be rented after 2:00 pm with prior approval.
4. Plyler OCD primary use is for students and may be rented after school hours with prior approval. After the online application has been filled out and approved, then a booking sheet will need to be filled out with a drawing of the set up for the room.
5. Cafeterias may be rented after school hours with prior approval from the Maintenance department. Submit an online application.

*****A school custodian must do the set up for the rooms for any event.*****

EQUIPMENT USE

The district may impose an additional charge for moving equipment or setting up tables, chairs or platforms.

The District does not allow the movement of pianos. If a piano shall be tuned for a specific community function concert, the lessee shall contact, schedule and pay for this service to be rendered. The District does not provide this service.

If special equipment is needed by an organization, the equipment must be requested on the Application for Use of School Facilities and approved for use. The District shall not purchase special equipment for community use. Special equipment is defined as audio/visual equipment, podiums, flags, ice, etc.

KITCHEN USE

The rental of a kitchen will require a food service employee to be present at all times. Employees will be paid through TISD payroll. Employee fees will be billed along with the rental fees. Additional food service employees may be required by the District depending on the size of the group, amount of preparation to be completed and the length of time for the facilities to be used. The manager and/or food service employees are only to supervise and make sure all equipment is being used properly. The food service employee will be responsible to open and close the kitchen facility. Food is to be prepared by the organization using the facility. The facility should be left in a clean, orderly manner; charges may be incurred for the clean-up expense. The use of pots, pans, or cooking utensils should be requested in advance. If ice is required, then a fee will be charged depending on the amount needed. Compliance with federal, state, county and city health laws is mandatory. Supplies, food, or equipment can not be moved into the kitchen facility until after normal school hours on the date of the rental.

If catering service is desired, Tyler ISD Food Service Department is available for these functions. In the event that catering services are needed, only the kitchen costs (food and labor) will be absorbed with the catering fee. Please note that this will not cover other rental fees that may be applied. Please contact Tyler ISD Food Service Department for additional information and pricing at 903-262-1104

Procedures and Guidelines for School use of Caldwell Auditorium

To become more equitable for TISD District use of Caldwell Auditorium, a revised process is being set in place for the 2005-2006 school year. Each campus is asked to get their requests for the auditorium to the VPA office on or before the 4th Wednesday of April. On this date, The Visual and Performing Arts office will begin reserving the auditorium for TISD Schools within district guidelines using a lottery system. All dates are subject to availability of the facility. Requests will be accepted throughout the school year, but for the high use times of the year, you will want to participate in the 4th Wednesday of April lottery.

Process Steps

Events must be scheduled by a school administrator – no teacher requests will be accepted.

1. Send in an application (one per date/event) by the 4th Wednesday of April (available on the TISD website or call the VPA office and an application will be sent to the campus)
 - Include one alternate site/date for each event being requested.
 - a. If the desired site and or date is not available then the VPA office will contact the requesting school and discuss alternate date/site.
 - b. Principal of alternate site will be contacted before booking alternate site.
 - c. If no site available, requesting campus will be notified immediately.
 - When scheduling an event, please consider parking and number of people that will be attending.
2. Schools asking for more than 3 days may be charged a Community Use Rate.
3. Schools are asked to combine activities when possible. (I.E. band @ 6 p.m., orchestra @ 7:30 p.m.)
4. At the conclusion of your scheduled event, all items brought in must be removed because the site may be needed the next day.
5. During high use times of the year, dress rehearsals will need to be on the same day or done at your campus.

Schedule of Rental Charges

Charges made for the use of school facilities are not rentals as that term is generally used, but are based on cost of operating expenses such as utilities, supplies, maintenance of facilities, custodian and cafeteria services, as well as clerical services to process each application, process overtime payrolls and collect usage charges. The charges shown are minimal and designed not to provide income for the school district, but to avoid having the excess costs included in the costs of the regular school program.

	<u>3-hour Minimum</u>	<u>Additional per Hour Charge</u>
1. Auditoriums:		
Elementary (Douglas, Birdwell, Gary)	\$ 54.00	\$ 18.00
Middle School (Hogg)	\$ 54.00	\$ 18.00
2. Little Theater at Robert E. Lee		
Theatre at John Tyler	\$105.00	\$ 35.00
Fine Arts Center at Robert E. Lee	\$105.00	\$ 50.00
3. Gymnasiums:		
Caldwell Gym	\$ 90.00	\$ 30.00
High School	\$ 90.00	\$ 30.00
Middle School	\$ 63.00	\$ 21.00
Elementary	\$ 54.00	\$ 18.00
4. Cafeterias: An Additional \$30.00 set up fee is required		
High School	\$ 63.00	\$ 21.00
Middle School	\$ 63.00	\$ 21.00
Elementary	\$ 54.00	\$ 18.00
5. Davidson Room – Plyler Complex		
An Additional \$30.00 set up fee is required	\$ 63.00	\$ 21.00
6. OCD Building – Plyler Complex		
An Additional \$30.00 set up fee is required	\$ 54.00	\$ 18.00
7. Plyler Library – Plyler Complex		
An Additional \$30.00 set up fee is required	\$ 54.00	\$ 18.00
8. Rose Stadium – contact the Athletic Office for fees and rules		
9. Mike Carter Field – contact the Athletic Office for fees and rules		
10. Caldwell Field – contact the Athletic Office for fees and rules		
11. Robert E. Lee and John Tyler Lighted fields – contact the Athletic Office for fees and rules		
12. Caldwell Auditorium – contact the Visual and Performing Arts Office for fees and rules		
13. Tennis Courts may not be reserved		
14. Kitchen facilities are to be approved for only school-related organizations.		
15. Playgrounds and parking lots are not reserved, but may be used by outside groups with permission of the principal.		
16. The District reserves the right to contract for the operation of all concession stands		
17. All charges are for the use of the facility rented and do not include any additional items or equipment.		