

Tyler ISD
Facilities Rental
and
Usage Handbook

Revised January 2019

Members of the Facility Committee 2018 - 2019

Chief of Staff

Ronald K. Jones

Director of Facilities

Tim Loper

Coordinator of Purchasing / Risk Management

Ramsey Starks, CFE, CSRM

Executive Director of Financial Services

Mary C. Russell, CPA, RTSBA

Executive Director of College and Career

Gary Brown

Coordinator of TV & Video Operations

Angela Duitch, APR

School Gyms, CHRISTUS Trinity Mother Frances Mike Carter Field, and CHRISTUS Trinity Mother Frances Rose Stadium

Director of Athletics – Greg Priest

Assistant Director of Athletics – TBD

School Cafeterias and Plyler Complex

Supervisor of Maintenance – Robert Grant

Administrative Assistant – Heidi Tompkins

Caldwell Auditorium

Principal, Caldwell Arts Academy – Bobby Markle

COMMUNITY USE OF SCHOOL FACILITIES

Like most Texas public school systems, Tyler ISD opens its doors for use by the public. However, this community use of Tyler ISD facilities is a public service, in recognition of the community's contribution to the public schools. District facilities are not automatically open for public use – by default, all school facilities are operated for school purposes and therefore are not public. Exceptions to this general policy are created by school district policy and procedure. This Handbook is designed to help community organizations and others understand the availability of District facilities, the regulations and cost for using them, and the expectations of Tyler ISD when making its facilities available for use by others. This handbook is an integral part of any contract to rent or lease a District facility.

General rules, processes, and policies are set forth herein, as well as specific matters related to particular facilities or uses. Please read and review the Handbook carefully, and contact the appropriate Tyler ISD administrator if you have questions related to your planned use.

GENERAL

1. All use of school facilities by non-district entities shall be coordinated through the Facilities Department, Visual and Performing Arts Department or Athletic Department, as appropriate for the facility desired.
2. The District's policies and regulations are designed in recognition that the District's ability to access its own facilities for school purposes always remains primary. School officials may not lease school property for community use in a way which might interfere with the primary educational purpose of the school facilities. School buildings and other facilities may be made available to groups that wish to conduct activities which promote, stimulate, and foster the interest of students and the community, as well as activities which promote the efficiency of the school district. Programs serving District students will be given priority for use.
3. The District may charge a reasonable fee for community use. The Texas Constitution prohibits school districts from spending district resources to serve non-school purposes. Organizations often question why they cannot utilize school facilities without charge. Texas law prohibits Tyler ISD from making an improper gift of public (taxpayer) funds, which includes the use of its facilities and resources without any payment or benefit to the District.
4. Tyler ISD does not set fees based on the content or viewpoints expressed or represented by organizations using its facilities, but may charge different fees based upon the type of use and/or the status (e.g., profit or non-profit) of the leasing entity.
5. Leasing entities may not offer direct payment of compensation to district staff who work to keep a facility open, as this may lead to violation of labor standards. All payments and fees shall be coordinated by and through District administration, and should never be made directly to individual District employees.

6. The District requires organizations or individuals using school facilities to release and hold harmless the District from liability for personal injury and/or damages to personal property and to indemnify the District against all such claims or losses, as discussed further herein. ***All groups using school facilities will be held responsible for the cost of damages incurred during their use.***

7. Priorities for scheduling the use of District 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 office is 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. NOTE: facility fees shall not apply to meetings of employee organizations pursuant to Board Policy DGA (LOCAL).
- e. Meetings and activities of other groups on a first-come, first-served basis.
- f. Youth groups using District facilities, unless otherwise specified, must be composed of Tyler ISD students. A student verification list or roster must be turned in with each request for lease of facilities.

8. Organizations using District facilities shall:

- a. Conduct their business and activities in an orderly manner.
- b. Abide by all laws and applicable District policies, including but not limited to those prohibiting the use, sale or possession of alcoholic beverages, illegal drugs, and/or firearms, and the use of tobacco products (or other prohibited substances or products) on District property.
- C. Make no alteration to District property, whether temporary or permanent, without prior written consent from the Superintendent or designee.

9. The Tyler ISD Risk Management Department reserves the right to deny use of a District facility if any planned activity creates an unacceptable risk to the District, its students, and/or the public, as determined by District administration.

TYLER ISD FACILITY USAGE REGULATIONS

1. **Purpose of School Facilities.** District buildings, grounds and equipment are owned 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 District facilities and restricted grounds shall be made only upon a lease contract executed by the District's Superintendent or his 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. District facility usage is a privilege. Any misrepresentation by an organization or individual, abuse of property, and/or 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 buildings, 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 related to any facility by giving notice twenty-four (24) 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, as determined and declared by Superintendent or designee, a twenty-four hour notice period may not be possible and is not required.

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) which is not in compliance with the requirements of all applicable federal or state laws, regulations, and/or rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, physical or mental disability, age, or other recognized protected class as applicable. Use of District 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 shall be responsible for and reimburse the District for any and all damages to the District's facilities, accepting reasonable normal wear and tear from ordinary use. School officials shall be the sole judges of any damage done to school property.

8. Required Insurance, Indemnification, and Hold Harmless. The lessee agrees to defend, indemnify and hold harmless Tyler ISD, its elected officials, employees, and agents against any and all claims, lawsuits, judgments, costs, legal fees, and/or expenses for personal injury (including but not limited to death), property damage, and/or other harm or loss for which recovery of damages is sought that may arise out of or be occasioned by the lessee's breach of any of the items or provisions of this Handbook and/or an associated contract for lease of District facilities. 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, and/or procedural fines or assessment of penalties levied by any authority relating to the administration of the Tyler ISD property rental management program, determination of responsibility is subject to the terms specified herein.

- Insurance. All lessees must sign a Rental Agreement and must furnish liability insurance prior to approval for use.

- Any entity, group, or individual using or leasing a Tyler ISD facility must furnish a Certificate of Insurance as part of the application process, and no approval for use will be granted or valid without an application, Certificate of Insurance acceptable to the District, and payment by the lessee.
- Any lessee using District facilities must provide an original Certificate of Insurance, with Tyler ISD named as the Certificate Holder, indicating a minimum of \$1,000,000.00 Combined Single Limit for Bodily Injury and Property Damage Liability coverage.
- Tyler ISD must be named as an additional insured on this policy.
- The insurance requirement may be waived for organizations which exist for the improvement of educational
- opportunity in the District, subject to the recommendation of the Risk Management Department and approval by the Superintendent.

- The Risk Management Department reserves the right and authority to increase the insurance requirements contained herein based upon the type of activity to be held at the District facility. Additional insurance requirements, if any, shall be included and incorporated as an addendum to the District's Rental Contract.
- In conjunction with and in addition to the requirements stated above, lessees must obtain and maintain insurance policies covering their activities at District facilities which meet the following specific requirements:
 - Commercial general liability:
 - Liability limits of at least \$1,000,000.00 per occurrence and \$2,000,000 policy aggregate.
 - Occurrence form.
 - Additional Insured Endorsement for both "ongoing" and "products / completed operations" which applies in favor of Tyler ISD, its elected officials, employees, and agents.
 - Waiver of Subrogation Endorsement, which applies in favor of Tyler ISD, its elected officials, employees, and agents.
 - 30-Day Notice of Cancellation.
 - The policy must be primary and non-contributory.
 - The insurer must maintain a rating of "A-VI" or better, as determined by the A. M. Best Company.
 - The District reserves the right to determine the acceptability of a carrier independent of its rating, on a case-by-case basis.
 - Business automobile liability policy:
 - Liability limits of at least \$1,000,000.00 Combined Single Limit.
 - Liability coverage must extend to all owned, hired, or non-owned vehicles.
 - Additional Insured Endorsement for both "ongoing" and "products / completed operations" which applies in favor of Tyler ISD, its elected officials, employees, and agents.
 - Waiver of Subrogation Endorsement which applies in favor of Tyler ISD, its elected officials, employees, and agents.
 - 30-day notice of cancellation.
 - The policy must be primary and non-contributory.
 - The insurer must maintain a rating of "A-VI" or better, as determined by the A. M. Best Company.
 - The District reserves the right to determine the acceptability of a carrier independent of its rating, on a case-by-case basis.

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. **Distribution of Materials.** Non-District materials may not be distributed on District property if:

- a. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience, as determined by the Superintendent or designee;
- 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 impermissible defamatory statements about public figures or others;
- e. The materials criticize Board members or school officials or advocate violations of school rules pursuant to Board Policy FNAA;
- f. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action; and/or
- g. The materials include hate literature and scurrilously attack ethnic, religious or racial groups; and/or constitute similar publications aimed at creating hostility and violence pursuant to Board Policy FNAA (LEGAL).

11. **No Alcoholic Beverages, Tobacco Products, Illegal Drugs and/or 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 (including but not limited to vaporizer type products) is permitted on the property of the Tyler ISD. Lessees are responsible for monitoring for such activities. Any student violating this provision may be subject to further discipline pursuant to Tyler ISD policies and regulations.

RENTAL PROCEDURES

GENERAL AVAILABILITY: TYLER ISD reserves the right not to rent campus facilities during August of each year to allow District personnel to set District and individual campus schedules. Any availability for rental during Thanksgiving Break, Winter Break, Spring Break, and/or the month of August will be at the sole discretion of the District. Applications for permission to use District facilities shall be submitted at least 10 days in advance of the date(s) desired. All requests must be submitted to the Director of that area for approval of use.

1. Any person, entity, or organization seeking to use or lease a Tyler ISD facility must first complete and sign a "Tyler ISD Application for Use of School Facilities," available on the District's website. The campus principal or designee will contact the appropriate district administrator before allowing any outside entity to use or lease a facility. Each campus will be responsible for maintaining and updating its campus calendar for determinations regarding availability of associated facilities.

2. Any set-up request(s), equipment request(s), or other special arrangement request(s) must be submitted before any application is considered for approval.

3. The campus principal will be notified of the event in order to check for any possible scheduling conflicts not known to the Facility Use office. See *also* Board Policy GKD.
4. If no conflicts are found and all other application requirements are met, the application shall be approved by the Superintendent's appropriate designee (Director of Athletics, Maintenance, Fine Arts, and/or 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 appropriate campus principal, energy manager, maintenance director, and/or any other department directors or supervisors. The approved application and executed contract, taken together, shall serve as the leasing organization's permit for facility use and must be available for occupancy of the facility at the time of the event.
6. All activities must have competent adult supervision furnished by the lessee. The lessee is responsible for restricting the group's access to the specific leased area only, and for protecting the facility and its contents from abuse by the group's participants and anyone entering the facility during the event.
7. The District's building representative on duty during the event 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 individuals qualified and permitted to operate the sound and electrical devices in District facilities, unless otherwise noted herein.
8. The appropriate campus principal or administrator shall complete a timesheet for special events to document time worked by school personnel for events at the leased facility, and submit the completed form to the office of the Superintendent (or designee) for use of facilities. A copy of the time sheet will then be forwarded to the Payroll Department for affected personnel to be compensated during the next regular payroll cycle.
9. Should a change or cancellation of event occur, the District shall be notified within forty-eight (48) hours prior to the scheduled start of the event.

Tyler ISD, through its administration, reserves the right to accept or deny any individual, group, entity, or organization the use of any school facility.

**CAMPUS GROUNDS, ATHLETIC
FACILITIES, AND OTHER
SPECIAL USE FACILITIES**

GENERAL AVAILABILITY: Tyler ISD Athletic facilities exist primarily for use by Tyler ISD athletic teams and other Tyler ISD extracurricular activities and students. Special arrangements must be made for uses of a different nature. The facilities may be made available for other uses when not required by the District for school activities. All athletic facility rentals must be approved by the Tyler ISD Athletic Director.

1. **Available Athletic Facilities:** The following athletics facilities are available for use by non-school organizations:
 - a. Elementary Gyms
 - b. Middle School Gyms (main and auxiliary)
 - c. High School Gyms (main and auxiliary)
 - d. Caldwell Field
 - e. Hubbard Field
 - f. Hogg Field
 - g. High School Turf Fields
 - h. Middle School Turf Fields
 - i. Tracks
 - j. Tennis Courts
 - k. CHRISTUS Trinity Mother Frances Rose Stadium
 - l. CHRISTUS Trinity Mother Frances Mike Carter Field
2. Regular school hours are 7:30 a.m. to 6:00 p.m., Monday through Friday during the regular school year, and non-District use is prohibited during these times.
3. The District shall have first priority on the facility use and may cancel any agreement for the facility use by giving 24 hours notice prior to the event if the District determines that it must use the facility for function directly related to District. Every effort shall be made to provide advance notice of any conflicts.
4. There shall be no organized group activities, such as games, practices, scrimmages, boot camps, physical fitness training, etc., on the field without an approved athletic facility reservation.
5. Depending upon the athletic facility and use requested various District staff will be required to be on duty (Facility Supervisor, custodian, security). Additional charges for each person will be at the organizations expense. The employees shall be paid by the District only. The number of attendees and type of event will determine the number of District employees to be assigned for the after-hour or weekend activity at any facility.
6. All concessions shall be operated by the District, in accordance with Tyler ISD policies or agreements regarding concessions.
7. **Elementary School Grounds and Parking Lots.** The unsecured outdoor facilities at each elementary campus are available during non-school hours to all groups, free of charge, on a first come first served basis. Therefore, no non-District organization or group may claim exclusive use of school grounds at any time. No vehicular traffic on the grounds (other than paved roadways and parking lots) is permitted.
8. **Gyms.** Outdoor sports are not permitted in the gymnasiums. Only regular rubber-soled basketball 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, even if

accessible to lessee. If dressing rooms and/or other items are required, special arrangements must be requested on the initial facility use application. Any use of the scoreboard must be requested on the facility rental application, and the scoreboard must be operated by an adult 18 years of age or older.

9. **Tennis Courts.** The District tennis courts are available during non-school hours (after 6:00 p.m.) and when not needed by the District, on a first come first served basis. At times, the District will require these facilities outside of regular school hours, and shall have priority over any other use (e.g., tournament use). Roller blades, skates, skateboards, motorbikes, bicycles, and/or other sports and activities are strictly prohibited. Tyler ISD students shall have priority of use even during non-school hours.
10. **Middle School Turf Fields.** The District's middle school turf/grass fields are available during non-school hours (after 6:00 p.m.) and weekends when not needed by the District, on a first come, first served basis. Therefore, no organization may claim exclusive use of school grounds. Turf fields may be reserved by completing the Tyler ISD facility rental application. 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.
11. **Robert E. Lee and John Tyler Turf Fields.** The high school campus practice turf fields may be reserved by completing the Tyler ISD facility rental application. Vehicles are not permitted to drive inside the gate area. Trash is to be contained in the trash cans. Any use of the scoreboard must be requested on the facility rental application, and the scoreboard must be operated by an adult 18 years of age or older.
12. **CHRISTUS Trinity Mother Frances Rose Stadium.** The football stadium may be reserved by completing the Tyler ISD facility rental application. Non-football events will not be permitted during the football season unless an exception is made by the Superintendent or designee. Prior approval is mandatory, and the facility is not available for unplanned use by any individual(s) or organization(s). No unauthorized use of the stadium facilities, including but not limited to the field, press box, stands, concession area, and/or scoreboard will be allowed. Tyler ISD has previously hosted, and will continue to host, University Interscholastic League (UIL) playoff games when possible upon request to the Tyler ISD Athletic Director. Stadium rental fees, as well as maintenance and worker fees, are required for these activities. All concessions shall be operated by the District, in accordance with Tyler ISD policies or agreements regarding concessions. Spirit signs may NOT be taped to the concrete walls or fences. All spirit signs must be attached to fences with grommets.
13. **Tyler ISD Tracks.** Tracks are available for community use during non-school hours on a first come, first served basis. However, the use shall be for walkers and joggers only. Pets are strictly prohibited. Children must be supervised at all times. **Bicycles, strollers, roller blades, skates, skateboards, motorbikes or other motorized devices, scooters, tricycles, and/or any other wheeled apparatus are strictly prohibited and are not allowed on the tracks at any time.**
14. **CHRISTUS Trinity Mother Frances Mike Carter Field and High School Baseball Fields.** CHRISTUS Trinity Mother Frances Mike Carter Field and the high school campus baseball fields may be reserved by completing the Tyler ISD facility rental application. Vehicles are not permitted to drive inside the gate area. Trash is to be contained in the trash cans. Any use of the scoreboard must be requested on the facility rental application, and the scoreboard must be operated by an adult 18 years of age or older.
15. The following items are **NOT** allowed on the turf playing field:
 - a. Metal-cleated shoes
 - b. Pets

- c. Confetti or balloons
 - d. Spectators
 - e. Glass containers
 - f. Water and electrolyte drinks are the only liquids allowed on the field.
 - g. The use of chairs, stools, ladders, high-heeled shoes, or other pointed objects
 - h. Tobacco, sunflower seeds, gum, and other similar type products are not allowed on the field.
16. No outside group equipment is to be left on school property.
17. School equipment such as balls, sleds, hurdles, etc., are NOT to be used by outside groups.

SPECIFIC RULES AND REGULATIONS:

HIGH SCHOOL AUDITORIUM AND THEATER USE

John Tyler Theatre (seating capacity of 200)

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

GENERAL RULES AND REGULATIONS:

Scene Shop. All items in the scene shop belong solely to the campus Theatre Department. Step units, doors, flats, furnishings, etc., are not available without approval, even if accessible to lessee. Tools in the shop may not be used without permission. **NO FOOD OR DRINK** is permitted in the scene shop area. The scene shop shall be left clean following any use.

Curtains. The curtains are not to be pinned, tied, or taped to hold them in place. The curtains shall not be removed from their tracks in any way. The curtain tracks should not be used to support any items other than the curtains, as the weight of additional items may damage or destroy the curtains or tracks at lessee's expense. Only Tyler ISD designated personnel are 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 performed by Tyler ISD designated personnel and must be requested in advance. All materials must be removed by lessee 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, and then only when dry. In the event that paint does get on the floor, it must be removed immediately. **Absolutely no painting** (including but not limited to aerosol "spray painting") should take place in the theatre. Painting, if allowed, must occur elsewhere. Nothing belonging to the campus 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 campus theater director will be the final authority.

Lighting. No lighting equipment or instruments may be taken down, refocused, removed, or otherwise rearranged or altered. If gels or special lighting are required, they must be requested in advance and installed by Tyler ISD designated personnel. An extra charge may apply for this service and equipment. Only Tyler ISD designated technical equipment will be allowed. Any special lighting should be requested at least ten days in advance. **Only Tyler ISD designated personnel may operate the light and sound equipment.**

Technical Booth at back of House and upstairs. **NO FOOD OR DRINK** is permitted in the booth area, especially around the light and sound boards and other electronic equipment – **NO EXCEPTIONS.** **Only Tyler ISD designated personnel may operate the light and sound equipment.** Only Tyler ISD designated personnel are permitted to be in or on the tech booth, sound booth, catwalk, operating rail, loading rail, A-frame ladder, prop storage, and/or grid.

Microphones. Rental does not include microphones unless prior arrangements have been made, which may require additional fees.

Dressing Rooms. Dressing room facilities may be available upon application, subject to prior approval and with additional fees, and are not available on some Tyler ISD sites.

The House. The house describes the area which contains the seating area of the theater. **NO FOOD OR DRINKS ARE ALLOWED IN THE HOUSE OR BACKSTAGE AT ANY TIME!** Water for performers may be kept in the hallway just outside the backstage areas. If special circumstances require a performer to keep water backstage for personal use, the theater sponsor on site should be notified and consulted. No one should be allowed to stand in the seats, or on the arms or backs of the seats, in order to quickly get from one row to the next. Also, do not use the back of the seat in the forward row as a foot rest. These acts will damage the seating, rendering the seating unusable for the District and potentially resulting in charges to lessee. Audiences must be kept under control at all times. Children should be supervised at all times in all parts of the theater, halls, and dressing rooms.

Refreshments or concessions may be sold in the lobby, in accordance with District policies and agreements. All food and drink MUST REMAIN IN THE LOBBY AREA and not be allowed in the theater.

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 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. require prior approval.

Fire / Emergency Exits: 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.

Dressing Room Areas: 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.

SPECIFIC RULES AND REGULATIONS:

1. Rental of the Auditorium is for the building only. District personnel labor costs are not included in rental fees but may be required. District personnel shall be present at all times to monitor buildings and assist in case of system malfunctions.
2. It will be the responsibility of the lessee to provide all personnel required to stage or produce the program, including but not limited to ushers, stage hands, and light board and sound system operators. Light or sound technicians must be approved by the Auditorium Supervisor to operate District equipment.
3. A date will be placed on hold no more than one year from day of initial request and must include a deposit. Reservations more than one year in advance are not accepted.
4. Application for rental must be approved by Tyler ISD and must be accompanied by rental payment, damage or security deposit, proof of insurance meeting Tyler ISD requirements, and signed contract before the reservation is confirmed.
- 5 Any advertising or ticket sales in advance of confirmed reservations may result in a suspension of future rights to hold any dates in the Auditorium until full payment is received.
6. No refund of damage deposit will be made due to cancellation of a program. There will only be a total deposit refund if the reservation date is rented by another party.

7. The Auditorium shall not be reserved by any group for unusually long periods of time. If use of the Auditorium for rehearsal is desired for more than one week, the reservation may be extended to two weeks with the understanding that during the extended time, the District reserves the right to use the Auditorium for any emergency that may arise.

8. Political or religious meetings or programs require special approval by the District Superintendent or his designee.

9. Non-profit organization lessees must show current and valid evidence of tax-exempt status.

10. No refunds will be made in the event of mechanical failure of equipment, air conditioning, light board, or sound systems.

11. Security needs will be determined by the Auditorium Supervisor or other District personnel. If it is necessary to have uniformed security officers on duty due to the nature of the program, as determined solely by the District, such costs will be paid by the lessee.

12. Auditorium heating and cooling will be regulated by the Auditorium Supervisor in accordance with law and federal energy regulations.

13. Cost to restore the Auditorium to pre-use condition, which includes unusual clean-up and/or damage to Auditorium or its contents, may be deducted from the damage or security deposit.

14. Permanent sets shall not be constructed earlier than one week in advance of the performance or program.

15. Smoking is prohibited in all areas of the building, including but not limited to, smokeless tobacco products and/or vaporized "vapes" type products.

16. No food or drinks of any kind may be sold, served, or consumed in or about the Auditorium unless approved by Auditorium Supervisor and specified in the contract.

17. No alcoholic beverages are permitted in the building or surrounding areas of District property. The Tyler Police Department will be asked to intervene if there is a suspected violation of this rule. Students violating this rule may be subject to discipline pursuant to District policies.

18. Programs and rehearsals shall be permitted in the Auditorium only when Tyler ISD personnel is present, and must be scheduled to begin no earlier than 8:00 a.m. to be completed no later than 12:00 a.m. (midnight) next.

19. Doors will be opened for Auditorium audience no earlier than one hour prior to performance.

20. No alterations to the stage, curtains, etc. shall be made without permission from the Auditorium Supervisor. No nails, tape, pins, tacks, or other fastening devices may be used without permission from the Auditorium Supervisor.

21. Programs, meetings, set-up, take-down, and/or rehearsals will not be scheduled on Easter, Thanksgiving, Christmas, or New Year's Eve.

22. Tyler ISD shall not be responsible for moving or tuning any pianos used for a performance. If necessary or requested, tuning or service of any Auditorium piano shall be performed by a Tyler ISD approved technician at the expense of the lessee.

23. Use of any heavy equipment in the Auditorium must be pre-approved by the Auditorium Supervisor.

24. Tyler ISD is not responsible for any loss during the event, including but not limited to losses resulting from theft, fire, vandalism, etc.

25. All payments should be paid in full 10 days prior to event.

25. Failure to comply with any of these Rules and Regulations may result in lessee's loss of future rental privileges.

26. Payments received ten (10) or fewer District business days prior to a scheduled event shall be by cashier's check or money order only. All payments are to be payable to:

*Tyler ISD-Caldwell Auditorium
PO Box 2035
Tyler, Texas 75701*

27. A request for cancellation of the use of any facility must be made in writing, and payment refund requests must be made in writing and received by the District within 30 days of the cancellation request.

OTHER SCHOOL AUDITORIUMS

**Birdwell Elementary Auditorium
(seating capacity of 474) Douglas
Elementary Auditorium (seating
capacity of 267)**

NOTE: The same rules and regulations for Caldwell Auditorium and the high school auditoriums are applied to other District auditoriums, as applicable.

CAFETERIAS AND PLYLER **COMPLEX RENTALS**

**Robert E. Lee Cafeterias (seating capacity 400) John Tyler Cafeteria
(seating capacity 600) Plyler Davidson Room (seating capacity 250)**

EQUIPMENT USE

- The District may impose an additional charge for moving equipment or setting up tables, chairs, platforms, and/or other requested equipment or supplies.
- The District does not allow the movement of pianos. If a piano shall be tuned for a specific community function or concert, the lessee shall contact, schedule, and pay for this service to be rendered using a Tyler ISD approved professional. The District does not provide this service.
- If special equipment is needed by an organization, such 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 includes but is not limited to audio/visual equipment, podiums, flags, ice, etc. Additional fees may apply.
- For auditoriums, lessee may need to supply the sound system and stage lighting for anything other than what is already available on the site. All of the above rules related to auditorium usage apply to cafeteria and Plyler Complex rentals, as applicable.

*****Tyler ISD personnel shall handle the set up for the rooms for any event.**

**TISD-TV FACILITY USE POLICY & SCHEDULE OF
RENTAL CHARGES**

TISD-TV facilities were constructed primarily for use by TISD-TV staff. Special arrangements must be made for use by a non-profit organization. The facilities are available when not needed by the district for production purposes.

All TISD-TV facility rentals must be approved by the district's appointed designee.

	Hourly Rate	Additional Hourly Rate
TISD-TV Facility (1 hour):		
TV Studio, Lighting, Control Room & Director	\$ 75.00	\$ 75.00
TISD-TV Studio Equipment (1hour):		
Studio Cameras, Microphones & Audio Console	\$ 50.00	\$ 50.00
TISD-TV Field Equipment (1 hour):		
Field Camera/tripod Microphones & Lights	\$ 75.00	\$ 75.00
TISD-TV Audio Production (1 hour):		
Microphone & recording equipment Post-Production Editing Equipment/Software	\$ 50.00	\$ 50.00
TISD-TV Audio/Video Production (2 hour minimum):		
Post-Production Editing Equipment/Software	\$ 75.00	\$ 75.00

All charges are for the use of the facility and specific items rented and do not include any additional items or equipment.

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 Tyler ISD designated personnel. There will also be an extra charge for this service (to cover cost of equipment) if a light design is needed other than the standard three - point lighting system currently in place. Only Tyler ISD designated technical equipment will be allowed. Any special lighting should be requested at least seven days in advance. **Only Tyler ISD designated personnel may operate the lights.**

Control Room: adjacent to the TV Studio: NO FOOD or DRINK allowed in the control room area, especially around the switcher console and master control racks. **Only Tyler ISD designated personnel may operate the switcher console and associated equipment.**

Microphones and Audio Console: NO FOOD or DRINK allowed near the audio console. **Only Tyler ISD designated personnel may operate the microphones and audio console.** Microphones specific to the type of production being taped are provided as part of the audio rental item.

Field Equipment: NO FOOD or DRINK allowed near the field equipment. **Only Tyler ISD designated personnel may operate the field equipment.** Field equipment items specific to the type of production being taped are provided as part of the field production rental item.

Tyler ISD CTC Facility Usage

1. The Facility Usage Area includes the multi-purpose room, front entrance doors and area, and adjoining restroom facilities. Use of any other part of the building requires advance written permission from campus administration and additional fees may be incurred.
2. Lessee must provide to campus administration a layout of the requested tables and chairs arrangement at least 24 hours in advance of the event. Additional tables and chairs may not be available at the time of the event.
3. A date will be placed on hold no more than one year from the date of the initial request. Reservations more than one year in advance will not be accepted.
4. Application for rental must be approved by Tyler ISD, as well as campus administration, and must be accompanied by rental payment, damage deposits (if required), proof of insurance satisfactory to the District and signed contract before the reservation is confirmed.
5. Any deposit will be forfeited due to cancellation of event, unless the facility is re-rented by another party for the same date.
6. Political or religious meetings or programs require special approval by the District Superintendent or designee.
7. Non-profit organizations shall provide proof of current tax-exempt status prior to event payment.
8. No refunds will be made in the event of mechanical failure of equipment or due to infrastructure inadequacies.
9. No food or drink is permitted outside of the Facility Usage Area.
10. All table linens & accessories, service equipment, table décor, and dinnerware must be provided by Lessee.
11. Any equipment or other event materials provided by Lessee must be cleared by the end of the event. Failure to do so may result in loss of deposit or loss of future usage privileges.
12. Security needs will be determined by the campus administration. If the District determines, at its sole discretion, that a uniformed security officer is required due to the nature of the event, Lessee shall be responsible for procuring the required security and shall provide proof of hiring such security at least 24 hours prior to the event.
13. Facility heating and cooling is regulated by the campus administration in accordance with law, federal energy regulations, and District policies and practices.
14. Costs to restore the facility to its pre-use condition, which includes unusual clean-up and/ or damage to the facility or its contents, may be deducted from the deposit and/or charged back to Lessee.
15. Smoking and alcohol consumption, including use of smokeless tobacco products or vaporizer “vape” devices, is strictly prohibited in all areas of the building and the surrounding property of Tyler ISD. District students violating this rule may be subject to discipline pursuant to District policies.

16. Events may be permitted in the Facility only with District supervision present, and must be scheduled no earlier than 7:30 a.m. and must conclude by 10:00 p.m. Dates and/or times which conflict with District use of the facility will not be scheduled for non-District organizations or individuals.
17. No alterations to the physical environment shall be made without express written permission from the campus administration. No nails, tape, pins, tacks or other fastening devices may be used without express written permission from the campus administration.
18. Events will not be scheduled on Easter, Thanksgiving, Christmas Eve or Day, or New Year's Eve. District or federal holidays may be available on a limited and case-by-case basis.
19. Tyler ISD is not responsible for loss, including but not limited to losses due to theft, fire, vandalism, or injury, including death.
20. Failure to comply with any of the District's policies, rules and/or regulations may result in loss of future rental privileges of District facilities.

21. Payments are due seven (10) days prior to the event and shall be by cashier's check or money order. No personal checks will be accepted.

All payments shall be payable to:
Tyler ISD – Career & Technology Center
3013 Earl Campbell Parkway
Tyler, Texas 75701

22. Cancellation of the use of the facility must be made in writing. Payment refund requests must be received in writing within 90 days of written cancellation.

SCHEDULE OF BASE RENTAL CHARGES

	3-hour Minimum	Additional per Hour Charge
1. Auditoriums: Elementary (Douglas, Birdwell)	\$ 75.00	\$ 25.00
2. Theatre: Little Theatre at REL	\$225.00	\$ 75.00
Theatre at John Tyler	\$225.00	\$ 75.00
Fine Arts Center at Robert E. Lee	\$450.00	\$ 150.00
3. Cafeterias: Additional \$30.00 set up fee required		
High School	\$ 75.00	\$ 25.00
Middle School	\$ 75.00	\$ 25.00
Elementary	\$ 66.00	\$ 22.00
4. Davidson Room – Plyler Complex	\$ 75.00	\$ 25.00

NOTE: An Additional \$30.00 set up fee is mandatory.

5. Rose Stadium – contact the Athletic Office for fees and rules.

6. Mike Carter Field – contact the Athletic Office for fees and rules.

7. Caldwell Field – contact the Athletic Office for fees and rules.

8. Robert E. Lee, John Tyler Lighted fields and Gymnasiums: see page 13 for Athletics Rate Sheet.

9. Caldwell Auditorium – contact the Caldwell Arts Academy to reserve the facility.

Fees are as follows:

Non Profit, No Revenue	\$1100.00
Non Profit, tickets sold	\$1400.00
Commercial, tickets sold	\$1900.00
Additional fees include the following:	
Performances extending beyond midnight	\$100.00/hour
Set-up, take-down, rehearsal Monday - Friday flat rate	\$500.00/day
Weekends, Sat. or Sun, rehearsal	\$650.00/day
Lobby reception	\$150.00
Non-Refundable set-up/clean-up fee (Function size dependent)	\$150 – \$1000
Rental – Grand Piano	\$250.00
Follow Spotlight Rentals	\$ 50.00/event

10. Tennis courts may not be reserved by non-District individuals or organizations.

11. Kitchen facilities may be approved only for school-related organizations.

12. Playgrounds and parking lots are not reserved, but may be used by outside groups with campus approval.

13. The District reserves the right to contract for the operation of all concession stands.

14. All charges are for the use of the facility rented and do not include any additional items or equipment.

15. Security may be required at all events and may result in additional charges to lessee.

16. **Full payment must be made before commencing use of any Tyler ISD facilities.**

CTC Facility Rental Rates

	Tyler ISD Group	Group 1 Non-profit with NO revenue generated by event	Group 2 Non-profit With ANY revenue generated by event	Group 3 Commercial (all others)
Deposit	NONE	NONE	NONE	\$300
Rental Fee (includes utilities)	NONE	\$50 flat fee	\$300 flat fee	\$500 flat fee
Labor Fees Overtime Rates will apply	Custodial: 1 hr. min Supervisor: Group must provide	Custodial: 3 hr. min Supervisor: 3 hr. min	Custodial: 3 hr. min Supervisor: 3 hr. min	Custodial: 3 hr. min Supervisor: 3 hr. min

Tyler ISD Athletic Facility Rental Rates

	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>
<u>Rental Fee</u>			
<i>Turf Football Fields</i>	\$10 per hour	\$45 per hour	\$150 per hour
<i>Turf Football Fields w/lights</i>	\$30 per hour	\$65 per hour	\$170 per hour

<i>High School Gyms (& Caldwell Gym)</i>			
Front Gym	\$50 per hour	\$75 per hour	\$100 per hour
Back Gym	\$25 per hour	\$65 per hour	\$90 per hour
<i>Middle School Gyms – Boulter, Moore, Three Lakes</i>			
Front Gym	\$50 per hour	\$75 per hour	\$100 per hour
Back Gym	\$25 per hour	\$65 per hour	\$90 per hour
<i>Middle School Gyms – Hogg, Hubbard</i>			
Front Gym	\$15 per hour	\$55 per hour	\$75 per hour
Back Gym	\$10 per hour	\$35 per hour	\$50 per hour
<i>Elementary Gyms (excluding Caldwell)</i>	\$5 per hour	\$15 per hour	
<u>Campus Event Staffing (per hour/per person)</u>			
Supervisor	\$20 per hour		
Custodial	\$20 per hour		

Security	\$27.50 per hour		
Facility Monitor/Technician	\$35 per hour		

**Youth sports teams will be required to submit rosters

Tyler ISD has first option to run the concession stand. If we decide not to run it, the renter will pay Tyler ISD \$250 per day to run it.

Group Descriptions

Group 1 - Non-profit youth sports and club teams with greater than 90% Tyler ISD students

Group 2 - Non-profit youth sports and club teams with less than 90% Tyler ISD students, Non-profit adult organizations, churches,

Group 3 - For profit groups (dance studios, businesses, fitness training, etc.), Sports teams (professional)

Mike Carter Baseball Field Rental (Non-UIL Playoffs)

Full Day - \$1,000 (6 games)

Half Day - \$500 (3 games)

+ \$25 per hour for a field supervisor

+ \$20 per hour for a custodian

Tyler ISD has first option to run the concession stand.

Rose Stadium Rental (Non-Football, not available during football season)

2,000 first 4 hours

\$200 for each additional hour

\$1,000 for video board

Tyler ISD has first option to run the concession stand.

UIL PLAYOFF TURN-KEY RENTAL RATES

Baseball – Mike Carter Field

One Game	\$900.00
Two Games	\$1,500.00

Expenses Added to Cost

Officials – Fees

Officials – Mileage/Meals

Expenses Included in the Cost

Announcer

Clock/Scoreboard operator

Security – 2 officers – Smith County

Sheriff's Office Ticket Seller

Stadium Manager Custodian

Football – Rose Stadium

\$4,000 plus 15% of Net. Not to exceed \$7,500.

**Additional fee of \$225 for Chain Crew.

**Schools will be responsible for the 16% UIL fee.

Tyler ISD will provide

Video replay board

Parking-no charge

Security

Stadium manager, field preparation/cleanup,
maintenance, lights PA Announcer, Clock Operators

Ticket personnel,
 Gate Keepers Chain Crew (at the renter's expense)
 Tickets for gate sales
 Dressing rooms for each team
 Pay all game expenses and provide a final gate sales report
 Concessions - revenue retained by Tyler ISD
 Trophy provided by the Tyler Area Chamber of Commerce

Competing Schools will be responsible for
 Securing all officials
 Game programs

Volleyball

Single	\$740.00
Double	\$1,380.00

Expenses Added to Cost
 Officials-Fees
 Official-
 Mileage/Meals
 Linemen-Fees
 Linesmen-
 Mileage/Meal
 s Announcer

Basketball

Single	\$740.00
Double	\$1,380.00

Expenses Added to Cost
 Officials-Fees
 Officials-
 Mileage/Meals
 Announcer
 Extra Security

Soccer – Rose Stadium (spring only)

Single Game	\$750.00
Double Header	\$1,250.00

Soccer – High School Field

Single Game	\$600.00
Double Header	\$1,000.00

Expenses Added to Cost

Officials – Fees

Officials – Mileage/Meals

Expenses Included in the Cost

Clock/Scoreboard operator

Security

Ticket Personnel

Stadium Manager

Custodian