

# Facilities Usage Information Packet



If you have difficulty accessing the information in this document because of disability, please contact the district at 254-982-4304.

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# ACADEMY INDEPENDENT SCHOOL DISTRICT

254-982-4304

704 E. Main Street, Little River Academy, Texas 76554

[www.academyisd.net](http://www.academyisd.net)

## Academy ISD Facility Usage

The primary purpose or function of public school facilities is to provide quality educational environments conducive to the learning of the students they serve. Academy Independent School District encourages the use of school buildings and grounds by the community for educational, recreational, civic and cultural activities to the extent possible under public school laws and regulations.

Academy Independent School District allows limited use of District facilities by outside organizations/groups. However, such use of District facilities shall not be permitted when it interferes with the educational program of any scheduled campus or District activities, including facility maintenance and/or repair projects.

Academy ISD is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the District. The District may, therefore, differentiate among various categories of organizations/groups (such as youth groups, adult groups, nonprofit organizations, for-profit organizations, and civic groups) in establishing the length of time that a facility may be used or the fee charged. All organizations/groups within the same category shall be offered fair and equal access to District facilities.

Any misrepresentation by an organization and/or individual, any abuse of District property, and violation of state, local or federal law and/or any violation of any District policy, rule or regulation may result in: 1) the immediate termination of the agreement; 2) the requirement to immediately vacate the premises, and/or 3) the denial of the organization's and/or individual's request for future use of the premises.

All requests must be submitted in writing with contact information, dates and area(s) requested on the Facility Use Request form. All requests will be considered according to these guidelines. The administration reserves the right to deviate when necessary to achieve the overall purpose of the guidelines.



## General Rules and Procedures for Facility Rentals

1. Groups or individuals wanting to rent Academy ISD facilities must obtain a Facility Rental Information Packet either on the Academy ISD website or at the AISD administration building located at 704 E. Main St. Little River, TX 76554.
2. Priority for rental requests will be based on the category in which the request falls. Non-profit organizations will receive priority followed by for-profit rentals. Organizations serving the highest percentage of Academy ISD students will receive priority within the same rental category.
3. All rental agreements will be handled by the Academy ISD Administration Office and may be approved or denied.
4. The following documentation must be on file with the Academy ISD Administration Office before a rental agreement will be prepared:
  - a. The Facility Rental Information Packet completed and signed
  - b. A current insurance certificate with limits of at least \$1,000,000
  - c. Deposit of \$100, or \$500 if a long-term rental. The deposit is not required for non-profit youth groups to use the athletic facilities.
  - d. A copy of the 501(c)3 status if requesting nonprofit status.
5. It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
6. The rental agreements must be processed no later than 10 business days prior to the event.
7. Payment in full is required no later than 5 business days prior to the event. Extended rental monthly payments are required in advance.
8. Changes to the signed contract must be made no later than 5 business days in advance. Rental amounts will not be decreased after the fact if the facility is not used for the entire contracted time.
9. Outdoor school facilities will not be rented for events on Sundays.
10. School facilities will not be rented on school holidays or the weekend immediately preceding or following those designated holidays. During the time the District is on a shortened summer schedule, facilities will only be available during the hours the District is open. Long-term rentals may be exempt from this guideline.
11. All users of school district facilities shall:
  - a. Ensure that permission to use the facility or any portion thereof shall not be transferred to a third party.
  - b. Ensure that district facilities are left neat and in orderly condition ready for the next school day.
  - c. Ensure that all signage and decorations are taken down following an event. Decorations may not deface property.
  - d. Ensure open flames, such as candles, are not used.

- e. Ensure that no fixtures, equipment, or furniture shall be removed from any building.
  - f. Ensure that all food and drinks are only allowed in designated areas and must be removed and areas left clean.
  - g. Ensure that no smoking takes place in District buildings and/or on school property.
  - h. Ensure that alcoholic beverages or drugs in any form are not permitted or to be served in buildings or on school grounds in accordance with Texas State Laws and Drug Free Schools policy.
  - i. No chairs, food, or drink are allowed in the gym areas. Any damage caused by these items will be assessed to the renter and may result in loss of further use of District facilities.
  - j. No equipment or supplies of the renters will be stored on school property.
  - k. Children must be supervised at all times and remain in assigned areas.
  - l. District equipment, such as public address systems, microphones, speakers, audio/video equipment, risers, and projectors is not available for use by outside organizations unless prior approval has been obtained from Academy ISD. Additional fees may apply. Use of organization electronics and/or electrical appliances must be pre-approved by Academy ISD.
12. Academy ISD has the right to refuse and/or terminate a rental. Reasons include but are not limited to the following: space availability, overuse of a facility, failure to pay in a timely manner, failure to comply with all rules and regulations, recurring losses and/or damage, inappropriate behavior of the renter or their audience.

### **Facilities**

Academy ISD facilities include, but are not limited to, campuses, athletic facilities, and buildings. No alterations, temporary or permanent, to school property without prior written consent from the Superintendent.

### **Priorities for Scheduling**

Priorities for scheduling the use of school facilities shall be as follows:

1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; and staff meetings related to official school business.
2. Meetings and other activities of school support groups organized for the sole purpose of supporting the schools or school-sponsored activities (Policy GE).
3. Meetings and other activities of groups made up primarily of school-aged children.
4. Meetings of employee organizations (Policy DGA).
5. Meetings and activities of other groups on a first-come, first served basis.

**Long-Term Use:** The rental of school facilities for long-term schedules shall be limited to a maximum of 6 months. If at the conclusion of the 6 month period, the group has received approval plans and building within the boundary of the District, the group may apply for a 6 month extension to the Academy ISD Administrative Office. An organization/group may not use one District facility for a maximum period and then request use of a different District facility. All outside sign/banners must be removed immediately after the conclusion of the scheduled meeting/event. No new school building will be rented for long term use the first school year in which it opens. For groups requesting an extended period of time, fees shall be based on a negotiated fee.

**Insurance:** The organization requesting the use of a District facility must furnish evidence of liability coverage for the event(s). This evidence should consist of an original Certificate of Insurance with Academy I.S.D. named as an Additional Insured and Certificate Holder with a minimum \$1,000,000 Combined Single Limit of Bodily Injury and Property Damage Liability Coverage. Access to the facility shall not be permitted until the application and insurance has been screened and approved. Cancellation of insurance also cancels the rental contract until

proof of insurance can be provided to the District. The insurance requirement may be waived for school sponsored or school related groups such as PTO, Booster Clubs, etc.

**Deposits:** A \$100 deposit is required for all rentals and shall be refunded/credited at the conclusion of the event provided the facility is returned to normal school operating conditions and no damage has occurred. A \$500 deposit shall be required from continuous/long-term use organizations.

**Building Access:** Access to school buildings shall occur in one of three ways:

- 1.) by the assigned school facilitator
- 2.) by the campus custodian
- 3.) by district administrator

**Facilities Exempt from Rental:** The following facilities are not available for non-school use: 1.) Classrooms 2.) Cafeteria kitchen, 3.) Agricultural program facilities and 4.) New facilities during the first year of operation and those facilities with construction occurring will not be rented to the public but may be considered for playoff games for schools outside of AISD.

### **Limited Access**

The District has the authority to limit access to facilities. The use of all athletic game fields and gyms is restricted to after school hours and must be requested through the Academy ISD Administration and must also be approved by the Athletic Director or Assistant Superintendent. All facilities are subject to closure to the public for maintenance. Outdoor facilities, including playgrounds, may be closed in the event of repeated vandalism.

### **Security**

The District may require outside groups to provide security during the scheduled event. Organizations shall comply with all federal, state and local laws, regulations and licensing requirements. Custodians will not be considered as security personnel.



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254-982-4304

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## District Release of Liability

In consideration of its use of the Academy ISD facilities, the organization agrees to pay the required rental fees. It also agrees that Academy Independent School District, its Board of Trustees, Agents, Employees and Representatives shall not be liable to the organization for damage to person or property regardless of whose negligence or acts of omission cause such injury or damage. The rental organization agrees to indemnify and save harmless Academy Independent School District, its Board of Trustees, Agents, Employees and Representatives from all suits, actions, claims, expenses, including attorney's fees and damages of any character, type of persons or property rising out of or occasioned by the use of the premises used by the organization, its Agents, Patrons, Visitors, Guests, Representatives, Employees, or other persons allowed on premises by the organization during the time set forth on the attached forms. The rental organization hereby waives all defects that may exist on the premises to be used by the organization.

\_\_\_\_\_  
Printed Name of Organization Representative

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Representative's Title

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Organization Physical Street Address

\_\_\_\_\_  
Organization's Website or Social Media Pages

\_\_\_\_\_  
Today's Date



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## Acknowledgement of Rental Information

Activities conducted in school facilities must meet the policies and regulations of the Academy Independent School District, its Board of Trustees, and all state and local laws.

The following must be on file prior to scheduling the rental of any district facility no later than 5 business days prior to the event:

1. Completed copy of Facility Rental Information Packet
2. \$100 deposit, \$500 if a long-term rental OR 25% OR 50% of Total Rental Fee
3. Proof of acceptable liability insurance with Academy ISD named as an additional insured
4. Roster of student participants needed to verify the rate category if requested

Rental fees will be determined by the Superintendent of Schools or designee.

Payment in full is required no later than 5 business days prior to the event.

The undersigned agrees to be responsible to Academy ISD for the use and care of all rented facilities and to conform to all policies and regulations as set forth in the attached Facilities Rental Guidelines.

This organization represents to the Academy Independent School District that it has read the Facility Rental Information Packet and agrees to all provisions contained therein.

The renting organization understands and accepts that any violation or deviation from these rules may result in additional fees and loss of future rental privileges as deemed appropriate by Academy Independent School District.

Organization's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Facility Rental Group Designation

### User Group Designation:

#### **Group A - Non-Profit Youth Groups**

The term "**Non-profit Youth Group**" shall mean any group or organization intended to serve young people under the age of 21. Non-profit youth groups may be permitted to rent facilities at the Fee Schedule A rate if they provide the Administrative Office with:

- Participant roster of all Academy ISD students participating, and
- Proof of their 501(c)3 status, or
- Texas Comptroller Exemption Verification Letter

**NOTE:** "Non-profit Youth Groups" include, but are not necessarily limited to: YMCA, Boy Scouts or Girl Scouts, Little League teams, etc., Non-profit civic and service clubs

#### **Group B - Non-Profit Community Groups**

The term "**Non-Profit Community Group**" shall mean any civic, service, political, governmental, religious, or charitable agency, association, organization, or partnership which is not engaged in a business or enterprise to produce income or a financial gain. This definition is not intended to preclude a non-profit organization from engaging in fund-raising activities or charging fees for services simply to defray the organization's costs or for charitable purposes.

#### **Group C - For Profit Groups**

The term "For-Profit Group" shall mean any person, partnership, association, organization or corporation engaged in a business for profit which desires to use a school facility to engage in a profit-making enterprise for its owners, members, officers, directors or stockholders.

**NOTE:** Subject to approval by Academy ISD Administration, "For-Profit Youth Groups" may be permitted to rent facilities at the Fee Schedule B rate if their participant roster of Academy ISD students consists of at least 100 Academy ISD Students. This roster must be provided to Academy ISD Administration.



## Facility Rental Fee Schedule

Rental Area (2 hour minimum)	Group A	Group B	Group C
	Non-Profit Youth	Non-Profit Community	For-Profit
<b>All Rates are Flat Rates Per Day Rented</b>			
<b>Elementary - ECC, AES, AIS</b>			
Cafeteria	N/A	\$25	\$100
Gym	N/A	\$50	\$100
<b>Middle School</b>			
Cafeteria	N/A	\$25	\$50
Gym	N/A	\$75	\$100
Tennis Courts	N/A	\$75	\$100
<b>High School</b>			
Cafeteria	N/A	\$50	\$100
Gym	N/A	* \$100	* \$150
Performing Arts Center	N/A	* \$100	* \$150
<b>Other Facilities</b>			
John Glover Stadium	N/A	* \$50	* \$150
HS Baseball Field	N/A	* \$50	* \$100
HS Softball Field	N/A	* \$50	* \$100
Tennis Courts	N/A	* \$50	* \$100
<b>Personnel Fees (in addition to the hourly rate above)</b>			
Custodian(s)	N/A	\$100	\$100
Supervision/Game Admin.	N/A	\$30	\$30
Security	N/A	\$30	\$30

\* Prices vary when a facility is used for athletic competitions involving other school districts - See Athletic Rental Rates.

*Note: The fee schedule reflects the rental of the facility and includes the cost of electricity, heat and air conditioning. Costs in addition to this include custodial services, game admin, supervision, technical support, security and other miscellaneous expenses incurred by the District. Total cost of a facility rental will be calculated on the Facility Use Agreement form.*



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## Facility Use Agreement

Requesting Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

To be completed by the group leader requesting facility			To be completed by AISD		
Facility Requested	Dates Needed	Start and End Time (2 hour minimum)	Cost Per Hour	Personnel Fees (determined by AISD)	Total Cost
<b>Total Cost For Facility Rental</b>					

- Attach the required liability insurance (requests will not be considered without your organization's certificate of liability insurance).
- Attach a student list of Academy ISD students who will participate.

Administrator on Duty: \_\_\_\_\_ Security on duty: \_\_\_\_\_

*I agree to follow the rules and regulations set forth by the Academy ISD Facility Usage Packet. I will pay for any damage to equipment or facilities. I understand that failure to comply with these rules and regulations may result in termination of my group's privilege to use the facilities. I understand that all fees, forms, and certificates are my responsibility to deliver to the Academy ISD Central Office at least 10 business days in advance of any facility usage, and failure to do so may result in a cancellation of the request.*

Signature of Responsible Group Leader: \_\_\_\_\_ Date: \_\_\_\_\_

***AISD office use only below this line***

Organization Group Category: Group A \_\_\_\_\_ Group B \_\_\_\_\_ Group C \_\_\_\_\_

Campus/Athletics Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Central Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

- Certificate of Insurance
- Release of Liability
- Fees Paid
- Participant list of AISD students
- Acknowledgement of Rental Information



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## Playoff Rental Agreement - John Glover Stadium

Type of Contest: \_\_\_\_\_ Date/Time of Contest: \_\_\_\_\_

Conference: \_\_\_\_\_ Division: \_\_\_\_\_

Home Team & Game Administrator: \_\_\_\_\_

Visiting Team & Game Administrator: \_\_\_\_\_

Home Team Email \_\_\_\_\_ Visiting Team Email \_\_\_\_\_  
(We will use your email address to send you the Financial Report the following week)

Seating: South (Home Side - Seats 1,700)  
East Locker Room:

SEATING: North (Visitor Side - seats 730 )  
West Locker Room

### Admission Prices:

Adult: Presale \_\_\_\_\_ Gate \_\_\_\_\_

Student: Presale \_\_\_\_\_ Gate \_\_\_\_\_

List all Passes Honored: \_\_\_\_\_

**PLEASE COMPLETE ALL FIELDS ABOVE – MAKES FOR BETTER COORDINATION**

### Stadium Rental Costs:

Football:

1A-4A \$2,500, plus 15% gross ticket sales, plus security costs

Soccer:

1A-6A \$1,200 1st game (\$800 2nd game) plus security costs

Stadium Usage Costs include: Stadium Manager, Clock/Scoreboard, Announcer/Music, Down and Distance Chain Crew, Ticket Sellers/Ticket Takers, and Custodial Fees. Ambulance will be On Call.

Officials, security, stadium usage and UIL Fees will be deducted from the gate before the split. All remaining proceeds will be divided among the schools unless otherwise agreed by the teams

Teams are responsible for securing game officials and providing rosters and/or programs to fans. Teams are also responsible for providing their own game balls and athletic trainers.

Concessions retained by AISD.



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## Each Football or Soccer playoff team is responsible for:

Securing Game Officials

Paid by AISD from gate prior to split

Signed AISD Playoff Rental Agreement

Email [steve.hoffman@academyisd.net](mailto:steve.hoffman@academyisd.net)

Copy of Presale Tickets / District, Comp Passes

Email [chelsy.baker@academyisd.net](mailto:chelsy.baker@academyisd.net)

VIP Roster for Press Box

\_\_\_\_\_ for the home press box

\_\_\_\_\_ for the visiting press box

Send by 9:00 am on game day

Email [chelsy.baker@academyisd.net](mailto:chelsy.baker@academyisd.net)

Game Programs & Distribution

Each school is responsible

Team Roster

By noon on Monday prior to game

Email Head Coach

Media Credentials / Radio Stations

Email [chelsy.baker@academyisd.net](mailto:chelsy.baker@academyisd.net)

***Please be sure you have filled in all information***

Athletic Director or Superintendent Designee (Academy ISD) Approval:

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



# ACADEMY INDEPENDENT SCHOOL DISTRICT

254-982-4304

704 E. Main Street, Little River Academy, Texas 76554

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## Playoff Rental Agreement - Basketball/Volleyball Gym

Type of Contest: \_\_\_\_\_ Date/Time of Contest: \_\_\_\_\_ Boys or Girls: \_\_\_\_\_

### Game One - Time \_\_\_\_\_

Team A: \_\_\_\_\_ (V) Address: \_\_\_\_\_ District: \_\_\_\_\_

Email contact: \_\_\_\_\_

Team B: \_\_\_\_\_ (V) Address: \_\_\_\_\_ District: \_\_\_\_\_

Email contact: \_\_\_\_\_

### Game Two - Time \_\_\_\_\_

Team C: \_\_\_\_\_ (V) Address: \_\_\_\_\_ District: \_\_\_\_\_

Email contact: \_\_\_\_\_

Team D: \_\_\_\_\_ (V) Address: \_\_\_\_\_ District: \_\_\_\_\_

Email contact: \_\_\_\_\_

**Address and email are needed for sending the financial report and or mailing checks.**

### Admission Prices

Adult\$ \_\_\_\_\_ Student\$ \_\_\_\_\_ Passes Honored \_\_\_\_\_

<p><b>Costs:</b></p> <p>Gym Usage; Lights (Single Game) \$2,000.00</p> <p>Gym Usage; Lights (Double Header) \$3,000.00</p> <p>Gym Manager Included</p> <p>Custodial Fee Included</p> <p>Clock/Scoreboard Included</p> <p>Announcer/Music Included</p> <p>Scorebook Included</p> <p>Ticket Seller Included</p> <p>Security Included</p>	<p>Gym Usage, Official and UIL fees will be deducted from the gate before the split. All remaining proceeds will be equally divided among the schools unless otherwise agreed by the teams.</p> <p>Gym Seating Capacity: 1,057</p>
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Teams are responsible for securing game officials and providing rosters and/or programs to fans. Teams are also responsible for providing their own game balls and athletic trainers.

Concessions retained by AISD.



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## Each Basketball or Volleyball playoff team is responsible for:

Team A (Authorized Signature - Visitors) \_\_\_\_\_

Team B (Authorized Signature - Home) \_\_\_\_\_

Team C (Authorized Signature - Visitors) \_\_\_\_\_

Team D (Authorized Signature - Home) \_\_\_\_\_

Signed AISD Playoff Rental Agreement

Email [steve.hoffman@academyisd.net](mailto:steve.hoffman@academyisd.net)

Copy of Presale Tickets / District, Comp Passes

Email [chelsy.baker@academyisd.net](mailto:chelsy.baker@academyisd.net)

Team Roster

By noon on Monday prior to game

Email Head Coach

Media Credentials / Radio Stations

Email [chelsy.baker@academyisd.net](mailto:chelsy.baker@academyisd.net)

***Please be sure you have filled in all information***

Athletic Director or Superintendent Designee (Academy ISD) Approval:

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



# ACADEMY INDEPENDENT SCHOOL DISTRICT

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## Playoff Rental Agreement - Baseball/Softball

Type of Contest: \_\_\_\_\_ Date/Time of Contest: \_\_\_\_\_

**Game Time** \_\_\_\_\_

Team A: \_\_\_\_\_ (V) Address: \_\_\_\_\_ District: \_\_\_\_\_

Email contact: \_\_\_\_\_

Team B: \_\_\_\_\_ (V) Address: \_\_\_\_\_ District: \_\_\_\_\_

Email contact: \_\_\_\_\_

**Address and email are needed for sending the financial report and or mailing checks.**

### Admission Prices

Adult\$ \_\_\_\_\_ Student\$ \_\_\_\_\_ Passes Honored \_\_\_\_\_

<b>Costs:</b>		Field Usage, Official and UIL fees will be deducted from the gate before the split. All remaining proceeds will be equally divided among the schools unless otherwise agreed by the teams.  Baseball Field Seating Capacity: _____  Softball Field Seating Capacity: _____
Field Usage (Single Game)	\$1,000.00	
Field Usage (Double Header)	\$1,500.00	
Field Usage (Triple Header)	\$2,000.00	
Field Preparation	Included	
Custodial Fee	Included	
Scoreboard	Included	
Announcer/Music	Included	
Ticket Seller	Included	
Security	Included	

Teams are responsible for securing game officials and providing rosters and/or programs to fans. Teams are also responsible for providing their own game balls and athletic trainers.

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## Each Baseball or Softball playoff team is responsible for:

Team A (Authorized Signature - Visitors) \_\_\_\_\_

Team B (Authorized Signature - Home) \_\_\_\_\_

Signed AISD Playoff Rental Agreement

Email [steve.hoffman@academyisd.net](mailto:steve.hoffman@academyisd.net)

Copy of Presale Tickets / District, Comp Passes

Email [chelsy.baker@academyisd.net](mailto:chelsy.baker@academyisd.net)

Team Roster

By noon on Monday prior to game

Email Head Coach

Media Credentials / Radio Stations

Email [chelsy.baker@academyisd.net](mailto:chelsy.baker@academyisd.net)

***Please be sure you have filled in all information***

Athletic Director or Superintendent Designee (Academy ISD) Approval:

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_