

Facilities Usage Rules and Procedures

For All Facilities:

- School facilities cannot be used for profit making activities.
- Fees will be assessed for all non school use of school facilities. Fees for long term usage may be negotiated.
- If the presence of a school employee is required, the organization will be charged a fee of \$20.00 per hour.
- All facilities must be left clean and in proper order. Each organization must either request district custodial services at a rate of \$20.00 (3 hours minimum) or agree to clean the premises.
- **Organizations can not pay district employees directly.** All district employees must be paid through the district payroll office for any work on district property.
- Any organization requesting usage does not have the authority to grant usage to anyone.
- Organizations must provide proof of insurance to use district facilities.
- Organizations granted permission to use a facility must understand that the agreement is for a specific facility on specific dates at specific times and does not imply use of any other facility or equipment.
- School keys are not issued to anyone who is not a school employee, except in certain cases a “Gold Lock” key can be issued. A gold lock key cannot be loaned or used by anyone other than the requestor.
- Gold lock keys and keys issued to employees must be returned to the central office on the next business day after usage.
- The school district and its personnel are not liable for any injury or property damage occurring during the time of use by non school organizations.
- All facilities usage agreements are for no longer than a period of three months and all agreements terminate on May 31 of each school year.
- Classrooms, libraries and the elementary cafeteria are only available for non school organizations before 7:00 in the evening on school days and a school employee must be the requestor for the usage.
- All doors, windows, and gates must be secured and all lights left in the off position when leaving the facility.
- Organizations that use district facilities are responsible for any damage incurred during usage.
- Any existing damage should be reported immediately.
- School activities have priority over all non school activities and non school organizations can be denied usage at any time to accommodate a school activity.
- The school district superintendent or representative may terminate a facilities usage agreement at any time at his/her discretion.

Additional Procedures for Athletic Field Usage:

- A district employee must be present for usage or the organization must agree to clean the stands, grounds, and restrooms if used.
- Fees will be charged for usage (with or without lights) to help maintain the facilities.

Additional Procedures for Gym Usage:

- Gym floors must be swept between each game and after the final game.

Additional Procedures for High School Cafeteria Usage:

- Anyone who uses the Jourdanton High School Kitchen must have a Jourdanton ISD food service employee present at a rate of \$20.00 per hour.
- Anyone who prepares food in the school cafeteria must have a current health card.

Signature of Requestor

Date

Facilities Usage Bill

Estimate Date: _____

Final Bill Date: _____

Name of Organization: _____ Requestor _____

Building Usage

High School Gym - \$20.00 per hour

Junior High Gym - \$20.00 per hour

High School Cafeteria, seating area only - \$10.00 per hour

High School Cafeteria, kitchen - \$15.00 per hour

High School Cafeteria and Kitchen - \$20.00 per hour

Fields - \$10.00 per hour

Facility	hourly rate	#of hrs	# of days	cost
Total Cost of Building Usage				

Field Lights

Baseball Field – \$15.00 per hour

Football Field - \$20.00 per hour

Field	hourly rate	#of hrs	# of days	cost
Total Cost of Field Lights				

Custodian - \$20.00 per hour for cleanup of buildings and fields – minimum of 3 hours

Facility	# of cust.	hrly rate	#of hrs	# of days	cost
		\$20.00			
		\$20.00			
		\$20.00			
Total Cost of Custodians					

Grand Total	
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Billing Name: _____

Address: _____

Signature of Central Office Staff

Signature of Requestor