

SEGUIN INDEPENDENT SCHOOL DISTRICT

Guidelines and Requirements for Facility Use

Seguin Independent School District permits non-school use of designated District facilities for educational, recreational, civic, or social activities according to Board Policy [GKD \(Local\)](#) as approved by the Superintendent or designee.

1. Information and forms for facility use (included below) may be found on the SISD website (www.seguin.k12.tx.us) or obtained from Business Services (830) 401-8733.

Facility Use Forms include:

- Guidelines and Requirements for Facility Use (this page)
 - Insurance Requirements for Facility Use
 - Classification of Users
 - Rental Rates for Facility Use
 - Required Application Forms
 - Application for Use of District Facilities
 - Rules and Regulations for Use
 - Hold Harmless & Indemnity Agreement
 - Certificate of Insurance
 - Photo Identification/Driver's License of Responsible Representative
2. Complete packets should be submitted at least thirty (30) days prior to the date needed to Susana Menchaca via email: smenchaca@sequin.k12.tx.us.
 3. The applicant must return all required application documents, as noted above. Additionally, the applicant must provide a Certificate of Insurance with Seguin ISD named as an additional Certificate Holder and waiver of subrogation endorsement to Business Services.
 4. For questions regarding the use of Athletic Facilities, contact the Athletic Office at (830) 401-8022 before submitting an application.
 5. All non-school use of school facilities and restricted grounds shall be considered only upon submission and approval of the complete application and all required documents.
 6. No time or space will be reserved until the application has received final approval from the appropriate administrators.
 7. The applicant may contact the campus principal about specifics only after the application has received final approval.
 8. Payment or required down payment is due ten (10) days in advance of the event.
 9. Final invoices for additional amounts owed will be mailed to the applicant following the event. Payment is due ten (10) days before the event date. For questions concerning an invoice please contact Susana Menchaca at (830) 401-8733. Please do not contact the campus principal regarding invoices.
 10. Facility use is a privilege. Any misrepresentation by a user, abuse of property, and/or non-payment may result in immediate termination of the use of the facility, including immediate vacating of the premises and denial of future use of District facilities.
 11. The District's building representative on duty during the use of the facility will be responsible for the operation of the facilities but is not responsible for supervising the requestor's group or activities.

Note: SISD reserves the right not to rent campus facilities until the second Monday in September to allow staff the opportunity to set campus schedules. Also, first priority will be given to a school district function as determined by the Superintendent or designee.

SEGUIN INDEPENDENT SCHOOL DISTRICT Insurance Requirements for Facility Use

A certificate of insurance is required providing evidence of the following minimum coverage for the use of a Seguin ISD facility. Endorsements must be included for the Additional Insured and the Waiver of Subrogation.

Comprehensive General Liability: (Endorsement must name Seguin ISD as additional insured)

- \$ 1,000,000 General Aggregate
- \$ 1,000,000 Per Occurrence
- \$ 1,000,000 Products/Completed Operations Aggregate
- \$ 1,000,000 Personal/Advertising Injury Liability
- \$ 100,000 Fire Damage
- \$ 5,000 Medical Payments

Workers Compensation – Statutory:

- Employers Liability
- \$ 500,000 Injury by Accident
 - \$ 500,000 Injury by Disease/Policy Limit
 - \$ 500,000 Injury by Disease/Claim

All policies must be endorsed to waive subrogation against Seguin ISD and to provide thirty (30) days written notice of cancellation or non-renewal to Seguin ISD.

Use of a facility/property will not be granted or reserved until all insurance requirements are met and Business Services receives a certificate of insurance.

ACORD CERTIFICATE OF LIABILITY INSURANCE (DATE (MM/DD/YYYY))

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: [Redacted] CONTACT: NAME: [Redacted], PHONE: [Redacted], FAX: [Redacted], ADDRESS: [Redacted], INSURER(S) AFFORDING COVERAGE: [Redacted], NAIC #: [Redacted]

INSURED: [Redacted] INSURER A: [Redacted], INSURER B: [Redacted], INSURER C: [Redacted], INSURER D: [Redacted], INSURER E: [Redacted], INSURER F: [Redacted]

LINE	TYPE OF INSURANCE	FORM/LWD	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
1	GENERAL LIABILITY					1,000,000.00
	EXCESS LIABILITY					1,000,000.00
	UMBRELLA LIAB					1,000,000.00
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY					1,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER: Seguin ISD, 1221 E Kingsbury St, Seguin, TX 78155

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

SEGUIN INDEPENDENT SCHOOL DISTRICT

Classification of Users

Use without Charge

Use is allowed without charge for student, staff or parent organizations directly associated with the District that use the facilities as scheduled by and under the supervision of the principal or designee.

Examples:

- a. School student organization
- b. Student organizations' booster club
- c. Parent/teacher organization
- d. Seguin Education Foundation
- e. Staff professional organization
- f. Out of season SISD sports team

Use is also allowed without charge between the time of student dismissal and an agreed upon time as set by the building supervisor on school days (usually during the time custodians are on duty) for the following:

1. Non-school youth organization comprised of 90% Seguin ISD residents or students.

Examples:

- a. 4-H organization
- b. Boy Scouts
- c. Girl Scouts
- d. Seguin Little League
- e. Special Olympics

2. Non-profit service organizations that support the goals, curriculum, and student development goals of the District and hold an IRS 501c-3 tax exempt status.

Payment may be required for the following:
<ol style="list-style-type: none">1. Holidays and weekends when schools are closed and staff is not on duty.2. Use of special furniture or equipment such as technology, sound system, sports equipment, etc.3. Supervisory, maintenance, and/or security services.4. The size of the event warrants extra custodial services for set-up and/or breakdown.5. Charges will be assessed based on the "Youth Group Rental" fee schedule.

SEGUIN INDEPENDENT SCHOOL DISTRICT

Classification of Users

Use with Charge

Use is allowed with a charge under the “Youth Group Rental” fee schedule for the following:

1. Youth groups comprised of 75% Seguin ISD residents or students.
Examples:
 - a. Club Sports teams
 - b. Youth group sponsored by a civic organization
2. Community or civic organizations holding 501c-3 IRS tax-exempt status.
Examples:
 - a. Rotary Club
 - b. Lions Club
 - c. Chamber of Commerce
 - d. Political organization
3. Religious organizations
 - a. Use on Sunday only between the hours of 8:00 a.m. and 12:30 p.m. including set-up and clean-up.
 - b. The District facilities may only be used on a temporary basis. No long-term use is allowed.
 - c. Oak Park Mall is the District’s designated facility for religious organization use and access is limited to specific facilities designated in the application.
 - d. Custodial and security services are required during all hours of use.
 - e. Facility use may be limited if District staff is unavailable for the event.
 - f. Religious organization must provide name and **physical address** of sponsoring church/organization.
4. Profit-making groups and activities that serve District students or purposes.
Examples:
 - a. SAT Instruction by a private organization
 - b. Drill team, cheerleader, or dance camp/instruction/competition
 - c. Other private instruction (karate, gymnastics, dance, etc.)

Use is allowed with a charge under the “Adult & Commercial Rental” fee schedule for all other persons or organizations wishing to use District facilities.

SEGUIN INDEPENDENT SCHOOL DISTRICT Rental Rates for Facility Use

Area of Use		Youth Group Rental (per hour)	Adult & Commercial Rental (per hour)
Seguin High School	Cafeteria (Dining Area Only)	\$30	\$45
	Cafeteria w/kitchen	\$50	\$65
	Classroom	\$25	\$30
	Practice Gym (Student Activity Center or Wellness Center)	\$25	\$40
	Competition Gymnasium (Goldie Harris Gym)	\$100	\$150
	Football/Track – no lights	\$100	\$115
	Football/Track – lights	\$135	\$150
	Video Board/Jumbo Tron	\$500	\$500
	Softball – no lights	\$35	\$45
	Softball – lights	\$55	\$65
	Tennis Courts – no lights	\$35	\$45
	Tennis Courts – lights	\$55	\$65
	Practice Fields	\$35	\$45
	Middle Schools	Cafeteria	\$15
Classroom		\$10	\$20
Football Field		\$35	\$45
Gymnasium **(Barnes unavailable for 24-25 school yr.)**		\$25	\$35
Elementary Schools	Cafeteria	\$15	\$25
	Classroom	\$5	\$15
Oak Park Mall	Board Room	\$15	\$25
	Juan Seguin Room	\$5	\$10
	Staff Development Room	\$10	\$20
Additional Staff Charges (per hour, 2 hour minimum)	Admin/Supervisor	Custodian/ Maintenance	Security
	\$30	\$40	\$50

- Number of custodians and security officers will be based on the number of participants.
- Gymnasiums will not be available on school holidays or during the months of July and August because of school maintenance needs.
- Competition gyms will not be rented for practices.
- Tournaments held in a practice gym will be billed at the same rate as a competition gym.
- The growing season for fields is typically from February to August. The District reserves the right to determine use based on the condition of the field at the time of request.
- Tennis courts are available on a first come basis for recreational use by the community.
- Competition fields are not available for practice or league play.
- **The 75% SISD Youth rule applies to the sponsoring team for tournaments.**

SEGUIN INDEPENDENT SCHOOL DISTRICT Performing Arts Center Rental Rates

Seguin High School Performing Arts Center – Per Hour Charges (up to 8 hours)

Area of Use	Youth Group Rental (per hour)	Youth Overtime (per hour)	Adult/Comm. Rental (per hour)	Adult/Comm. Overtime (per hour)
Main Theater	\$100	\$80	\$125	\$100
Black Box Theater	\$65	\$40	\$80	\$50
Other Rooms*	\$60	\$40	\$75	\$50
Entire PAC	\$175	\$100	\$250	\$150

**Other Rooms include:*

- *Dressing Rooms*
- *Make-Up Room*
- *Green Room*
- *Star Dressing Room*

Staff	Hourly Rate (min. 4 hours)
Administrator	\$30
Security	\$50
Technicians	\$15
Custodians	\$40

Note: Number of custodians and security officers will be based on the number of participants. Number of technicians (light and sound) will be determined based on technical requests. Staff rates will be charged at double-time for events falling on a School Calendar Holiday.

The following can be provided for events in the Performing Arts center. Requests for these items are to be coordinated with the Performing Arts Center Administrator.

PAC FURNISHING AND EQUIPMENT:

The following equipment can be provided as selected on the usage application:

- Lectern
- Choir Risers
- Platform Risers
- Acoustical Panels (<10)
- Steinway Model D Grand Piano
- Overhead Projector & Screen
- Audio Equipment
- Lighting

SEGUIN INDEPENDENT SCHOOL DISTRICT
Irma Lewis Outdoor Learning Center Rental Rates

Area of Use		Youth Group Rental (per hour)	Adult & Commercial Rental (per hour)
Classrooms	Natural History	\$15	\$25
	Science Center	\$15	\$25
	Outdoor Education	\$15	\$25
Recreational Areas	Pond	\$20	\$30
	Archery Range	\$20	\$30
	Pavilion	\$20	\$30
Entire ILOLC (up to 8 hours)	Grounds (includes buildings)	\$125	
	Grounds (does not include buildings)	\$65	
Additional Staff Charges (per hour, 2 hour minimum)	Admin/Supervisor	Custodian/ Maintenance	Security
	\$30	\$40	\$50

Note: Number of custodians, security officers, and/or staff will be based on the number of participants and type of event.

SEGUIN INDEPENDENT SCHOOL DISTRICT
Application for Use of District Facilities

Print all information.

Organization name: _____

Adult Responsible: _____ Email: _____

Phone: _____ (Home/Cell/Work) Phone: _____ (Home/Cell/Work)

Purpose of Rental: _____

School/Building requested: _____

Area(s) requested: _____

Start Date: _____ End Date: _____ Usage Days: M T W TH F Sat Sun
(For repeated events, provide additional schedule via attachment or email) Circle Days

Hours of Use: Arrival/unlock time (include set-up time): _____ am/pm
Departure/lock time (include cleanup/breakdown): _____ am/pm
Actual Time of Event: _____ am/pm until _____ am/pm
(If different from Arrival and Departure Times)

Estimated Number Attending: _____ Participants residing in SISD: _____ %
(Submit Roster for Verification)

Utilities needed (yes or no): A/C _____ Heat _____ Lights _____

Special equipment needed: _____

Will admission fees be collected for this event? (Yes or No) _____ If yes, how much per entry: _____

Use of event proceeds: _____

Additional Information: _____

FOR COMPLETION BY DISTRICT	
Approval: _____	
Custodian/Staff Needed: (yes or no) _____	Number of Hours: _____

SEGUIN INDEPENDENT SCHOOL DISTRICT

Performing Arts Usage Request

FACILITIES REQUESTED:

- _____ Main Auditorium
- _____ Black Box Theatre
- _____ Dressing Rooms
- _____ Green Room
- _____ Make-Up Room
- _____ Other _____

PAC FURNISHING/EQUIPMENT NEEDED: (indicate item, number needed)

- | | |
|---------------------------|-------------------------------------|
| Lectern: _____ | Acoustical Panels (<10): _____ |
| Choral Risers: _____ | Platform Risers: _____ |
| Chairs: _____ | Music Stands: _____ |
| Rectangular Tables: _____ | Steinway Model D Grand Piano: _____ |

PAC EQUIPMENT: (indicate item, number needed)

- | | |
|---|---------------------------------------|
| Sound Playback (circle one): CD USB Bluetooth | Lighting: _____ |
| Wired Microphones: _____ | Wireless Hand Held Microphones: _____ |
| Wireless Headset Microphones: _____ | Overhead Projector (w/ Screen): _____ |

For questions regarding use of the Performing Arts Center, contact the Performing Arts Coordinator office at (830) 372-5770, ext. 30101.

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Rules and Regulations for Use

1. Provide a certificate of insurance with application which shows insurance as set out in the Insurance Requirements for Facility Use included in this packet with endorsement naming SISD as additional insured, waiving subrogation against SISD, and providing 30 days' written notice of cancellation or non-renewal.
2. Attach proof of non-profit status if requesting to have the building rental fee waived. Applicant will still be responsible for payment for additional services/fees incurred.
3. **Do not smoke or use tobacco products** on District property. This includes buildings and grounds even when school is not in session.
4. Do not bring alcoholic beverages, intoxicants or controlled substances in any form onto school district property. Any person under the influence of alcohol, intoxicants, or controlled substance will be denied participation in any activity.
5. Firearms are not allowed on District property. Violators will be prosecuted.
6. Do not allow pets on District property with the exception of service animals.
7. Adhere to all fire codes. No open flames are permitted in or on District property.
8. No food or drink is allowed without prior permission. In case of spills or stains on the carpet, contact the custodian immediately.
9. Use only the area(s) designated in this application.
10. Do not use facilities on days or times other than those approved on the application. Abide by the hours stipulated in application and vacate the premises at the time authorized in this application.
11. Do not allow anyone into the building who is not part of your activity.
12. Supervise children at all times.
13. Obtain prior approval for use of school equipment or materials. Permission must be noted on the application. If equipment is not functioning properly, contact the campus Principal or Secretary, or Business Services.
14. Do not adjust thermostats. Thermostats are controlled by an energy management system. Contact the building administrator if time changes are needed for the thermostat.
15. Leave all areas in a clean and orderly condition after use. Do not move tables, desks or chairs without prior approval. Additional costs may be accrued based on necessity for custodial staff to clean after event.
16. Do not erase chalkboards or dry erase boards.
17. Do not remove items from a teacher's desk, student's desk or any other area.
18. Do not use computers, copiers, TV's, etc. These are for school use only.
19. Do not remove locks from gates, doors, etc. All gates and doors are to be secured after use.
20. Park in District parking lots and avoid parking in private lots or on private property adjacent to school facilities.
21. Address problems with the campus principal, custodian, or Business Services.
22. Be responsible for all rules and regulations and provide supervision and guarantee orderly behavior at all times.
23. Violation of any rules/regulations shall be justification for immediate termination of the event and denial of future use of District facilities.
24. Submit any changes to this application in writing to Business Services for approval prior to the event.
25. Approval for use of a District facility may be revoked where the application conflicts with a need to use the facility for District purposes. First priority will be given to a school district function as determined by Superintendent or designee.

Performing Arts Center

26. Each audience member must be seated in a fixed chair prior to the start of the performance. Audience members may not be seated in the aisles. Renter must provide adequate security and ushers.
27. Rental shall be figured on an hourly basis over rental minimums (4 hours). Rental rates are listed on the Performing Arts Center Fee Schedule.
28. The rental period shall begin one hour prior to the arrival of the party that is utilizing the facility and terminates one hour after the party has completely vacated the facility to allow for set-up before the event and strike and clean-up after the event. Breaks in the rental period shorter than four hours will constitute part of the rental period. In the event that the renter must shorten the rental period, prior to the day of the event, the renter must provide 30 days' written notice. Otherwise, the facility and labor charges designated will apply.
29. Rental rates shall be the same for set-up, rehearsals and performances.
30. The number of technicians required for an event shall be at the discretion of the PAC Manager based on venue. The technicians shall be paid based on the per-hour rate listed on the Fee Schedule. Technicians must be employees or students of Seguin ISD.

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- 31. The PAC Manager (administrator) shall be paid on the per hour rate listed on the Fee Schedule.
- 32. The use of glitter, whether loose or in make-up or spray, is prohibited.
- 33. The use of Mylar balloons inside the auditorium is prohibited.
- 34. ONLY Gaffer's tape and spike tape may be used in the PAC building.
- 35. Performances lasting longer than 90 minutes will require an intermission of at least 10 minutes.

I certify that I have been duly authorized by the organization to act on its behalf in making the application for use of facilities. I also certify that I have read the above rules and regulations, conditions and terms of this application; and that I and the organization which I represent will abide by them and all other rules and regulations which are communicated to us by the authorized agents of Seguin ISD. I agree that the organization will be financially responsible for any damage or loss sustained by the District through the organization's use of District facilities. Damage or loss will be reported to Business Services.

Signature of Applicant Representative

Printed Name

Date

Address for Billing

City, State, Zip

**SEGUIN INDEPENDENT SCHOOL DISTRICT
Hold Harmless & Indemnity AGREEMENT**

The undersigned, _____, agrees to hold harmless and indemnify
(Printed name of authorized designee of organization)

Seguin ISD, its Board members, officials and their respective employees against any and all claims and demands or actions which may hereafter at any time be made or instituted against Seguin ISD, its Board members, officials and/or any of their respective employees which may arise out of the use of any school or facility by _____.
(Printed name of organization)

The undersigned, _____, hereby releases and forever discharges
(Printed name of authorized designee of organization)

Seguin ISD, its Board members and any respective employees who might be claimed to be liable for any and all claims, demand, damages, actions, causes of action, suits, judgments, or executions by reason of any losses incurred during the use of a Seguin ISD property or facility which may arise out of the use of such property or facility by _____.
(Printed name of organization)

It is further stipulated and agreed that the laws of the state of Texas shall control in the construction of this instrument.

ACKNOWLEDGED AND AGREED:

Authorized Signature

Organization Name

Date