

# 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](http://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](mailto: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.**

# 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.

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

# 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<br>(per hour) | Adult & Commercial<br>Rental (per hour) |
|--|---|----------------------------------|---|
| <b>Seguin High School</b>                                      | 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                                    |
|  | <b>Middle Schools</b>                                     | Cafeteria                        | \$15                                    |
| Classroom  |   | \$10                             | \$20                                    |
| Football Field   |   | \$35                             | \$45                                    |
| Gymnasium  |   | \$25                             | \$35                                    |
| <b>Elementary Schools</b>                                      | Cafeteria   | \$15                             | \$25                                    |
|  | Classroom   | \$5                              | \$15                                    |
|  | Gymnasium   | \$20                             | \$30                                    |
| <b>Oak Park Mall</b>   | Board Room  | \$15                             | \$25                                    |
|  | Juan Seguin Room  | \$5                              | \$10                                    |
|  | Staff Development Room                                    | \$10                             | \$20                                    |
| <b>Additional Staff Charges<br/>(per hour, 2 hour minimum)</b> |   | <b>Admin/Supervisor</b>          | <b>Security</b>                         |
|  |   | \$25                             | \$40                                    |

- 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**  
**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 T H 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|   |                        |
|---|------------------------|
| <b>FOR COMPLETION BY DISTRICT</b>         |                        |
| Approval: _____                           |                        |
| Custodian/Staff Needed: (yes or no) _____ | Number of Hours: _____ |

# SEGUIN INDEPENDENT SCHOOL DISTRICT

## 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.

**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