

**BARBERS HILL INDEPENDENT SCHOOL DISTRICT**  
***Administrative Regulations for Use of School Facilities by Non-Affiliated Parties***

**GENERAL REGULATIONS:**

1. The Asst. Supt. of Planning & Operations shall be responsible for the management and usage of all available school facilities outside the scope of routine school operations. Exceptions to these regulations for building usage and related fees may be considered by the Asst. Superintendent of Planning & Operations. The Superintendent shall, however, maintain final authority for the use of all school facilities.

School facilities shall be made available only to persons or organizations residing within the boundaries of the Barbers Hill ISD, except by authorization of the Superintendent or Designee.

School facilities are not normally available for non-school related activities. Under certain conditions, however, school facilities may be used for appropriate civic, cultural, welfare, or recreational activities, having direct benefit to the District and its students which do not infringe upon nor interfere with the conduct and best interest of the school district as determined by the Superintendent or Designee. Facilities are not available for money-making activities conducted to make a profit for individuals, private, or political organizations unless there is a direct benefit to the district's students as determined by the Superintendent or Designee.

In accordance with school board policy GKD (Local), the District shall permit repeated use by any group or organization for non-school purposes no more frequently than once every three months. The limitations on repeated use by a non-school group do not apply to groups whose primary participants in the activities are students from our district.

Parties not officially affiliated with the school district shall be required to file an *Application for the Use of School Facilities*. Applications for use of the high school theatre or any related areas shall be filed with the Theatre Director at least thirty (30) days prior to the requested date. Applications for the use of all other available facilities shall be filed with the Asst. Superintendent of Planning & Operations at least ten (10) days in advance.

2. For non-school related activities, in addition to rental fees, all persons using the facilities will be required to furnish a certificate of insurance with at least \$1,000,000 (one million dollars) general liability coverage naming Barbers Hill Independent School District as an additional insured and stating that they agree to indemnify, defend and hold harmless Barbers Hill Independent School District from and against all losses associated with the use of the school's facilities. In addition, the certificate should provide for a thirty-day notice of cancellation or material changes in the coverages. The insurance company should have an AM Best rating of A-V or better.
3. Charged time shall commence with the opening of the building and shall conclude when the building is closed by a designated school representative. Usage fees shall be applied to the total of time the building is in use by the applicant, including any rehearsals. School facilities shall not be available for use during hours beyond 12 o'clock midnight, except by authorization of the Executive Director of Operations or the Superintendent.
4. A custodian shall be assigned to open the building and shall remain continuously on duty until the activity is concluded and the building has been secured. The custodial staff shall maintain the service areas associated with the requested facility, but shall not be expected to erect or dismantle any furniture or equipment beyond that as may be specified and approved in the application.
5. Prior written authorization must be obtained from the Building Principal and/or the Theatre Director, should the use of any additional or specialized school property, including tables and chairs from other areas, computers and peripherals, or sound or production equipment, be required.
6. The number of tickets sold for any single event shall not exceed the seating capacity of the theatre or other requested facility.
7. Applicants shall be required to comply with all national and state laws, local ordinances, and any other regulations as may be imposed by the local police and fire departments.

8. The possession, consumption, or use of alcoholic beverages, tobacco products, and/or illegal drugs is strictly prohibited on all school district property as is the possession of firearms or any other weapons. It is the responsibility of the applicant to ensure the communication and enforcement of these provisions.
  
9. The applicant shall further assume responsibility for the preservation of order in the facility and for any liability or damage to school property. The school district may require, as a condition of approval for use of a facility, that police, parking attendants, or other personnel be employed by the applicant.

**BUILDING USAGE AND SERVICE FEES:**

Upon submission of a completed application form, all applicants shall be required to pay a non-refundable processing fee of \$50.00. Said processing fee shall be applied to the building usage fee but shall not be refunded in the event of a cancellation. An additional deposit of \$100.00 shall be required for all applications which may involve the service of food and/or beverages. Such deposit shall be refundable upon certification by school personnel that assigned facilities have been properly cleaned and/or returned to serviceable condition.

Fees as established herein do not include the use of specialized equipment or furniture, or exceptions to normal operating procedures. Such requests must be indicated on the application at the time of filing and may incur additional charges.

In addition to the specified usage fee, applicants shall be charged for staff time as may be required as a condition of usage or as may be requested by the applicant. The following schedule of fees shall apply for building usage and related services:

There is a two hour minimum for all facilities.

**Fees for Staff Support Services**

Custodial Personnel..... (required for all building rentals)	\$18.00/hour (each)
Stage or Sound Staff .....	\$10.00/hour (each)
Theatre Director .....	\$50.00 (first four (4) hours) or \$15.00/hour (whichever is greater)
Contracted Security Officer.....	\$50.00/event (each)

**Fee Schedule for Building Usage**

Facility Type	Campus/Building	Seating Capacity	Fee
Auditorium or Theatre	High School	800	\$100.00/hour
	Middle School	800	\$ 80.00/hour
	C. T. Joseph Conference Center	210	\$ 60.00/hour
Cafeteria or Cafeterium	High School	700	\$100.00/hour
	Middle School	700	\$100.00/hour
	Intermediate School	400	\$ 80.00/hour
	Elementary School	150	\$ 80.00/hour
	Primary School	150	\$ 80.00/hour
Gymnasium	Field House ( <b>UIL Sanctioned Events Only</b> )	1400	\$150.00/hour
	High School (Competition)	1200	\$100.00/hour

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	High School (Auxiliary)	500	\$ 80.00/hour
	Middle School	800	\$ 80.00/hour
	Intermediate School	400	\$ 80.00/hour
	Elementary School	n/a	\$ 50.00/hour
	Primary School	n/a	\$ 50.00/hour
Football Stadium	<b>(UIL Sanctioned Events Only)</b>	4000	\$750.00/event
Baseball Field	<b>(UIL Sanctioned Events Only)</b>	440	\$300/event