

Texarkana Arkansas School District

Administrative Guidelines for Community Use of School Facilities

1. Buildings and grounds shall be available for use by responsible organizations and groups of citizens for civic, educational, recreational, and entertainment programs when such activities are sponsored by responsible adult organizations or citizens.
2. School properties shall not be available for use by private schools that provide educational services for any or all of grades kindergarten through twelve.
3. School properties shall not be available for personal or individual family activities.
4. School properties shall not be available for use by any group or organization for purposes contrary to the interests of public education, for the promotion of any subversive doctrine, or for private commercial use.
5. The use of all school facilities by community groups shall be approved through the superintendent's office. School-sponsored activities requiring facility use shall be approved by the principal or designee of the facility requested.
6. Fees shall be based on the type of organization and the type of use. Fees will be reviewed on an annual basis.
7. No school building shall be used by non-school groups without the presence of an approved school employee who will accept responsibility for taking care of and securing the building or area used.
8. Federal wage and hour laws regarding exempt and non-exempt employees will be followed. Non-exempt employees will be paid time and a half for overtime work. These laws and district payroll policies will be factors in determining the fee charged for community use of facilities.
9. Any payment to school personnel for extra work shall be made only through regular payroll channels. No payment shall be made directly to a school employee by any group using school facilities.
10. Fees are payable to the Texarkana Arkansas School District.
11. The use of buildings and equipment will be strictly confined to the areas and facilities designated.
12. Every effort will be made to ensure that no facilities use conflict arises once an organization is granted permission for use. However, in an emergency, it may be necessary to rescind permission for facilities use by an outside organization after it has been granted.

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13. Gambling, use or possession of illegal drugs, alcohol, tobacco, and/or other intoxicants, or other improper conduct within the building or on school property by any person is specifically prohibited and may result in cancellation of the permit without notice. Any group or organization using school facilities shall be entirely responsible for policing the activities of all individuals brought to the school as a result of the activity for which the building was granted.
14. The group or organization is responsible for damage to school property and equipment as a result of the activity for which the use was granted. No computers shall be used. No furniture or equipment (including pianos, stage equipment, cafeteria kitchen equipment, audio-visual equipment, tables, chairs, etc.) shall be used without express approval in the agreement. No equipment shall be borrowed or moved between buildings. Facilities are to be left clean and returned to their normal settings.
15. Use of special equipment, such as stage lighting, scenery, curtains, public address systems, folding bleachers, etc. shall be permitted only when operated by school employees.
16. Use of cafeteria/kitchen equipment shall be permitted only when a TASD food service staff member is present.
17. Concession rights at any activity conducted in a school are reserved for school groups unless otherwise stipulated in writing by the principal and approved by the superintendent of schools. PTA activities may be authorized directly by principals.
18. Groups using school facilities are classified for rate purposes as follows:
 - Class I: Nonprofit and school-associated groups and activities serving the youth of TASD- Examples: PTA, booster clubs, scout groups, school performance groups, and school clubs etc.

Nonprofit and school-associated groups serving TASD staff and alumni.

No charges for Class I except for food services, special equipment, and custodial services, if needed.
 - Class II: Nonprofit groups and activities serving the youth of the community but not limited to TASD. Youth groups must consist of at least 75% TASD students.

Fee schedule applies.

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Class III: Adult public non-partisan (open membership) groups of a general community or civic nature such as adult civic clubs, music associations, League of Women voters, Chamber of Commerce, etc.

Fee schedule applies but may be waived or reduced if school district employees are primary participating members and are volunteering their time.

Class IV: Adult private or partisan (closed membership) groups of non-profit nature such as American Legion, VFW, university social groups, churches.

Fee schedule applies.

Class V: Commercial groups/organizations

Fee schedule applies.

19. Charges in the fee schedule do not include costs associated with food services, custodial/maintenance services, or use of special equipment.
20. By special arrangement, groups of pupils from school buildings which do not have all-purpose rooms may be permitted to use such facilities in other buildings without charge provided that they are properly supervised and no extra custodian time is required.
21. Groups using school facilities at the request of, in the interest of, or for the benefit of the school and its students may be permitted to use such facilities without charge when so authorized.
22. Each group and/or organization must be accompanied by one adult (21 years of age or more) who has been placed in charge and who is responsible for the actions of the group or organization. The organization's adult in charge will be requested to arrive prior to the gathering of persons and will remain until all persons leave the building and the building condition is properly checked.
23. Approval of requests for use of school facilities on Sundays, holidays, or school breaks is discouraged except in case of extreme emergency.
24. The use fee for all school facilities is figured for no admission to be charged.
25. Nonprofit organizations may be required to file a 501(c) (3) form denoting nonprofit status before facility use is considered.

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26. Requests for use of school buildings shall be considered without regard to race, creed, color, sex, national origin, or handicap.
27. Rates are subject to annual review.
28. TASD may require school security at certain events. If required, the requesting agency will be responsible for the cost of security services.

Indemnity Obligation and Express Negligence Clause:

The named individual, group, or organization shall indemnify and hold harmless TASD from any and all claims, costs, debts, expenses, damages, and injuries that may arise out of or be in any way connected to TASD's rental of facilities to the named individual, group, or organization, or to any person attending the event.

Applications not meeting the above classifications and qualifications will be reviewed and approved or denied by the superintendent.

Fees

Food Services Fees:

If TASD provides food services, 50% of the projected food costs must be paid 10 days prior to the scheduled event. The requesting organization will be invoiced for the remaining food and labor costs.

Rental Fees:

All school cafeterias -	\$50 per hour paid ten (10) days prior to scheduled use plus cost of food services, special equipment, custodial or maintenance services, and security, if needed. The requesting organization will be invoiced for the cost of services following the event.
Razorback Stadium -	\$1,500 paid ten (10) days prior to scheduled use plus half of gate proceeds and all parking and concession receipts.
North Heights Junior High Gym -	\$50 per hour paid ten (10) days prior to scheduled use plus cost of special equipment, custodial or maintenance

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services, and security, if needed. The requesting organization will be invoiced for the cost of services following the event.

College Hill Middle
School Gym -

\$50 per hour paid ten (10) days prior to scheduled use plus cost of special equipment, custodial or maintenance services, and security, if needed. The requesting organization will be invoiced for the cost of services following the event.

Washington 4A Gym -

\$50 per hour paid ten (10) days prior to scheduled use plus cost of special equipment, custodial or maintenance services, and security, if needed. The requesting organization will be invoiced for the cost of services following the event.

Razorback Baseball
and Softball Fields -

\$50 per hour paid ten (10) days prior to scheduled use plus cost of special equipment, custodial or maintenance services, and security, if needed. The requesting organization will be invoiced for the cost of services following the event.

Texarkana Arkansas School District

Request for Use of School Facility

Date of Application: _____

Facility desired _____

Date or dates desired _____

Hours desired to be in facility, including set-up and clean-up time, if applicable _____

Intended use of facility _____

Group desiring to use facility _____

Texarkana Arkansas School District cannot allow commercial use of its facilities. By signing this form, you certify that you represent a non-profit organization or that there will be no charges of any kind collected for the event. If this request is made by a non-profit organization, please provide proof of non-profit status; i.e., a copy of an IRS form or number.

No charges will be collected. _____ We qualify as a non-profit organization. _____

Coca-Cola Bottling Company has been granted exclusive rights to make beverages available for sale and distribution on the campuses of the Texarkana Arkansas School District. Do you plan to provide beverages?

Yes _____

No _____

Do you have need for T ASD food services?

Yes _____

No _____

Do you have need for security?

Yes _____

No _____

If security is requested, you will be responsible for paying at their established rates. If you have questions, please call Security Director Jeff Black at 903-701-2311.

Board policy requires the presence of a responsible representative of the school when outside groups have use of T ASD facilities. If a T ASD representative is in your group, please indicate who this person would be to accept responsibility for opening the facility,

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being present during the stated hours, and closing/securing the building for your group at no additional charge to you, if approved.

TASD representative: _____

We understand that this form must be submitted to the school superintendent at least thirty days prior to the requested use and that the request must be approved by the Board of Education or designee. We further understand that the school is in no way liable or responsible for lack of suitability or performance of the facility requested and that we are liable for any damages done to the school facility. We will pay for the repair or replacement of any facility or school property damaged while in our possession.

We shall indemnify and hold harmless TASD from any and all claims, costs, debts, expenses, damages, and injuries that may arise out of or be in any way connected to TASD's rental of facilities or to any person attending the event.

Dated this _____ day of _____, 20__.

Signed

Printed name

Mailing address

City/State/Zip

Home phone number

Work phone number

Mail to:

TASD
Attn: LeAnne Hensley
3512 Grand Ave.
Texarkana, AR 71854

Deliver to:

TASD
Attn: LeAnne Hensley
3435 Jefferson Ave.
Texarkana, AR 71854

Texarkana Arkansas School District

Statement of Responsibility for Facility Use

As a T ASD employee, I agree to serve as the official T ASD representative for the facility

use request submitted by _____ for
(name of requesting agent)

the use of _____ on _____
(facility requested) (date)

from _____ to _____.
(beginning time) (ending time)

By signing this responsibility statement, I agree to open, close, and secure the facility, be present during the stated hours above, and ensure that T ASD property is treated with respect. I understand that it is my responsibility to report any misconduct or damages that may occur during the facility use.

T ASD Employee

Date