



# MELISSA SCHOOLS

Melissa Independent School District

*"A Special Time in a Special Place"*

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## Community Use of District Facilities Management Guidelines

**ORGANIZATION:** All use of school facilities by non-district entities will be coordinated through the Home Office.

**AVAILABILITY:** School buildings and other facilities may be made available to groups that wish to conduct activities which promote, stimulate and foster the interest of students and the community, as well as activities which promote the efficiency of the school district, so long as activities do not conflict with the school program and community expectations for District schools or the Joint Use Agreement that exists with the City of Melissa. Programs serving District students will be given priority for use. The following guidelines shall pertain to all groups who desire to use schools and/or facilities in accordance with this policy, policy GKD LEGAL and regulations.

### 1. COMPLIANCE WITH LAWS, RULES, REGULATIONS AND POLICIES.

No school facilities shall be used by any group or individual who is not in compliance with the requirements of all Federal or State statutes, regulations and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, handicapping conditions, age or other classification. State law prohibits the use of alcohol on school property. All laws (federal, state, local) and Melissa ISD policies are in effect 24 hours per day, including the times the facility is rented. Contraband shall include, but not be limited to drugs, drug paraphernalia, weapons, and alcohol possessed by students. District police officers, or any other law enforcement officer, shall enforce the law and arrest individuals for the violation of any law including but not limited to possession or consumption of alcohol on school property, drug law violations, weapon law violations, disruptions, trespassing, and the violation of any traffic law. The District's "Tobacco Free Policy" prohibits the use of tobacco in ANY form, in or on any District property or any location leased by the District where a user group is being held. The policy includes, but is not limited to, all buildings, vehicles, property (outdoor or indoor), and all staff, students, parents, visitors, and patrons. (GKA-Legal, Education Code 38-006)

### 2. VIOLATION OF LAWS, RULES, REGULATIONS AND POLICIES.

Any misrepresentation by any organization and/or individual, any abuse of any District property, any violation of state, local law or federal and/or any violation of any District policy, rule or regulation may result in: 1) the immediate termination of the contract; 2) the requirement to immediately vacate the premises; and/or 3) the denial of that organization's and/or individual's request for future use of the premises.

### 3. CHURCHES

Churches desiring to rent a facility on an extended basis for regular religious services may be allowed to lease only campuses as determined by the District.

Churches must have at least fifty (50) regularly attending members. A membership roster reflecting member addresses must be provided to the Facilities Manager upon request.

Churches shall be charged the designated rate per hour for use of the facilities for the first two years of the leasing period. An increase of 100% of the lease rate will apply each year thereafter, up to five years at which time the lease will terminate.

### 4. RESTRICTED USE OF CERTAIN AREAS.

Certain areas such as laboratories, shops, and open teaching areas are not available for public use. Auditoriums may be used by non-profit organizations for general youth group leadership-training events; by performance studios for annual recitals or one-time events and any established business partners for approved training or employee recognition events. The athletic-type facilities will be available to lease only with the approval of the Home Office.

### 5. RESTRICTED USE DATES.

There may be limited leasing during Thanksgiving Break, Winter Break, Spring Break or the month of August. Facility availability is at the sole discretion of the Administration.

### 6. ACCESS TO FACILITY KEYS.

Only authorized employees of the school District may be permitted to have keys to District facilities.

### 7. CUSTODIAL AND OTHER SERVICES.

Base fees charged to paying groups shall include limited custodial service only. Any specific service required shall be paid for in addition to the base fee. (GK-E)

### 8. PROPERTY DAMAGE.

Damages to District property shall be paid for by the using group whether caused by using group or others. Misuse or abuse of District equipment and/or facilities may result in the immediate denial for further use.

### 9. INSURANCE.

All groups must sign a Rental Agreement and must furnish liability insurance prior to approval for use.

Any organization using school facilities must provide an original Certificate of Insurance, with Melissa I.S.D. named as the Certificate Holder, indicating a minimum of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Melissa I.S.D. must be named as an additional insured on this policy.

The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, Melissa I.S.D. reserves the right to determine the acceptability of a carrier regardless of its rating.

The insurance requirement may be waived by organizations that exist for the improvement of educational opportunity in the District, subject to the approval by the Facilities Manager.

10. ATTENDANCE BY THE GENERAL PUBLIC.

Any group renting or using a building for an occasion which the general public is eligible to attend shall be held responsible for the treatment of the property by the general public during that time. The group shall, at the discretion of the Superintendent or the Facilities Manager, be required to employ Law Enforcement officers, at the expense to lease, to help ensure the safety of attending persons as well as to help prevent the destruction of school property. Employment of Law Enforcement officers does not release the renting or using group from liability for any damages incurred and/or injuries sustained while the building is occupied by the using group.

11. SUBSEQUENT AGREEMENT.

After the original agreement, groups or organizations desiring to continue to use the facility shall be required to update the agreement annually. Changes made after the original agreement is signed which affect the amount to be charged and/or the conditions of the rental agreement shall necessitate the signing of a new agreement to supersede the original agreement.

12. USE OF SCHOOL KITCHEN.

Any group or organization wishing to use a school kitchen shall be required to have District Food Service staff on duty to supervise the use of equipment during the entire time the facilities are rented or used. A charge of one and one-half times the current hourly rate of the Food Service staff member used shall be levied against the group or organization and shall be in addition to any other fees and/or charges incurred by the group as organization pursuant to the agreement. After contacting the Facilities Manager, the lessee must contact the Food Service Department for leasing of any kitchen and charges.

13. DISTRICT STAFF.

The District may furnish the necessary staff to open, clean and close the property. If the building is being rented or used for hours during which District staff members are not normally on duty, the Facilities Manager shall assign the number of staff necessary to maintain the facility.

14. DESIGNATED REPRESENTATIVE.

Any group renting or using District facilities shall designate one member of the group to be responsible for the program or activity. This person shall, in turn, be responsible to the building principal and/or the Facilities Manager.

15. MISD STAFF CAMPS.

Any MISD staff member conducting a camp must be a full time employee. The camp may not be sponsored by a private organization.

16. RENTAL AND PAYMENT TERMS.

Checks shall be made payable to Melissa Independent School District and payment of the facility usage charges shall be made prior to rental or use of the facility. Rental time shall be charged from the time the lessee enters the building until the lessee leaves the building (set-up time till break-down time).

**CLASSIFICATION OF GROUPS:** Groups that may be allowed to use or rent District facilities shall be classified as “non-paying groups” or “paying groups”.

**A. NON-PAYING GROUPS:**

1. Student, staff and parent organizations directly related to the school District may have the use of facilities as scheduled by and under the supervision of the principal without charge. Examples: (non-exhaustive)

- a) School student organizations
- b) PTA/PTO/Booster Clubs
- c) Educational professional organizations for Melissa ISD staff
- d) Polling places
- e) School Clubs and activities

Non-paying groups shall not sub-lease or sponsor an activity for which a charge is assessed.

2. Non-school youth organizations comprised entirely of students residing within the District shall not be charged for facilities utilized between the time of student dismissal and an agreed upon time as set by the principal on school days.

Examples: (non-exhaustive)

- a) Adventure Guides
- b) Special Olympics

3. Non-profit (501c3) service organizations holding an IRS tax-exempt status, whose efforts support the goals, curriculum and student development practices of MISD, as determined by the Superintendent or the Facilities Manager. Access will be assigned to sites on a schedule, based on space available.

Examples: (non-exhaustive)

- a) MISD Educational Foundation (MEF)

**B. PAYING GROUPS:** The specified District facilities shall be available for rental to the following in priority order and at fees established by the District.

CLASSIFICATION I – Community youth organizations. Examples: (non-exhaustive)

- (1) 4-H Clubs
- (2) Boy Scouts
- (3) Girl Scouts

CLASSIFICATION II – Non-profit groups and activities serving the community. Examples: (non-exhaustive)

- (1) City of Melissa
- (2) Youth Sports Groups
  - a. YMCA
  - b. Texas School Districts
- (3) Civic and Homeowner’s Associations
  - a. Rotary Clubs
  - b. Lions Clubs
  - c. Chamber of Commerce

- d. Political Meetings
- (4) Any Religious Groups
- (5) Churches leasing facility for Church Services (must have 75% of membership within MISD)

CLASSIFICATION III – Profit making groups and activities that serve school or District purposes.

Example: (non-exhaustive)

- (1) SAT Instruction – if conducted by outside private organizations
- (2) Drill Team/Cheerleading Camps – if conducted by outside private organizations
- (3) Athletic Sports Camps – if conducted by outside private organizations
- (4) Instructional Private Organizations
- (5) Performance Studios