



## STATEMENT OF PURPOSE

The primary purpose or function of public school facilities is to provide quality educational environments conducive to the learning of the students they serve. It is the policy of the Lago Vista Independent School District to encourage the use of school buildings and grounds by the community for educational, recreational, civic and cultural activities to the extent possible under public school laws and regulations. Accordingly, community use of school buildings and grounds for educational, recreational, civic and cultural activities shall be permitted so long as such use does not conflict with the use of public school buildings and grounds for public school purposes and activities, with state and federal laws, with local ordinances or with the proper care and maintenance of school facilities and grounds.



## GENERAL RULES AND PROCEDURES

1. Groups or individuals wanting to rent LVISD facilities must obtain a Facility Rental Information Packet found on the LVISD website, at any LVISD campus, or at the LVISD Administrative Offices.
2. Priority for rental request will be based on category in which the request falls. The priority order will be Group 1, Group 2, and Group 3.
3. All rental agreements will be handled by the Business Office
4. The following documentation must be on file with the LVISD Business Office before a rental agreement will be prepared:
  - a. The Facility Rental Information packet completed and signed.
  - b. A current insurance certificate with limits of at least \$1,000,000 (may be waived for Group 1 organizations.)
  - c. A roster of student participants for any group requesting Group 1 rates
  - d. A copy of the 501(c)3 status from the Office of the Secretary of State, if requesting non-profit status.
5. It is the sole responsibility of the renter to provide these documents. No reminders will be issued from the Business Office
6. Rental agreements must be processed no later than one week prior to the event.
7. Payment in full is required no later than five days prior to the event.
8. For extended rentals, monthly payments are required by the first of each month.
9. Any changes to the signed contract must be made no later than five days in advance. Rental amounts will not be decreased after the fact if the facility is not used for the entire contracted time.
10. School facilities will not be rented on school holidays or the weekend immediately preceding or following those designated holidays pending the district is able to obtain personnel to work a holiday weekend.
11. School facilities will not be rented on the evening immediately preceding or during the designated state testing days unless approved by the Superintendent or designee.
12. All users of school district facilities shall
  - a. Ensure that permission to use the facility or any portion thereof shall not be transferred to a third party.
  - b. Ensure that district facilities are left neat and in orderly condition ready for the next school day.
  - c. Ensure that all signage and decorations be taken down following an event. Decorations may not deface property.
  - d. Ensure the use of open flames, such as candles, are not used.
  - e. Ensure that no fixtures, equipment, or furniture shall be removed from any building.

- f. Ensure that all food and drinks are only allowed in designated areas and must be removed and the area left clean after the event.
  - g. Ensure that no smoking takes place in district buildings and/or on school property.
  - h. Ensure that alcoholic beverages or drugs in any form are not permitted or to be served in buildings or on school grounds in accordance with Texas State Laws and Drug Free Schools policy
13. No chairs, food, or drink are allowed in the gym areas. Any damage caused by these items will be assessed to the renter and may result in loss of further use of District facilities.
  14. No equipment or supplies of the renters will be stored on school property.
  15. All children must be supervised at all times and remain in assigned areas.
  16. District equipment, such as public address systems, microphones, speakers, audio/video equipment, risers, and projectors, is not available for use by outside organizations unless prior approval has been obtained from LVISD.
  17. No electrical appliances will be allowed in the school building.
  18. Lago Vista ISD has the right to refuse and/or terminate a rental. Reasons include but are not limited to the following: space availability, over usage of facility, failure to pay in a timely fashion, failure to comply with all rules and regulations, recurring losses and/or damage, inappropriate behavior by the renter or their audience.
  19. Any exceptions to the above must be approved by the Superintendent.



**LAGO VISTA ISD  
FACILITY USAGE FEES**

(All fees are based on an hourly rate with a two hour minimum charge.)

<b>Facility:</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
<b>High School/Middle School</b>			
Kitchen and Cafeteria**	NA	\$80 + \$24	\$110 + \$24
Cafeteria and Stage*	NA	\$60	\$100
Classroom (single)	NA	\$35	\$50
Library	NA	\$50	\$75
Viking Hall	NA	\$50	\$75
<b>Elementary School</b>			
Kitchen and Cafeteria**	NA	\$80 + \$24	\$110 + \$24
Cafeteria and Stage*	NA	\$60	\$100
Classroom (single)	NA	\$35	\$50
Library	NA	\$50	\$75
Gym	NA	\$50	\$75

\*Supervisor and/or custodian required for usage of facilities. District determines whether one or both personnel are needed.

\*\*Food Service personnel required for kitchen usage.

- Food Service Personnel \$24 per hour – 2 hr min
- Custodian \$24 per hour - 2 hr min
- No custodial fees during regular operational hours. These hours are from the end of school until 9:00 PM on days when students are present. Organizations requesting the use of facilities beyond these hours will be required to hire custodial services to be provided by the District at the rate listed above. The District reserves the right to determine the number of custodians needed based on group size and square footage.
- Supervisor/administrator \$30 per hour – 2 hr min
- A \$50 fee may be charged to open and close a building on weekends. This fee will be waived if a district employee will be present at all times and able/responsible for securing the building.
- Fees for damage will be assessed and may result in loss of further use of District facilities.
- Payment in full is required no later than 5 days prior to the event. For extended rentals, monthly payments are required in advance.
- Non payment of any fees will result in immediate suspension of building use privileges and loss of future facility use.
- If a fire alarm is pulled without due cause, there will be \$75 fee assessed to reset the alarm system.

All personnel are secured by LVISD. The number of personnel is determined by event type, event size, and administration.

## **LAGO VISTA ISD USER GROUP DESIGNATION**

### **Group 1 – School Related Non-Profit Organizations**

1. School-sponsored clubs and activities
2. School related groups designated non-profit such as PTO, PTA, booster clubs, educational foundations, youth scouting groups, youth athletic groups that serves primarily Lago Vista ISD students (75% or greater of participants). A roster of participants with Lago Vista ISD students indicated must be provided.
3. District facility usage fee and insurance requirements are waived for Group 1 on days when school is in session, but no later than 9:00 PM. All other policies will be enforced
4. Group 2 rates will apply to school related non-profit groups for events held after 9:00 PM during school days, during weekends, and for long term use.

### **Group 2 – Non-Profit Community Organizations**

1. Youth sports, youth sports camps/clinics and other organizations having a recognized 501(c)3 status and desiring to use District Facilities for educational, recreational, and civic activities.
2. District facility usage fees will be waived for Group 2 for usage during school hours and prior to 6:00 PM on school days. District facility usage fees will apply at all other times. A copy of the 501(c)3 status from the Office of Secretary of State must be provided. District insurance requirements will apply. All groups will be required to clean the area which they use.

### **Group 3 – For-Profit Organizations**

1. For profit organizations, companies or individuals.
2. Religious groups/churches that have established congregations with the District.
3. All other groups not included in groups 1 or 2.

### **Long Term Use**

Organizations will be limited to a nonrenewable one-year maximum contract for school use. A contract extension or renewal may be granted at the discretion of the Superintendent. All outside signs/banners must be removed immediately after the conclusion of the scheduled meeting. Fees for long term use are negotiated on an individual basis.

### **Insurance**

The organization requesting the use of a district facility must furnish evidence of liability coverage for the event(s). This evidence should consist of an original Certificate of Insurance with Lago Vista ISD named as an Additional Insured and Certificate Holder with a minimum of \$1,000,000 Combined Single Limit of Bodily Injury and Property Damage Liability Coverage. The insurance requirements may be waived for school sponsored or school related groups such as PTO or Booster Clubs.