

McKinney ISD Community Use of District Facilities Management Guidelines

ORGANIZATION All use of school facilities by non-district entities will be coordinated through the office of Support Services. All Athletic facilities will be coordinated through the Athletic Department.

AVAILABILITY School buildings and other facilities shall 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 such 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 McKinney. 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 other facilities in accordance with this policy, policy GKD LEGAL and regulation.

1 COMPLIANCE WITH LAWS, RULES, REGULATIONS AND POLICIES.

No school facility 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 McKinney ISD policies are in effect 24 hours per day, including the times a facility is rented. Contraband shall include, but not be limited to drugs, drug paraphernalia, weapons, alcohol, and pagers/phones 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. YOUTH GROUPS

Youth groups using District facilities, unless otherwise specified, must be composed of at least 75% of students from the District. A student verification list must be turned in with each request for lease of facilities.

4. LONG TERM LEASES

A Long Term Lease is defined as a lease of six (6) months or more. Organizations desiring to rent a facility on an extended basis shall be allowed to lease only Elementary and Middle School Campuses that are determined by the District. Rental of any campus will require an MISD Staff representative to be on site for the total hours of each event, at the designated rate per hour. These regularly scheduled meetings must only be held on Saturday, Sunday morning or Sunday afternoon in order to allow MISD staff ample time to prepare for school.

Organizations renting facilities on an extended basis must be comprised of at least 75% of residents residing in District boundaries. A membership roster reflecting member addresses must be provided to the Superintendent's designee upon request.

Organizations shall be charged a designated rate per hour per use of the facilities for the first five years of the leasing period. An increase of 10% of the lease rate will apply each year thereafter if organization has not purchased real estate for eventual relocation, with lease terminating after ten (10) years. If the organization purchases real estate for eventual relocation, the designated rate will not change for five years, at which time the lease will terminate.

5. DISTRICT POOL

McKinney ISD reserves the right when leasing the McKinney High School natatorium, to require as many security and life safety personnel as is deemed appropriate. Natatorium will be available for lease only when not in use by McKinney ISD. Pool Manager required at \$25.00 per hour.

6. 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 District's athletic department.

7. RESTRICTED USE DATES

Facilities cannot be reserved for leasing until September of each year to allow campus staff the opportunity to set campus schedules. There will be no leasing during Thanksgiving Break, Winter Break, Spring Break or the Month of August (exception is long term leases). In the event the District must close campuses for any reason (i.e. bad weather, emergency repairs, etc.), events will be cancelled. Any prepaid fees will be reimbursed.

8. ACCESS TO FACILITY KEYS

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

9. CUSTODIAL AND OTHER SERVICES

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

10. PROPERTY DAMAGE

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

11. 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 McKinney 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, McKinney 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, McKinney 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 Superintendent or designee.

12. ATTENDANCE BY 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's designee, be required to employ Law Enforcement officers or District Security Personnel to help ensure the safety of attending persons as well as to help prevent the destruction of school property. Employment of law enforcement officers or District Security Personnel 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.

13. SUBSEQUENT AGREEMENT

After the original agreement, groups or organizations desiring to continue to use the facility shall be required to submit a new application. 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.

14. 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 superintendent's designee, the lessee must contact the Food Service Department for leasing of any kitchen and charges.

15. DISTRICT STAFF

The District shall furnish the necessary staff to open, clean and close the property. If the building is being rented or used during hours when District staff members are normally on duty and it is determined by the Superintendent's designee that no additional cleanup is warranted, there will be no charge for this service. However, if the building is being rented or used for hours during which District staff members are not normally on duty, the Superintendent's designee shall assign the number of staff necessary to maintain the facility.

16. 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 Assistant Superintendent of Support Services.

17. MISD STAFF CAMPS

Any MISD staff member conducting a camp, must be a full time employee. The camp shall not be sponsored by a private organization. Financial assistance shall be provided to participants that qualify for the national schools lunch program

18. RENTAL AND PAYMENT TERMS

Checks shall be made payable to the McKinney 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 until break-down time).

19. CANCELLATION OF EVENTS

Cancellation by using groups is required two weeks in advance of event in order to receive refund of prepaid fees. Cancellation must be received by District in writing.

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 District shall 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 McKinney 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) 4-H Clubs
- b) Boy Scouts
- c) Girl Scouts
- d) Indian Guides
- f) 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 superintendent’s designee. 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 – Non-profit groups and activities serving youth and community. Examples: (non-exhaustive)

- (1) City of McKinney
- (2) Youth Sports Groups
 - a. YMCA
 - b. Boys & Girls Club of Collin County Programs
 - c. 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 II – Profit making groups and activities that serve school or District purposes. Examples: (non-exhaustive)

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

CLASSIFICATION III – MISD staff sponsored camps. Staff members must be under contract to MISD and represent no outside private organization. Examples: (non-exhaustive)

- (1) Basketball Camp
- (2) Football Camp
- (3) Tennis Camp
- (4) Baseball Camp
- (5) Volleyball Camp
- (6) Weight Training Camp
- (7) Math Camp
- (8) Science Camp
- (9) Computer Camp
- (10) Drill Team Camp
- (11) Cheerleading Camp
- (12) Band, Marching and Flag Camp

CLASSIFICATION IV – Long term leases by organizations for a term of six (6) months or more. Examples: (non-exhaustive)

- (1) Religious Church Services

CLASSIFICATION V – University Interscholastic League (UIL) teams or Texas School Districts other than McKinney ISD.

SERVICES PROVIDED

A. NON-PAYING GROUPS

1. Non-paying groups shall be provided free custodial services with the use of the facility when District custodial staff is scheduled to be on duty at the given facility. Any additional services as deemed necessary by the Superintendent’s Designee shall be paid for by the using group. Examples of staff frequently needed: (non-exhaustive)

- a. Security Officer - \$30.00 per hour
- b. Supervisory Staff - \$20.00 per hour
- c. Custodians – Contracted Rate
- d. Building Mechanics - \$20.00 per hour
- e. Technical Support - \$25.00 per hour
- f. Theater Manager - \$25.00 per hour
- g. Gate/Ticket Operator - \$40.00 per event, each
- h. Athletic Administrator - \$60.00 per event
- i. Designated Coach - \$40.00 per event
- j. Athletic Secretary - \$40.00 per event
- k. Pool Manager - \$25.00 per hour

2. Non-paying groups shall be required to pay for services of staff under two (2) conditions:
 - a. When the facility is used on days or during hours when District staff is not scheduled to be on duty.
 - b. When District staff must provide services to non-paying groups that they would otherwise not be required to provide. Examples of required services: (non-exhaustive)
 1. Custodians – Contracted Rate
 2. Building mechanics - \$20.00 per hour
 3. Electricians - \$20.00 per hour
 4. HVAC technicians - \$20.00 per hour
 5. Security Officers - \$30.00 per hour
 6. Food Service Workers - \$15.00 per hour
 7. Technical Support \$25.00 per hour
 8. Theater Manager - \$25.00 per hour
 9. Pool Manager - \$25.00 per hour

- B. **PAYING GROUPS** Paying groups using District facilities shall be required to pay for the use of staff. Examples of requested services: (non-exhaustive)
 1. Security Officers - \$30.00 per hour
 2. Supervisory Staff - \$20.00 per hour
 3. Custodians – Contracted Rate
 4. Building Mechanics - \$20.00 per hour
 5. Technical Support - \$25.00 per hour
 6. Theater Manager - \$25.00 per hour
 7. Pool Manager - \$25.00 per hour
 8. Life Guards as deemed necessary by Pool Manager in writing (on contract).

FILING REQUEST FOR USE OF FACILITY All groups shall file requests with the principal of the school for the use of their respective facility who in turn shall coordinate with the Superintendent's Designee

McKINNEY

INDEPENDENT SCHOOL DISTRICT

COMMUNITY USE OF DISTRICT FACILITIES BUILDING RENTAL FEE SCHEDULE

PAYING GROUPS CLASSIFICATION I

NON-PROFIT GROUPS & ACTIVITIES SERVING YOUTH & COMMUNITY

(Examples: Youth Sports Groups, YMCA, Boys & Girls Club of Collin County Program, Texas School Districts, Civic and Homeowner's Associations, Rotary Clubs, Chamber of Commerce, Lions Club, Political Meetings, Religious Groups)

AREA	MINIMUM HOURS	RATE/HOUR	RATE/EVENT
HIGH SCHOOLS/DISTRICT FACILITIES			
Auditorium (Basic lighting & sound) (one Dressing room included)	3	\$90.00	N/A
Black Box	3	\$50.00	N/A
Theater Manager for Auditorium	2	\$25.00	N/A
Cafetorium	2	\$90.00	N/A
Gyms	2	\$90.00	N/A
MIDDLE SCHOOLS			
Theater/Auditorium (Basic lighting & sound)	2	\$75.00	N/A
Theater Manager for Auditorium	2	\$25.00	N/A
Cafetorium	2	\$75.00	N/A
Gyms	2	\$75.00	N/A
ELEMENTARY SCHOOLS			
Cafetorium	2	\$60.00	N/A
Gymnasium	2	\$60.00	N/A
PARKING LOTS:			
MISD Stadium Parking Lot	2	\$50.00	N/A
All Other Parking Lots	N/A	N/A	\$125.00/day
ATHLETIC FIELDS & OUTDOOR FACILITIES (Athletic Department will determine availability)			
Ron Poe Stadium	N/A	N/A	\$2,000.00
High School Stadiums with Amenities*	N/A	N/A	\$1,500.00
High School Stadiums without Amenities*	N/A	\$175.00	N/A
Middle School Stadiums without Lights	N/A	\$25.00	N/A
Tennis Courts	N/A	\$25.00	N/A
Natatorium	2	\$250.00	N/A
Softball & Baseball Stadiums without Lights	2	\$ 50.00	N/A
Softball & Baseball Stadiums with Lights	2	\$150.00	N/A

Amenities include lights, pressbox, scoreboard, restrooms)

ADDITIONAL CHARGES WHEN REQUIRED:

Security Officers	\$30.00 per hour	Curtain Drops	\$25.00 per event
Supervisory Staff	\$20.00 per hour	Soundboard	\$20.00 per event (operator required)
Custodians	\$17.13 per hour	Extra Chair Set-Up	\$10.00 per hour, per 100
Building Mechanics	\$20.00 per hour	Gate/Ticket Operator	\$40.00 per event, each
Technical Support	\$25.00 per hour	Athletic Administrator	\$60.00 per event
Theater Manager	\$25.00 per hour	Designated Coach	\$40.00 per event
Spotlight	\$20.00 per event	Athletic Secretary	\$40.00 per event
Stage Lighting (basic)	\$50.00 per event	Certified Life Guard	\$15.00 per hour
Stage Lighting (enhanced)	\$100.00 per event	(Life Guards as deemed necessary by Pool Manager in writing (on contract))	
Black Box as Dressing Room	\$50.00 flat rate	Student Operator	\$15.00 per hour
Pool Manager	\$25.00 per hour		

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INDEPENDENT SCHOOL DISTRICT

COMMUNITY USE OF DISTRICT FACILITIES BUILDING RENTAL FEE SCHEDULE

PAYING GROUPS CLASSIFICATION II

PROFIT MAKING GROUPS AND ACTIVITIES

(Examples: Private SAT Instruction, Private Drill Team Camps, Private Cheerleading Camps, Private Instructional Organizations, Performance Studios)

AREA	MINIMUM HOURS	RATE/HOUR	RATE/EVENT
HIGH SCHOOLS/DISTRICT FACILITIES			
Auditorium (Basic lighting & sound) (one Dressing Room included)	3	\$200.00	N/A
Black Box	3	\$ 50.00	N/A
Theater Manager for Auditorium	2	\$ 25.00	N/A
Cafetorium	2	\$200.00	N/A
Gyms	2	\$200.00	N/A
MIDDLE SCHOOLS			
Theater/Auditorium	2	\$200.00	N/A
Theater Manager for Auditorium	2	\$ 25.00	N/A
Cafetorium	2	\$200.00	N/A
Gyms	2	\$200.00	N/A
ELEMENTARY SCHOOLS			
Cafetorium	2	\$200.00	N/A
Gymnasiums	2	\$200.00	N/A
PARKING LOTS			
MISD Stadium Parking Lot	2	\$50.00	N/A
All Other Parking Lots	N/A	\$125.00/day	N/A
ATHLETIC FIELDS & ATHLETIC FACILITIES (Athletic Department will determine availability)			
Ron Poe Stadium	N/A	N/A	\$2,000.00
High School Stadiums with Amenities*	N/A	N/A	\$1,500.00
High School Stadiums without Amenities*	N/A	\$175.00	N/A
Middle School Stadiums without Lights	N/A	\$25.00	N/A
Tennis Courts	N/A	\$25.00	N/A
Natorium	2	\$250.00	N/A
Softball & Baseball Stadiums without Lights	2	\$ 50.00	N/A
Softball & Baseball Stadiums with Lights	2	\$150.00	N/A

Amenities include lights, pressbox, scoreboard, restrooms)

ADDITIONAL CHARGES WHEN REQUIRED:

Security Officers	\$30.00 per hour	Curtain Drops	\$25.00 per event
Supervisory Staff	\$20.00 per hour	Soundboard	\$20.00 per event (operator required)
Custodians	\$17.13 per hour	Extra Chair Set-Up	\$10.00 per hour, per 100
Building Mechanics	\$20.00 per hour	Gate/Ticket Operator	\$40.00 per event, each
Technical Support	\$25.00 per hour	Athletic Administrator	\$60.00 per event
Theater Manager	\$25.00 per hour	Designated Coach	\$40.00 per event
Spotlight	\$20.00	Athletic Secretary	\$40.00 per event
Stage Lighting (basic)	\$50.00	Certified Life Guard	\$15.00 per hour
Stage Lighting (enhanced)	\$100.00	(Life Guards as deemed necessary by Pool Manager in writing (on contract))	
Black Box as Dressing Room	\$50.00 flat rate	Student Operator	\$15.00 per hour
Pool Manager	\$25.00 per hour		

McKINNEY

INDEPENDENT SCHOOL DISTRICT

COMMUNITY USE OF DISTRICT FACILITIES

BUILDING RENTAL FEE SCHEDULE

PAYING GROUPS

CLASSIFICATION III

MISD STAFF CAMPS

(Examples: Basketball Camp, Football Camp, Tennis Camp, Baseball Camp, Volleyball Camp, Weight Training Camp, Math Camp, Science Camp, Computer Camp, Drill Team Camp, Cheerleading Camp)

\$5.00 Per Participant/Per Camp Session

NOTE: Camp shall not be sponsored by a private organization. Financial assistance shall be provided to participants that qualify for the national schools lunch program.

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INDEPENDENT SCHOOL DISTRICT

COMMUNITY USE OF DISTRICT FACILITIES BUILDING RENTAL FEE SCHEDULE

PAYING GROUPS CLASSIFICATION IV

LONG TERM LEASES

AREA	MINIMUM HOURS	RATE/HOUR	RATE/EVENT
LONG TERM LEASES			
Elementary Cafetorium	N/A	\$90.00	N/A
Elementary Gymnasium	N/A	\$90.00	N/A
Teacher Lounge	N/A	N/A	\$25.00
Middle School Cafetorium	N/A	\$105.00	N/A
Middle School Auditorium	N/A	\$105.00	N/A
Teacher Lounge	N/A	N/A	\$25.00
MISD Supervisory Staff (Required)	N/A	\$20.00	N/A

ADDITIONAL CHARGES WHEN REQUIRED:

Security Officers	\$30.00 per hour	Curtain Drops	\$25.00 per event
Supervisory Staff	\$20.00 per hour	Soundboard	\$20.00 per event (operator required)
Custodians	\$17.13 per hour	Extra Chair Set-Up	\$10.00 per hour, per 100
Building Mechanics	\$20.00 per hour	Gate/Ticket Operator	\$40.00 per event, each
Technical Support	\$25.00 per hour	Athletic Administrator	\$60.00 per event
Theater Manager	\$25.00 per hour	Designated Coach	\$40.00 per event
Spotlight	\$20.00	Athletic Secretary	\$40.00 per event
Stage Lighting (basic)	\$50.00	Certified Life Guard	\$15.00 per hour
Stage Lighting (enhanced)	\$100.00	(Life Guards as deemed necessary by Pool Manager in writing (on contract))	
Black Box as Dressing Room	\$50.00 flat rate	Student Operator	\$15.00 per hour
Pool Manager	\$25.00 per hour		

McKINNEY

INDEPENDENT SCHOOL DISTRICT

COMMUNITY USE OF DISTRICT FACILITIES BUILDING RENTAL FEE SCHEDULE

PAYING GROUPS CLASSIFICATION V

UIL TEAMS/SCHOOLS

AREA	MINIMUM HOURS	RATE/HOUR	RATE/EVENT
PRACTICES			
Middle School Gymnasiums	2	\$ 75.00	N/A
High School Gymnasiums	2	\$ 90.00	N/A
High School Stadiums without Lights	2	\$100.00	N/A
High School Stadiums with Lights	2	\$125.00	N/A
Ron Poe Stadium without Lights	2	\$150.00	N/A
Ron Poe Stadium with Lights	2	\$200.00	N/A
Tennis Courts (See Classification I)			
Natatorium	2	\$125.00	N/A
Softball & Baseball Stadiums without Lights (See Classification I)			
Softball & Baseball Stadiums with Lights (See Classification I)			
COMPETITIVE EVENTS			
Middle School Gymnasiums	2	\$ 75.00	N/A
High School Gymnasiums	2	\$ 90.00	N/A
High School Stadiums			\$ 750.00
Ron Poe Stadium			\$1000.00
Tennis Courts (same as practices)			
Natatorium (same as practices)			
Softball & Baseball Stadiums Without Lights (same as practices)			
Softball & Baseball Stadiums With Lights (same as practices)			

ADDITIONAL CHARGES WHEN REQUIRED:

Security Officers	\$30.00 per hour	Supervisory Staff	\$20.00 per hour
Custodians	\$17.13 per hour	Gate/Ticket Operator	\$40.00 per event, each
Technical Support	\$25.00 per hour	Athletic Administrator	\$60.00 per event
Designated Coach	\$40.00 per event	Athletic Secretary	\$40.00 per event
Certified Life Guard (Life Guards as deemed necessary by Pool Manager in writing (on contract))	\$15.00 per hour		
Pool Manager	\$25.00 per hour		