

McKinney ISD Community Use of District Facilities Management Guidelines

ORGANIZATION All use of school facilities by non-MISD entities will be coordinated through the office of Facilities & Operations.

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 programs. Programs serving 75% of MISD 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 and alcohol. 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, including e-cigs, 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 attending MISD. 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 campuses as 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 events must only be held on Sunday's 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.

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 is required.

6. RESTRICTED USE OF CERTAIN AREAS

All classrooms and teaching areas are not available for public use. 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 1st of each year to allow campus staff the opportunity to set campus schedules. There will be no leasing during testing weeks, past 10pm during the week when school is in session, and 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.), all events will be cancelled. Any prepaid fees will be reimbursed. The District will not be responsible for any losses incurred by the lessee.

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

Custodial services are required for all outside events and custodian must be present one hour before, one hour after, and during the event. The number of custodial staff is at the discretion of the Leasing Specialist and on a per case basis.

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 register with School Dude online, agree to our rental requirements online and 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.

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 may require a new 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. Certain rentals may require specialized staff members at an additional cost.

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, and designate a member to be responsible for any disability or health accommodations for all non- MISD sponsored, after hours use of facilities. This person shall, in turn, be responsible to the building principal and/or the Assistant Superintendent of Support Services.

17. RENTAL AND PAYMENT TERMS

There is a \$10 non-refundable reservation fee for each event. 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). The District will accept credit card payments as of July 1, 2017.

18. CANCELLATION/RESCHEDULING OF EVENTS

Cancellation by using groups is required two weeks in advance of event in order to receive refund of prepaid fees, and must be received to District in writing. Rescheduling/cancelling of events less than 2 weeks in advance will be charged \$5 fee, per change, per location.

CLASSIFICATION OF GROUPS Groups that may be allowed to use or rent District facilities shall be classified as Tier I or Tier II

A. Tier I

1. Student, staff and parent organizations directly related to MISD shall have the use of facilities (excluding

MHS Performing Arts Center, MNHS Auditorium and MBHS Auditorium, see attached Rental Fee Schedule) as scheduled by and under the supervision of the principal without charge. Examples: (non-exhaustive)

- a) MISD Student Organizations
- b) MISD PTA/PTO/Booster Clubs
- c) MISD Educational Professional Organizations
- d) MISD School Clubs and Activities
- e) MISD Educational Foundation (MEF)

An event where a Teacher (or Sponsor) receives compensation from the event is considered a business and, therefore, does not qualify.

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

2. Specific Non-MISD youth organizations comprised of students attending MISD shall not be charged for facilities (excluding MHS Performing Arts Center, MNHS Auditorium and MBHS Auditorium, see attached Rental Fee Schedule) utilized between the time of student dismissal and an agreed upon time as set by the principal on school days. A Campus Representative or MISD Security must be present. Examples: (non-exhaustive), (M-F only)

- a) Special Olympics
- b) Boy Scouts
- c) Girl Scouts
- d) Indian Guides
- f) 4-H Clubs
- g) Good News Club

3. Facility fees shall not apply when school buildings (excluding MHS Performing Arts Center, MNHS Auditorium and MBHS Auditorium, see attached Rental Fee Schedule) are used as polling places for public elections, for precinct and county conventions, or for public meetings sponsored by state or local governmental agencies. (GKD-LOCAL)

B. Tier II

The specified District facilities shall be available for rental to the following at fees established by the District.

CLASSIFICATION I – Groups and activities serving MISD youth and MISD community. Examples: (non-exhaustive)

- a) YMCA
- b) Boys & Girls Club of Collin County Programs
- c) Rotary Clubs
- d) Lions Clubs
- e) Chamber of Commerce
- f) Political Meetings
- g) Religious groups
- h) Churches Leasing Facility for weekly Church Services (must have 75% of membership within MISD)

CLASSIFICATION II – Other Groups and activities. Examples: (non-exhaustive)

- a) Dance Organizations – if conducted by outside organizations (even if 75% MISD students)
- b) SAT Instruction – if conducted by outside organizations
- c) Drill Team Camps – if conducted by outside organizations
- d) Cheerleading Camps – if conducted by outside organizations
- e) Non-MISD Educational/Instructional Institutions
- f) Performance Studios – if conducted by outside organizations

CLASSIFICATION III – City of McKinney

SERVICES PROVIDED

A. Tier I

1. Tier I 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. McKinney Police Officer - \$45.00 per hour
- b. MISD Security Staff- \$30.00 per hour
- c. Custodians – Contracted Rate
- d. Building Mechanics - \$30.00 per hour
- e. Technical Support - \$30.00 per hour
- f. Theater Manager - \$30.00 per hour
- g. Pool Manager - \$30.00 per hour

2. Tier I 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 Tier I that they would otherwise not be required to provide. Examples of required services: (non-exhaustive)
 - 1. Custodians – Contracted Rate
 - 2. McKinney Police Officers - \$45.00 per hour
 - 3. Technical Support \$30.00 per hour
 - 4. Theater Manager - \$30.00 per hour
 - 5. Pool Manager - \$30.00 per hour
 - 6. MISD Security Staff- \$30.00 per hour

B. Tier II

1. Tier II shall be required to pay for the use of staff. Examples of requested services: (non-exhaustive)

- a. McKinney PD Officers - \$45.00 per hour
- b. Supervisory Staff - \$30.00 per hour
- c. Custodians – Contracted Rate
- d. Technical Support - \$30.00 per hour
- e. Theater Manager - \$30.00 per hour
- f. Pool Manager - \$30.00 per hour
- g. Life Guards as deemed necessary by Pool Manager in writing (on contract).

FILING REQUEST FOR USE OF FACILITY All groups shall contact the Facilities Leasing Specialist, who in turn

shall coordinate and obtain approval from the Campuses and Athletics (if applicable).

McKINNEY

INDEPENDENT SCHOOL DISTRICT

Tier II

CLASSIFICATION I

BUILDING RENTAL FEE SCHEDULE

AREA	MINIMUM HOURS	RATE/HOUR	RATE/EVENT
HIGH SCHOOLS/DISTRICT FACILITIES			
Cafetorium	2	\$90.00	N/A
Gyms	2	\$85.00	N/A
MIDDLE SCHOOLS			
Theater/Auditorium (Basic lighting & sound)	2	\$75.00	N/A
Cafetorium	2	\$75.00	N/A
Gyms	2	\$50.00	N/A
ELEMENTARY SCHOOLS			
Cafetorium	2	\$60.00	N/A
Gymnasium	2	\$45.00	N/A
PARKING LOTS:			
POE Stadium Parking Lot	2	\$50.00	N/A
All Other Campus Parking Lots		N/A N/A	\$125.00
ATHLETIC FIELDS & OUTDOOR FACILITIES (Athletic Department will determine availability)			
Ron Poe Stadium	N/A	N/A	\$1,500.00
High School Campus Stadiums with Amenities*	N/A	N/A	\$500.00
High School Campus Stadiums without Amenities*	2	\$50.00	N/A
Tennis Courts	N/A	\$17.50	N/A
Natatorium	2	\$175.00	N/A
Softball & Baseball Stadiums without Lights	2	\$ 35.00	N/A
Softball & Baseball Stadiums with Lights	2	\$105.00	N/A

Amenities include lights, press box, scoreboard, restrooms)

ADDITIONAL CHARGES WHEN REQUIRED:

McKinney Police Officers	\$45.00 per hour	MISD Security Staff	\$30.00 per hour
Custodians	contracted rate per hour	Pool Manager	\$30.00 per hour
Certified Life Guard	\$15.00 per hour	Life Guards as deemed necessary by Pool Manager in writing (on contract)	

CHURCHES FOR WEEKLY CHURCH SERVICE

AREA	MINIMUM HOURS	RATE/HOUR	RATE/EVENT
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
Middle School Gymnasium	N/A	\$105.00	N/A
Teacher Lounge	N/A	N/A	\$25.00

McKINNEY

INDEPENDENT SCHOOL DISTRICT

Tier II CLASSIFICATION II

BUILDING RENTAL FEE SCHEDULE

AREA	MINIMUM HOURS	RATE/HOUR	RATE/EVENT
HIGH SCHOOLS/DISTRICT FACILITIES			
Cafetorium	2	\$200.00	N/A
Gyms	2	\$200.00	N/A
MIDDLE SCHOOLS			
Theater/Auditorium (Basic lighting & sound)	2	\$200.00	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			
POE Stadium Parking Lot	2	\$50.00	N/A
All Other Campus Parking Lots		N/A N/A	\$125
ATHLETIC FIELDS & ATHLETIC FACILITIES (Athletic Department will determine availability)			
Ron Poe Stadium	N/A	N/A	\$2,000.00
High School Campus Stadiums with Amenities*	N/A	N/A	\$1,500.00
High School Campus Stadiums without Amenities*	N/A	\$175.00	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, press box, scoreboard, restrooms)

ADDITIONAL CHARGES WHEN REQUIRED:

McKinney Police Officers	\$45.00 per hour	MISD Security Staff	\$30.00 per hour
Custodians	contracted rate per hour	Pool Manager	\$30.00 per hour
Certified Life Guard	\$15.00 per hour	Life Guards as deemed necessary by Pool Manager in writing (on contract))	

McKINNEY

INDEPENDENT SCHOOL DISTRICT

Tier II

CLASSIFICATION III

BUILDING RENTAL FEE SCHEDULE

CITY OF MCKINNEY

AREA	MINIMUM HOURS	RATE/HOUR	RATE/EVENT
HIGH SCHOOLS/DISTRICT FACILITIES			
Cafetorium	N/A	\$75.00	N/A
Gyms	N/A	\$75.00 (per gym)	N/A
MIDDLE SCHOOLS			
Theater/Auditorium (Basic lighting & sound)	N/A	\$50.00	N/A
Cafetorium	N/A	\$50.00	N/A
Gyms	N/A	\$50.00 (per gym)	N/A
ELEMENTARY SCHOOLS			
Cafetorium	N/A	\$40.00	N/A
Gymnasium	N/A	\$40.00	N/A
PARKING LOTS:			
POE Stadium Parking Lot	N/A	\$35.00	N/A
All Other Campus Parking Lots		N/A N/A	\$100.00/day
ATHLETIC FIELDS & OUTDOOR FACILITIES (Athletic Department will determine availability)			
Ron Poe Stadium	N/A	N/A	\$1,100.00
High School Campus Stadiums with Amenities*	N/A	N/A	\$ 850.00
High School Campus Stadiums without Amenities*	N/A	\$90.00	N/A
Tennis Courts	N/A	\$12.50	N/A
Natatorium	N/A	\$150.00	N/A
Softball & Baseball Stadiums without Lights	N/A	\$ 25.00	N/A
Softball & Baseball Stadiums with Lights	N/A	\$ 85.00	N/A
Amenities include lights, press box, scoreboard, restrooms)			

ADDITIONAL CHARGES WHEN REQUIRED:

McKinney Police Officers	\$45.00 per hour	MISD Security Staff	\$30.00 per hour
Custodians	contracted rate per hour	Pool Manager	\$30.00 per hour
Certified Life Guard	\$15.00 per hour	Life Guards as deemed necessary by Pool Manager in writing (on contract))	

MHS Performing Arts Center, MNHS Auditorium & MBHS Auditorium Rental Fee Schedule

AREA	MNHS or MBHS Auditorium			MHS Performing Arts Center		
	Tier I - Classification 1, 2 & 3	Tier II - Classification 1 & 3	Tier II - Classification 2	Tier I - Classification 1, 2 & 3	Tier II - Classification 1 & 3	Tier II - Classification 2
Stage and Lobby	\$50/hr	\$90/hr	\$200/hr	\$200/hr	\$250/hr	\$500/hr
Lobby Only				\$75/hr	\$100/hr	\$200/hr
Black Box Theater	\$25/hr	\$35/hr	\$50/hr	\$40/hr	\$50/hr	\$100/hr
Dressing Rooms	\$10/hr	\$10/hr	\$20/hr	\$10/hr	\$10/hr	\$20/hr
Rehearsal/Ensemble (per room)	\$15/hr	\$20/hr	\$40/hr	\$25/hr	\$25/hr	\$50/hr

STAFFING PRICE PER HOUR

STAFF	Minimum	Rate	Rate	Rate	Rate	Rate	Rate
Venue Manager	1	\$30/hr	\$30/hr	\$30/hr	\$50/hr	\$50/hr	\$50/hr
MISD Security Person	1	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$30/hr
Light Tech	1	\$20/hr	\$20/hr	\$20/hr	\$20/hr	\$20/hr	\$20/hr
Sound Tech	1	\$20/hr	\$20/hr	\$20/hr	\$20/hr	\$20/hr	\$20/hr
Stage Crew	TBD*	\$15/hr	\$15/hr	\$15/hr	\$15/hr	\$15/hr	\$15/hr
Extra Personnel/ Stage setup	TBD*	\$15/hr	\$15/hr	\$15/hr	\$15/hr	\$15/hr	\$15/hr
Custodian	TBD*	Contract Rate**	Contract Rate**	Contract Rate**	Contract Rate**	Contract Rate**	Contract Rate**

*Amount of personnel will depend on event

**Based on the current Custodial Contract

SYSTEMS USAGE (DAILY RATE)

Lighting

Basic (Incandescent only)	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Intermediate (LED Color washes & Incandescent)	\$100	\$100	\$100	\$200	\$200	\$200
Advanced (Robotics, LED, & Incandescent)	N/A	N/A	N/A	\$350	\$350	\$350

Audio

Basic (1 Mic for announcements)	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Intermediate (1-10 mics, Play Back, or Tie In)	\$100	\$100	\$100	\$200	\$200	\$200
Advanced (House mic inventory Use & Setup)	Quote	Quote	Quote	Quote	Quote	Quote

Video

Main Projector	\$100	\$100	\$100	\$200	\$200	\$200
Side - Projectors	\$100	\$100	\$100	\$150	\$150	\$150
Video Suite (Access & Equipment Usage)	Quote	Quote	Quote	Quote	Quote	Quote
Lobby - LED TV (1 time set up fee)	N/A	N/A	N/A	\$150	\$150	\$150

Music Resources

Piano - Upright	\$100	\$100	\$100	\$100	\$100	\$100
Piano - Concert Grand	N/A	N/A	N/A	\$450	\$450	\$450

Staging

Performance Shell (Full stage includes walls and ceiling)	N/A	N/A	N/A	\$200	\$200	\$200
Choral Riser	\$15	\$15	\$15	\$15	\$15	\$15
Riser Platform	\$5	\$5	\$5	\$5	\$5	\$5
Music Stand (up to 60)	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Music Chair (Up to 60)	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Orchestra Pit (Removal & Re-installation)	\$300	\$300	\$300	\$600	\$600	\$600