HUNTINGTON ISD
Guidelines for Use of School Facilities
Updated 11-27-06

Use of Facilities

General

A. Certain facilities are available for rental to Huntington patrons and non-Huntington patrons.
B. Community groups shall be permitted to use facilities.
C. Non-profit community organizations and local churches shall be granted use of the facilities for one-half the current rate. All other fees such as opening/closing costs, electrical costs, security costs, equipment operation costs, and cleanup fees are applicable. The superintendent or the superintendent's designee may waive the rates if he/she determines that the organization is composed primarily of Huntington ISD students.
D. Huntington ISD retains the right of refusal to any organization that the superintendent or the superintendent's designee deems necessary.

Granting Approval

A. Warehouse personnel shall grant use of all facilities and the building principal will be contacted regarding availability.
B. Facilities are made available for adults on a first-come, first serve basis.
C. Application forms for rental/usage of facilities may be picked up at the HISD Warehouse office during regular office hours. These written forms must be submitted three days in advance for approval to use facility.
D. If any organization shall use any facility more than once a week for an extended period of time, then an agreement must be made with the superintendent or the superintendent's designee. A monthly schedule must be submitted to warehouse personnel specifying the facility to be used along with the dates and times. This information must be submitted by the 25th day of the preceding month.

Calendar

A. A central calendar shall be kept in the Warehouse office and on the school's website for scheduling of all school and non-school activities involving use of facilities. Building principals affected will be notified of scheduled events.
B. Each principal shall keep a schedule of all activities and use of buildings and equipment. All activities and events shall be reported in schedule or calendar form to the Warehouse personnel. The warehouse personnel can be reached by phone at 876-4287 ext. 2117.

Custodial

A. The Warehouse personnel shall be responsible for assigning custodial personnel necessary to ensure proper care and use of all facilities.
B. No tobacco, alcoholic beverages, or controlled substances are permitted under any circumstances.
C. There will be no tampering or adjustments made to school property. Only authorized school personnel will be allowed to unlock doors or make use of areas other than those specifically rented.

Security – Security will be scheduled by the warehouse personnel and by the HISD police chief. Security is mandatory at all facilities unless waived by the superintendent or the superintendent's designee. In the event that the security has been waived, then the renter guarantees security for Huntington ISD property and for the persons attending events.

Fees

A. All fees for the use and care of a building shall be paid to the warehouse personnel to be deposited at the HISD Central Office.
B. Fee guidelines are listed as follows:
    1. All deposits are to be made at the time of contract (Refundable after facility has been inspected by school official). Additional charges resulting from damage to the facility may result in the forfeiture of t he deposit and/or the loss of future rental privileges.
    2. Rental fees for any form of private or personal financial profit will be twice the amount specified for other groups as designated for that same facility.
    3. All fees are subject to periodic administrat ive review and action provided written notification is given to the Board of Trustees.
    4. Monthly rental agreements are to be made with payments in advance.

Miscellaneous

A. Use of facilities by youth basketball will be based upon an annual request containing dates and times that facilities will be used. These times may be cancelled with in 24 hour notice by Huntington ISD. If a youth basketball group designates a time and no one from the youth organization shows up at that designated time, then the facility wi ll remain closed for that particular day.
B. HISD reserves the right to make other use of its property if the need arises. Twenty four-hour advance notices will be given.
C. Organizations will use school -approved access to ball fields and not permit parking in areas not designated for parking or forbidden by law.
D. Fees may be adjusted administratively in order to provide facilities for school districts, which request them.

Liability

Those who rent school facilities recognize that they are responsible for all activities and property damage in and around the facility, which occurs immediately proceeding, during and immediately after the time of rental activity.

Facilities – Schools Other Than HISD, Non-HISD Patrons

High School Auditorium
- $1500.00
- $500.00 deposit at time of contract
- $50 clean up
- $50 light and sound booth operator
- $25 per hour for security

High School Gym
- Not rented to public, just other schools for playoff games
- $300 (UIL playoff games)
- $50 clean up
- $25 per worker per game (scorekeeper, clock operator, & gatekeeper)
- $25 per hour for security
- $150 deposit at time of contract

Middle School Gym
- $100 minimum; $50 per hour
- $50 clean up
- $20 per worker per game (scorekeeper, clock operator, & gatekeeper)
- $25 per hour for security
- $100 deposit at the time of contract

Middle School Practice Gym, Elementary Gym, Intermediate Gym
- $75 minimum; $50 per hour
- $50 clean up
- $20 per worker per game (scorekeeper, clock operator, & gatekeeper)
- $25 per hour for security
- $100 deposit at the time of contract

HISD Cafeterias (HES, HIS, HMS, & HHS)
- $50 minimum and $15 per hour for dining room only
- $20 additional use of kitchen facilities plus employment of one school food service employee at overtime rate of $12 per hour (3 hour minimum)

- $25 per hour for security
- $100 deposit at the time of the contract

Baseball Stadium, Football and Track Stadium, & Softball Stadium
- $200 use of facility
- $25 maintenance fee, $10 per hour for on -duty maintenance person (3 hour min.)
- $50 clean up
- $25 per hour for security
- $100 use of lights per evening
- $200 deposit at the time of contract

Other facilities – Fees and use to be determined by the superintendent, principal/director of the requested facility.

Facilities – Non-Profit Organizations, HISD Patrons and/or Students

High School Auditorium
- $400.00
- $200.00 deposit at time of contract
- $50 clean up
- $50 light and sound booth operator
- $25 per hour for security

High School Gym
- Not rented to Public

Middle School Gym and Practice Gym, Elementary Gym, Intermediate Gym
- $25 first hour, $15 each succeeding hour
- $50 clean up
- $20 per worker per game (scorekeeper, clock operator, & gatekeeper)
- $25 per hour for security
- $50 deposit at the time of contract

HISD Cafeterias (HES, HIS, HMS, & HHS)
- $25 minimum and $10 per hour for dining room onl y
- $20 additional use of kitchen facilities plus employment of one school food service employee at overtime rate of $12 per hour (3 hour minimum)
- $25 per hour for security
- $50 deposit at the time of the contract

Baseball Stadium, Football and Track Stadium , & Softball Stadium
- $150 use of facility
- $25 maintenance fee, $10 per hour for on -duty maintenance person (3 -hour min.)
- $50 clean up
- $25 per hour for security

- $100 use of lights per evening
- $100 deposit at the time of contract

Other facilities – Fees and use to be determined by the superintendent, principal/director of the requested facility.