

## **COMMUNITY USE OF SCHOOL FACILITIES**

### **GENERAL CONDITIONS:**

Public school buildings, grounds, and equipment are financed and maintained for the sole purpose of promoting education.

All school facility usage must be coordinated through the Maintenance & Facilities Department.

Any exceptions to the general conditions or policy must be granted by the Superintendent or designee.

The District shall have a custodian or another district employee on duty throughout the time the building or facility is in use. This person shall be responsible for opening and closing the building or facility. For some facility usages the Superintendent, his designee, or a representative of the Maintenance & Facilities Department, may require the presence of a Supervisor, who must be a district employee. (See fee schedule for rate.) **Each group is responsible for its own cleanup. No food or drink will be allowed inside facilities.**

If any facility usage requires the operation of technical equipment belonging to the district (sound boards, light boards, computers, etc.), such equipment may be operated only by a district-trained and approved operator. (See fee schedule for rate.)

No school facility shall be used by any group who is not in compliance with the requirements of all applicable 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.

Any misrepresentation by any organization and/or abuse of any district property may result in immediate termination of the contract, including immediately vacating the premises and denial of this organization's request for future use.

Applicants shall clearly and accurately specify in the rental or lease application the sponsoring organization; the purpose of the activity; the number and ages of the expected participants; and the name, address, email address, and phone number of the lessee's designated supervisor or representative.

Any organization using school facilities on a long term basis shall be required to provide an original certificate of insurance, with the District named as the certificate holder, indicating a minimum \$1,000,000 combined single limit for bodily injury and property damage liability coverage; two letters of reference; \$500 security deposit and proof that its active membership is comprised of 80% residents of the Forney ISD.