

FORNEY INDEPENDENT SCHOOL DISTRICT **COMMUNITY USE OF SCHOOL FACILITIES**

GENERAL CONDITIONS:

Public school buildings, grounds, and equipment are financed and maintained for the sole purpose of promoting education within the Forney Independent School District (“Forney ISD” or the “District”). The District shall permit non-school use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with Board policy.

All facility usage must be coordinated through the District’s Director of Engagement and Facilities Management or their designee.

Any exceptions to these general conditions or District policies, including, but not limited to, Board Policy GKD (Legal) and (Local) must be approved in advance by the District’s Superintendent or designee.

The District shall have a District employee (Event Supervisor) on duty throughout the entire time the facility is in use. This person shall be responsible for opening and closing the facility. (See fee table for rate.) **Each group is responsible for its own cleanup. No food or drink is allowed inside District buildings.**

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 table for rate.)

Some events may require the presence of security personnel based on the nature of the event, expected attendance, or other reasons as determined by the District. If security personnel are needed, they will be scheduled by the District and the costs will be included in the invoice (See fee table 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 protected classification.

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

Facility Availability

Blackout dates for District facilities may be set at the discretion of the District, depending on completion of campus calendars and scheduling of Forney ISD events by the District.

Application for Facility Use

Applicants shall clearly and accurately specify, in the application submitted online, the following information: 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 organization's designated supervisor or representative.

Any request for use of District facilities must be submitted at least thirty (30) days in advance of the first date of usage.

When submitting reservation requests, time requested on MLSchedules should include anticipated set-up and break-down times. Facility use fees are assessed from the beginning of the reservation for set up and through the end of the reservation for break down and cleanup.

The on-site Forney ISD Event Supervisor reserves the right to end the event at the agreed upon time outlined in the use agreement. If the Forney ISD Event Supervisor agrees to stay past the original end time, the organization will be responsible for payment for all District staff members providing services at the event at 1.5x the normal rate of pay and will be billed by Forney ISD separately for this payment. The additional hourly rate for the facility usage will apply and be billed separately as well.

Use Agreement

Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of Board Policy GKD and any applicable administrative regulations and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.

Fee Table/User Charges

Facility usage fees are assessed according to the appropriate fee table as defined on the Forney ISD Facility Use Rate document. **Payment must be submitted within thirty (30) days of the Forney ISD invoice date.** Payment may be submitted in person with a check (made payable to Forney ISD) at the Forney ISD Administration Building located at 600 S. Bois d'Arc Street, Forney, Texas 75126, during District business hours (8 AM-4:15 PM Monday through Friday).

- Fees are assessed at the time an event is approved in the online MLSchedules system. If quotes and/or estimates are needed prior to determining whether to submit an event, please contact the Director of Engagement and Facilities Management at (bcweaver@forneyisd.net) or their designee prior to submitting an event request.
- Facility costs, personnel costs, energy usage, the classification of organization made by Forney ISD staff, and all fees are set by the District.

Change Fee

A per-request change fee of \$25 will be assessed if requests to change any aspect of the application are made after final approval from the Director of Engagement and Facilities Management or their designee.

Cancellation

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The Superintendent or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity. Forney ISD reserves the right to cancel non-school use in the event of a conflict with a school activity. Non-school users will be notified of the cancellation as soon as possible.

In the event of an inclement weather cancellation by the District, an attempt will be made to accommodate a reschedule. Any deposits made will be returned for non-inclement weather cancellations or District conflict cancellations.

If the organization needs to cancel the event, advance notice must be given to the Director of Student Engagement and Facilities Management in writing no less than seven (7) days prior to the event. Failure to do so will result in forfeiture of the entire usage fees for that date(s) of usage.

Past-Due Accounts

If a payment is not received by the District within 30 days of the invoice date, a late fee of \$25 may be assessed. If payment is not received by the District within 90 days of the invoice date, additional fees may be assessed, and the account may be sent to an outside agency for further actions and collection. Organizations with a past-due balance will be refused future usage of District facilities until the past-due amount is paid.

Other Fees

- Unexpected additional clean-up: charged at District's hourly personnel rate (minimum two (2) hours)
- Use extension beyond end time: \$50 plus hourly facility usage rate and staffing costs
- Organizations may be required to submit a \$500 refundable security deposit, **If the facility is damaged or organization fails to adequately cleanup after the event, organization shall forfeit all or a portion of the security deposit.**
- Change Fee: \$25 per request after final approval
- Cancellation by Organization: no refunds issued if notice provided less than 7 days prior to the event

Insurance & Deposit Requirements

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. The organization may also be required to submit a \$500 security deposit.