

Arlington Independent School District
Facility Use Terms and Fees

BOARD POLICY

Board Policy GKD (Local) governs all AISD Facility Rentals.

FREE USE OF BUILDINGS
AND FACILITIES

No fees will be assessed and custodial services will be provided free of charge for:

1. School-sponsored activities
2. Class reunions
3. District workshops

USE OF BUILDINGS AND
FACILITIES AT COST

Non-profit groups and organizations that benefit the school district and community will be approved for the use of buildings and other facilities without a rental charge. Meetings shall be under the supervision of adult leaders who will be responsible for enforcing the building use regulations as listed on the Permit For Use of School Property. When non-rental use of a building or other facility is granted, the District reserves the right to designate which building shall be used. A fee will be assessed to recover the cost of utilities, maintenance, and any personnel services required, if a facility is used during a time when these services are not already available.

The Superintendent or designee will determine which groups and organizations are eligible for facility use under this category. Examples are:

1. Non-profit community organizations primarily organized for the benefit of AISD students.
2. AISD Employee organizations.
3. Other publicly funded educational institutions, including those of higher learning.
4. Before and after school care programs approved by the District. To qualify for reduced reimbursement fees for utilities and maintenance requirements, an organization must have provisions that provide free or reduced fee before and after school care programs for AISD students from families that could not otherwise afford a child care program.

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5. Service clubs for fund-raisers approved by the District, for the benefit of the District or the community.
6. Neighborhood crime-watch meetings and homeowners' associations.
7. The cities in the District for recreational and educational programs.
8. Other governmental organizations such as regional education service centers and state agencies.
9. Public elections subject to proper arrangement with the District.

Other groups may be eligible and each application will be considered as submitted.

USE OF BUILDING AND
FACILITIES UPON
PAYMENT OF FULL
RENTAL AND PERSONNEL
FEES

Subject to conditions set forth in this policy and upon payment of the charge set forth in the schedule of charges, certain areas of the school buildings may be used by other non-profit organizations. The Superintendent or designee will determine which groups qualify under this section.

School facilities may be rented by religious groups for church services provided the church has been in operation within the district for at least six months prior to the request to use district facilities.

When a rental fee is charged, the school may require a custodian and/or other representative be on duty throughout the time the building is in use. A separate fee will be assessed for personnel services. The District representative will open the building for use, be available to assist, and will be responsible for closing the building after its use. Any rearranging or movement of furniture will be done under the supervision of the District representative. No alterations of any kind shall be made to the building without written request and approval by the Superintendent or designee. "Alterations" include such things as relocating curtains, rewiring or wiring for additional equipment, or any other alteration that changes the physical plant in any way.

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GENERAL CONDITIONS

General terms and conditions will be determined by the Chief Financial Officer and will be disclosed during the permit process.

SCHEDULE OF FACILITY CHARGES

The following charges shall be assessed, as appropriate, for use of school facilities:

FEES FOR GROUPS THAT QUALIFY FOR USE OF BUILDINGS FOR BEFORE AND AFTER SCHOOL CHILD CARE PROGRAMS.

Before and After School Child Care Programs that qualify for this rate are determined by the Curriculum & Instruction Department. Initial inquiries should be directed to the office of the Chief Financial Officer.

Fees for the usage of indoor facilities will be assessed based on the following formula: (TOTAL SQ. FOOTAGE OF HVAC ZONE USED X CURRENT AISD COST FACTOR).

The fee will be assessed from the time the facility is accessed until the official end time of the event rounded up to the next whole hour. For multiple events occurring in the same facility, fees will be assessed for each separate HVAC zone being used. Additional fees will be assessed for personnel requirements. AISD cost factor and personnel fees will be reviewed annually on a fiscal year basis.

Hourly Square Footage Cost Factor	\$ 0.0010
Hourly Rate for Personnel	\$ 23.00

FEES FOR GROUPS THAT QUALIFY FOR USE OF BUILDINGS AND FACILITIES AT THE ACTUAL COST OF REIMBURSEMENT.

Fees for the usage of indoor facilities will be assessed based on the following formula: (TOTAL SQ. FOOTAGE OF HVAC ZONE USED X CURRENT AISD COST FACTOR).

The fee will be assessed from the time the facility is accessed until the official end time of the event rounded up to the next whole hour. For multiple events occurring in the same facility, fees will be assessed for each separate HVAC Zone being used. Additional fees will be assessed for personnel requirements. AISD cost factor and personnel fees will be reviewed annually on a fiscal year basis.

Hourly Square Footage Cost Factor	\$ 0.003194
Hourly Rate for Personnel	\$ 23.00

(Managerial person required to open, monitor, & secure all District venues.
Security/Custodial personnel requirements are administrative and/or site-based decisions)

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Hourly Fees for use of **Sr. High School** areas:

Cafeteria	\$ 35.00
Gym A	\$ 63.00
Gym B	\$ 34.00
Gym C	\$ 28.00
Gym D	\$ 27.00
Auditorium	\$ 35.00
Little Theater	\$ 9.00

Hourly Fees for use of **Jr. High School** areas:

Cafeteria	\$ 28.00
Gym A	\$ 22.00
Gym B	\$ 22.00
Auditorium (Only available at) Workman JH	\$ 63.00

Hourly Fees for use of **Elementary School** areas:

Cafeteria	\$13.00
Gym	\$12.00

Hourly Fees for use of **Temporary Building** \$ 5.00

Hourly Fees per gym for **Tournaments**

Sr. High School Gyms	\$ 25.00
Jr. High School Gyms	\$ 20.00

Individual **Classroom** rates are determined upon request based on the cost factor referenced above for the area covered by the air conditioning zone in which that classroom is situated.

Fees for usage of **Baseball Fields** will be assessed as follows:

(Not available during District playing season – late January thru early June)

\$10.00 per hour per field
\$15.00 per hour for lights

Fees for **Workman Softball Complex** will be assessed as follows:

\$25.00 per hour per field
\$15.00 per hour for lights

Fees for **Track Events** will be assessed as follows:

(AHS, Bowie, Martin, Seguin only)

\$60.00 per hour per field
\$15.00 per hour for lights

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Fees for **Jr. High School Football Fields** will be assessed as follows:

- (Not available June – August)
- \$50.00 per hour per field
- \$15.00 per hour for lights

Fees for **Sr. High School Football Fields** will be assessed as follows:

- (AHS, Bowie, Martin, Seguin)
- \$55.00 per hour per field
- \$15.00 per hour for lights

Fees for **Sr. High Competition Stadiums** will be assessed as follows:

- (LHS Cravens Field / SHHS Wilemon Field)
- \$65.00 per hour per field (six-hour minimum)
- \$15.00 per hour for lights

Fees for usage of **Tennis Courts** will be assessed as follows:

- \$10.00 per hour per court
- \$15.00 per hour for lights

Personnel and Miscellaneous Considerations

District Administration will determine custodial and security support required, based on the number of participants, attendance, concessions and activities

AISD Facility Usage – Custodial Staffing Estimate* (effective September 17, 2018)		
Event Details <i>All estimates based on 8 hour event</i>	Without Food	With Food <i>Catered or Concessions</i>
100 Attendees or Less	4 hours	6 hours
101-250 Attendees	6 hours	8 hours
251-400 Attendees	8 hours	12 hours
400+ Attendees	12 hours	16 hours

*Estimates based on general facility usage.

Custodial = labor hours and may vary depending on how and which areas of a facility are used.

NOTE: If post-rental conditions require that actual work hours exceed a billed estimate, lessee will receive an additional invoice for the greater amount.

If required, fees for *Security and/or Maintenance* personnel will include an additional ½ hour to allow for travel time to/from the AISD Service Center, added to the time of the facility request.

Fees for Field/Stadium Lights will be charged for the time period of one hour before official sunset until the event end time stated on the permit, rounded up to the next whole hour.

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RENTAL RATES FOR
ORGANIZATIONS THAT
QUALIFY FOR PAYMENT
OF FULL RENTAL AND
PERSONNEL FEES

<u>AISD PROFESSIONAL DEVELOPMENT CENTER (PDC)</u>	FEE
Grand Hall - four-hour minimum	\$800.00
Additional time per hour or any fraction of an hour	\$200.00
301A or 301B – four-hour minimum (Each)	\$400.00
Additional time per hour or any fraction of an hour	\$100.00
Lecture Hall 302 - four-hour minimum	\$250.00
Additional time per hour or any fraction of an hour	\$ 60.00
Conference Rooms 401A, 401B, or 401C – four-hour minimum (Each)	\$100.00
Additional time per hour or any fraction of an hour	\$ 25.00
Conference Room 604 - four-hour minimum	\$150.00
Additional time per hour or any fraction of an hour	\$ 35.00
Conference Room 605 - four-hour minimum	\$175.00
Additional time per hour or any fraction of an hour	\$ 40.00
Conference Rooms 804A or 804B - four hour minimum (Each)	\$200.00
Additional time per hour or any fraction of an hour	\$ 50.00

<u>JUNIOR AND SENIOR HIGH SCHOOLS</u>	FEE
Personnel – per hour	\$ 30.00
- Managerial person required to open, monitor, & secure all District venues.	
- Security/Custodial personnel requirements are administrative and/or site-based decisions	
Auditorium - four-hour minimum	\$700.00
Additional time per hour or any fraction of an hour	\$170.00
(Rehearsals and/or stage preparation are allowed with the rental of the auditorium on a per hour or any fraction of an hour basis.)	
Little Theater - four-hour minimum	\$350.00
Additional time per hour or any fraction of an hour	\$170.00
(Rehearsals and/or stage preparation are allowed with rental of the Little Theater on a per hour or any fraction of an hour basis.)	

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Cafeteria - four-hour minimum	\$440.00
Additional time per hour or any fraction of an hour	\$110.00
Kitchen - four-hour minimum	\$300.00
Additional time per hour or any fraction of an hour	\$100.00
Kitchen (for making and serving coffee) – two-hour minimum	\$ 80.00
Additional time per hour or any fraction of an hour	\$ 40.00
Classroom - four-hour minimum	\$160.00
Additional time per hour or any fraction of an hour	\$ 40.00
Gymnasium(s) - four-hour minimum	\$500.00
Additional time per hour or any fraction of an hour	\$125.00
Wrestling Room - four-hour minimum	\$500.00
Additional time per hour or any fraction of an hour	\$125.00
Weight Rooms, Locker Rooms, Concession Stands Senior High Practice Fields (Not available for any non-AISD activity) Junior High Practice Fields (Open only to non-organized, no fee events)	} not available for rent –
Turf Game Fields – six-hour minimum	\$1800.00
Additional time per hour or any fraction of an hour	\$ 350.00
Grass Game Fields – six-hour minimum	\$1500.00
Additional time per hour or any fraction of an hour	\$ 300.00
Track and Field Events - per hour	\$100.00
(Wilemon and Cravens Fields must be approved by the Director of Athletics) Fields to be used determined by Administration	
Baseball Fields - per hour	\$100.00
Softball Fields - per hour	\$100.00
Tennis Courts - (Bowie, Seguin only) - per hour/per court	\$ 20.00
Must be approved by the Director of Athletics	

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<u>ELEMENTARY SCHOOLS</u>	FEE
Personnel – per hour	\$ 30.00
- Managerial person required to open, monitor, & secure all District venues.	
- Security/Custodial personnel requirements are administrative and/or site-based decisions	
Cafetorium - four-hour minimum	\$350.00
Additional time per hour or any fraction of an hour	\$100.00
Kitchen - four-hour minimum	\$300.00
Additional time per hour or any fraction of an hour	\$100.00
Kitchen (for making and serving coffee) – two-hour minimum	\$ 80.00
Additional time per hour or any fraction of an hour	\$ 40.00
Classroom - four-hour minimum	\$160.00
Additional time per hour or any fraction of an hour	\$ 40.00
Physical Education Building - four-hour minimum	\$300.00
Additional time per hour or any fraction of an hour	\$ 70.00

Parking Facilities - (Rental of Parking Lots only)

High School Lots -	\$60.00 per hour /not to exceed (per day)	\$360.00
Junior High School Lots -	\$50.00 per hour /not to exceed (per day)	\$300.00
Elementary School Lots -	\$50.00 per hour /not to exceed (per day)	\$300.00
Turning Point High School -	\$50.00 per hour /not to exceed (per day)	\$300.00
Turning Point Jr. High School -	\$50.00 per hour /not to exceed (per day)	\$300.00
Turning Point Elementary -	\$50.00 per hour /not to exceed (per day)	\$300.00
Administration Building -	\$50.00 per hour /not to exceed (per day)	\$300.00
All AISD Annex Buildings -	\$50.00 per hour /not to exceed (per day)	\$300.00