



## **New Caney Independent School District FACILITY RENTAL GUIDELINES AND RATES**

Thank you for your interest in renting a New Caney ISD facility. A facility includes any inside or outside area of a district campus that is available for rental and may include auditoriums, cafeterias, elementary gyms, foyers, parking lots, practice fields, and competition fields.

- Refer to the Facility Rental Request on the NCISD website to submit an inquiry.
- Groups must show evidence of liability insurance in the amount of \$1,000,000 per occurrence / \$2,000,000 aggregate with New Caney ISD listed as additional insured and waiver of subrogation.
- Online requests must be approved by the Campus Principal and the Director of Facilities.
- Your payment is due to the Director of Facilities at least 10 days before the scheduled event.
- Reservations will be made on a "first-come, first serve" basis; refer to page 3.
- New Caney Independent School District reserves the right to reject any requests not in the best interest of the district.
- If you have any questions concerning these procedures or guidelines, please call the Director of Facilities at 281-577-8640.

**Topic:** Facility Rental Procedures

**Updated/Entry:** September 22, 2020

**Reference or Contact:** Director of Facilities

The following is information and procedures pertaining to renting district facilities.

## **1. PHILOSOPHY**

Public school buildings are provided primarily for the regular educational program of the New Caney ISD and they must be maintained at all times in a satisfactory manner for this essential purpose. The Board of Trustees has attempted to provide maximum use of public school facilities within the framework that will assure the taxpaying public that school facility use is in no way detrimental to the regular educational program. The use of public school facilities outside of school hours will be granted for non-profit educational, cultural, recreational and civic activities as freely as is consistent with the statutes, the primary purpose of the schools, and the rules and regulations of the Board of Trustees. New Caney ISD reserves the right to reject any requests not in the best interest of the district.

## **2. PURPOSE**

The purpose of these guidelines is to provide opportunities for citizens to participate in educational and recreational activities through the establishment of a building and facilities rental fee schedule and procedures.

## **3. CONDITIONS**

The following guidelines shall apply to all non-school groups desiring to use District facilities in accordance with policy GKD [Local], policy GKD [LEGAL] and applicable administrative regulations.

- a. The program of activities must be suited to the available facilities; they must be of an educational, cultural, recreational or civic nature.
- b. The agency or group requesting the use of the facility shall pay cost of operating expenses, custodial services and security. The group or agency shall assume full responsibility for any damage to District property beyond that resulting from reasonable usage.
- c. The District reserves the right to have a district employee on duty at any time a school facility is in use by a non-school group at the lessee's expense.
- d. Except as otherwise provided in this policy, at least the majority of the membership of any group using district facilities must be district residents.
- e. Must be 21 years of age to be permitted to assume responsibility for engaging the use of school facilities.

- f. Only authorized employees of the district shall be permitted to have keys to district facilities.
- g. All users shall restore the facilities and parking areas to the condition in which the group found them in prior to use. Designated administrators may use checklists or other means to document the original condition.
- h. The user shall pay for any damages and cleaning to the property.
- i. All users shall comply with applicable policies, administrative guidelines, and fee schedules established by the district for the facility being used. Any group that does not comply with appropriate policies and guidelines shall be denied further use of district facilities.
- j. Certain areas, such as laboratories, shops, offices and central administrative facilities, shall not be available for public use.
- k. Use of the school buildings and their equipment shall be authorized upon written contract, issued by the Director of Facilities in accordance with the rules of the Board of Trustees.
- l. Use of public school facilities for subversive purposes, for private gain or for any purpose not in the public interest is prohibited.
- m. Smoking and the use of tobacco products, the use of alcoholic beverages, drugs and/or the distribution of advertising of alcoholic beverages or of dealers of such beverages in school buildings or on school premises are prohibited.
- n. All applicable fire and safety regulations of the District and the State of Texas must be followed at all times.
- o. The applicant, organization, association or renter agrees that it shall defend, hold harmless and indemnify the New Caney Independent School District, Board of Trustees and employees from any and all demands, claims, suits, action and legal proceedings brought against it from the use of facilities.
- p. A certificate of general liability insurance shall be issued to the district prior to the use of a facility in the amount of \$1,000,000 per occurrence / \$2,000,000 aggregate with New Caney ISD listed as the additional insured and waiver of subrogation.
- q. Events open to the public or events at which a large number of participants are expected may require the use of security personnel. The district can engage the security personnel when they are required; however, the user will be charged for the service at the rate of \$40.00-\$50.00 per hour, per officer, with a three-hour minimum.
- r. Applicants who fail to give the district written notice of cancellation at least twenty-four hours in advance of the scheduled activity will be responsible for the same costs that would have been incurred had the activity been held as scheduled. If notice of cancellation is made by telephone, a written confirmation of the cancellation must be forwarded to the Director of Facilities.

- s. Only the areas or rooms specified in the **PERMIT TO USE PUBLIC SCHOOL FACILITIES** will be used.
- t. The Administration reserves the right to revise rental rates and procedures at any time.

**NOTE:** The use of District facilities will be on a first-come, first serve basis with the understanding that the Districts use of the facilities takes precedence over its use by an outside group.

**4. PRIORITY**

There are three categories for using school district facilities:

Category A	Approved school activities, public elections, and school related groups - No fees or insurance required
Category B	Organized non-profit, community, religious and educational
Category C	Organized for-profit, cultural or private groups

**5. RENTAL TIME**

All rental time shall be computed from the time of requested opening to closing of the doors.

- a. Normal charges for building/facility use will begin 30 minutes prior to starting and 30 minutes after the scheduled event.
- b. Persons lingering in the building shall be the responsibility of the renting agency and closing time shall be the time when all personnel associated with the rental have left the building.
- c. The fee will be adjusted for additional time.

**6. SUPERVISION**

The assigned supervisor is responsible for oversight of the building and facilities used during the rental period. All renting groups must provide adequate supervision to maintain order and prevent damage to school property.

- a. The activity must be under competent adult (at least 21 years old) supervision and or leadership. The district reserves the right to judge the adequacy of such supervision and if in its judgment it is advisable to do so, may require a person or persons to be assigned to the function and the applicant pay for the services.
- b. Buildings may not be left without such supervision while occupied.

**7. CONDUCT**

All groups shall comply with the policies and regulations as established by the district for the facility to be used. Violations of these policies, rules and regulations or inaccurate or

untruthful statements in the application may place the organization on the ineligible list for future use of school facilities. Contracts may be canceled at any time there is evidence that district policies and regulations are being violated. In case of cancellation, the Board of Education assumes no liability other than the return of fees charged for unused facilities.

## **8. GYMNASIUMS**

Gymnasiums shall be rented only where adequate protection of the gym floor and its participants is assured by the renting agency. The renting agency shall pay for any damages caused to the gym, equipment, or floor.

## **9. BUILDING EQUIPMENT, KEYS, AND PROPERTY**

Equipment, keys, and property shall not be loaned or removed from the building.

## **10. FACILITIES RENTAL FEE SCHEDULE**

The building rental fee schedule shall be established by the Administration. The rental fee schedule is subject to annual review by the Facilities Use Committee. The FACILITIES USE FEE SCHEDULE is the list of current facility rentals charges for the district.

## **11. COLLECTION OF FEES**

The Facilities Rental Coordinator will establish a process for billing, monitoring, collection of fees. Facilities rental payments will be deposited into the general operating account. Late payments are sufficient grounds for denying future facility usage.

## **12. LIABILITY OF DAMAGES**

In the event that any damages are incurred, the using group will be billed for the difference.

## **13. SIGNAGE**

Signs advertising group's events or activities are permitted only during rental times. Signs are not permitted during normal school hours or overnight.

## **14. ADDITIONAL CHARGES**

Additional charges may be charged for:

- a. School equipment. (spotlights, microphones, technology, etc., and supplies used by the renting agency.)
- b. The cost of all stagehands, light crews, sound technicians, security, ushers, kitchen workers.
- c. District Administration/ Facilitator.

- d. Child Nutrition Department will bill separately for food, supplies and additional labor if needed.

## **15. STORAGE**

Renting organization will not store equipment, supplies, or materials in New Caney ISD facilities unless prior arrangements are made with the Campus Administration. Any storage arrangements that are made will be strictly temporary. The district is not responsible for items left in school facilities.

## **16. EXCEPTIONS**

- a. The Superintendent of Schools may grant classes conducted for the benefit of students, such as private music lessons, private tutoring, and athletic camps on a case-by-case basis.
- b. The Campus Principal may grant limited free use to public service organizations that perform strictly public services, such as civic groups, Boy Scouts and Girl Scouts, when custodial and other services are not required beyond the regular scheduled duty and when:
  - No additional school funds are used to subsidize these meetings, and
  - Requests are for occasional use only.

## NCISD FACILITIES - FEE SCHEDULE

### Category B

Organized "LOCAL" non-profit, community, religious, educational development and NCISD Booster Club Fundraisers

Fees listed below include: AC/Lighting and Custodial

FACILITY	LIABILITY INSURANCE	RENTAL HOURLY RATE (3 HOUR MINIMUM)	NOTES
<b>High School Facilities</b>			
Don Ford Football Stadium	Required	\$175.00	
Porter High School Competition Football Field	Required	\$175.00	
Auxiliary Football Field	Required	\$125.00	
Adam Dunn Baseball Field	Required	\$150.00	
Porter High School Baseball Stadium	Required	\$150.00	
Softball Field	Required	\$125.00	
Basketball Gym	Required	\$150.00	
Practice Football Field	Required	\$50.00	
Practice Baseball Field	Required	\$50.00	
Tennis Courts	Required	\$75.00	
Auditorium	Required	\$100.00	
Mini Auditorium	Required	\$40.00	
Cafetorium	Required	\$50.00	Kitchen \$40.00
<b>NCISD Annex Facilities</b>			
Cafetorium	Required	\$50.00	
Large Group Instruction	Required	\$70.00	
Gym	Required	\$125.00	
<b>Middle School Facilities (6th, 7th, and 8th grade facilities)</b>			
Cafetorium	Required	\$40.00	Kitchen \$40.00
Auditorium	Required	\$150.00	
Gym (per gym)	Required	\$125.00	
Tennis Court	Required	\$75.00	
Football Field/ Track	Required	\$125.00	
<b>Elementary School Facilities</b>			

Cafetorium	Required	\$40.00	Kitchen \$40.00
Gym	Required	\$60.00	

**Additional staff may be requested or required.**

Depending on the size of the event and the number of people/vehicles anticipated to attend, additional personnel/staff may be necessary. NCISD has the final determination on the number and types of staff necessary to operate an event using District facilities.

<b>Additional Fees</b>	<b>Per Hour Rates/ Flat Fee</b>
Security (3 hour minimum)	\$40.00-\$50.00 per hour
Administrator on Duty (3 hour minimum)	\$50.00 per hour
Custodian (3 hour minimum)	\$25.00 per hour
Cafeteria Manager (3 hour minimum)	\$50.00 per hour
Event Set-up Fee	\$150.00 flat fee
Auditorium Manager (3 hour minimum)	\$50.00 per hour
Auditorium Student Technicians (3 hour minimum)*	\$15.00 per hour

\* Number of student technicians is determined by auditorium manager in conjunction with lessee



**NCISD FACILITIES - FEE SCHEDULE**

**Category C**

Organized "LOCAL" for-profit, cultural, and private groups

Fees listed below include: AC/Lighting and Custodial

FACILITY	LIABILITY INSURANCE	RENTAL HOURLY RATE (3 HOUR MINIMUM)	NOTES
<b>High School Facilities</b>			
Don Ford Football Stadium	Required	\$350.00	
Porter High School Competition Football Field	Required	\$350.00	
Auxiliary Football Field	Required	\$250.00	
Adam Dunn Baseball Field	Required	\$300.00	
Porter High School Baseball Stadium	Required	\$300.00	
Softball Field	Required	\$250.00	
Basketball Gym	Required	\$300.00	
Practice Football Field	Required	\$100.00	
Practice Baseball Field	Required	\$100.00	
Tennis Courts	Required	\$150.00	
Auditorium	Required	\$200.00	
Mini Auditorium	Required	\$80.00	
Cafetorium	Required	\$100.00	Kitchen \$80.00
<b>NCISD Annex Facilities</b>			
Cafetorium	Required	\$100.00	
Large Group Instruction	Required	\$140.00	
Gym	Required	\$250.00	
<b>Middle School Facilities (6th, 7th, and 8th grade facilities)</b>			
Cafetorium	Required	\$80.00	Kitchen \$80.00
Auditorium	Required	\$300.00	
Gym (per gym)	Required	\$250.00	

Tennis Court	Required	\$150.00	
Football Field/ Track	Required	\$250.00	
<b>Elementary School Facilities</b>			
Cafetorium	Required	\$80.00	Kitchen \$80.00
Gym	Required	\$120.00	

**Additional staff may be requested or required.**

Depending on the size of the event and the number of people/vehicles anticipated to attend, additional personnel/staff may be necessary. NCISD has the final determination on the number and types of staff necessary to operate an event using District facilities.

<b>Additional Fees</b>	<b>Per Hour Rates/ Flat Fee</b>
Security (3 hour minimum)	\$40.00-\$50.00 per hour
Administrator on Duty (3 hour minimum)	\$50.00 per hour
Custodian (3 hour minimum)	\$25.00 per hour
Cafeteria Manager (3 hour minimum)	\$50.00 per hour
Event Set-up Fee	\$150.00 flat fee
Auditorium Manager (3 hour minimum)	\$50.00 per hour
Auditorium Student Technicians (3 hour minimum)*	\$15.00 per hour

\* Number of student technicians is determined by auditorium manager in conjunction with lessee

**NEW CANEY INDEPENDENT SCHOOL DISTRICT  
TERMS AND CONDITIONS for Facility Rental Agreement**

THE UNDERSIGNED REPRESENTATIVE AND THE ORGANIZATION WHICH HE/SHE REPRESENTS, HEREBY AGREE AND UNDERTAKE TO SAVE AND HOLD BLAMELESS THE NEW CANEY INDEPENDENT SCHOOL DISTRICT FROM ANY AND ALL CLAIMS FROM DAMAGES, PERSONAL AND OTHERWISE, THAT MAY ARISE OUT OF THE USE OF THE PROPERTY WHETHER BY A MEMBER OF HIS/HER ORGANIZATION OR BY OTHER PERSONS USING OR ENJOYING SAID PROPERTY, AND WITHOUT REGARD TO WHETHER THE DAMAGE, PERSONAL OR OTHERWISE, IS BROUGHT ABOUT OR CAUSED BY NEGLIGENCE, WHETHER ON THE PART OF THE REPRESENTATIVE, ORGANIZATION, THE NEW CANEY INDEPENDENT SCHOOL DISTRICT OR ALL THREE.

SCHOOL PROPERTY WILL NOT BE REMOVED FROM THE PREMISES.

THE FACILITIES SHALL NOT BE USED WHERE THE PURPOSE IS IN CONFLICT WITH THE AIMS AND OBJECTIVES OF THE PUBLIC SCHOOL SYSTEM; NOR SHALL THE PROPERTY BE USED FOR UN-AMERICAN, SACRILEGIOUS OR CONTROVERSIAL PURPOSES, ALL NATIONAL AND STATE LAWS, LOCAL ORDINANCES AND RULES OF THE POLICE AND FIRE DEPARTMENTS AND THE SCHOOL DISTRICT SHALL BE OBEYED.

THE REPRESENTATIVE AND ORGANIZATION WILL ENSURE THAT ALL FURNISHINGS ARE ARRANGED IN THE WAY IT WAS FOUND BEFORE THE EVENT. ALL LEAFLETS, BROCHURES, SIGNS AND ANY OTHER MATERIALS MUST BE REMOVED FROM THE PREMISES UPON COMPLETION OF THE EVENT.

THE USE OF ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS IS PROHIBITED ON ALL NEW CANEY SCHOOL DISTRICT PROPERTY.

THE REPRESENTATIVE AND ORGANIZATION (LESSEE) HEREBY INDEMNIFIES AND HOLD NEW CANEY INDEPENDENT SCHOOL DISTRICT (LESSOR) AND ITS AGENTS AND EMPLOYEES HARMLESS FROM ALL CLAIMS AND ANY COSTS, INCLUDING ATTORNEY'S

FEEES RELATED THERETO, MADE BY ANY PERSON ARISING OUT OF LESSEE'S USE AND OPERATION OF THE DISTRICT'S FACILITIES. LESSEE SHALL CARRY COMPREHENSIVE PUBLIC LIABILITY INSURANCE WITH A POLICY LIMIT OF AT LEAST THE MINIMUM CALLED FOR IN THE ***Facility Rental Procedures***. SUCH INSURANCE SHALL BE CARRIED WITH A FINANCIALLY SOUND CARRIER AND SHALL NAME NEW CANEY INDEPENDENT SCHOOL DISTRICT AS AN ADDITIONAL INSURED. THE NEW CANEY INDEPENDENT SCHOOL DISTRICT SHALL BE FURNISHED WITH A CERTIFICATE OF INSURANCE REQUIRING AT LEAST TEN (10) DAYS PRIOR WRITTEN NOTICE TO THE DISTRICT OF THE CANCELLATION OF SUCH INSURANCE.

**APPLICANTS HEREBY AGREE TO ALL CONDITIONS MENTIONED IN THIS AGREEMENT AND THE ATTACHED REGULATIONS.**