G-PISD FACILITY RENTAL GUIDELINES

Educate. Inspire. EMPOWER!

Table of Contents

School District Facility Use Terms and Conditions

All representatives of organizations (both District and Non-School Use) who request use of district facilities are responsible for reading all rules and guidelines for Facility Usage.
Non-school related groups are defined as follows:

- an educational, civic, or charitable purpose shall be served; and a substantial segment of the community shall benefit.
- The organization or group is associated with the school or district.
- The organization or group with the district is open to all children or a particular age group.
- The organization or group within the district is a community-based organization and offers a program of interest and benefit to the public.

Directions

Please complete all areas of the Facility Use Agreement Form. The form must be signed by an organization officer requesting use of the facilities. This form must be approved by the campus Principal, Facilities Director, and Business Office at least ten (10) days prior to the requested facility use date(s). If Food Service and/or Athletic facilities are desired, fifteen (15) day lead-times on request for use of facility is necessary. The district reserves the right to suspend approval for regular users to allow for maintenance or construction needs. Type or print ALL the information above, excluding the signatures.

Gregory-Portland ISD offers facility rentals beginning September 1 through the last day of the school year. The Facility Reservation Request must be submitted at least 15 days prior to the event.

- **Step 1:** Submit a Facility Reservation Request Form using the Facility Reservation Request Form link on this page under Resources. You will receive an email within 48 hours (about 2 days) confirming the request was received.

  Requests submitted on Fridays will be processed the following Monday. Requests are processed in the order they are received.

- **Step 2:** If the campus facility, date, and time you requested are available, you will receive a confirmation email with all the Reservation Confirmation Information.

- **Step 3:** Submit your Certificate of Insurance. Insurance Requirements can be found on this page under Resources. Your Certificate of Insurance must be received at least 10 business days prior to your first event date.

- **Step 4:** An estimate of your rental fees will be emailed for your review. Please respond with any questions you may have. Please do not send your payment until you receive your Invoice. Payments should be received within 10 business days of receiving your invoice.

All invoices are Due Upon Receipt. You may bring your payment in person or send by mail:

Gregory-Portland ISD Business Office
Attn: Facility Rentals
1200 Broadway Blvd, Portland, Tx, 78374

We accept Cashier's Checks, Money Orders, and Business Checks. We do not accept cash or credit cards. All payments should include a copy of your invoice and be made payable to Gregory-Portland ISD.

Violation of Laws, Rules, Regulations, and Policies

Any misrepresentation by any organization and/or individual, any abuse of any district property, any violation of state, local law or federal and/or any violation of any District policy, rule or regulation may result in: 1) the immediate termination of the contract; 2) the requirement to immediately vacate the premises; and/or 3) the denial of that organization's and/or individual's request for future use of district facilities. The movement of any approved user group within the facility is restricted to the specific area requested by the group. Other activity shall be considered trespassing (i.e., Storerooms, mechanical rooms, electric panel rooms, technology hub rooms, boiler rooms) and are expressly off limits.

Refund and Payment:

**** For single day events:** If a facility rental is to be canceled, a 48-hour notice is required, otherwise facility rental fees and direct district costs will be charged to requesting organizations.

**** For multiple day or long-term use events:** No refunds or credits will be made unless the event is cancelled by the district.

Unless approved by special arrangement with a District or Campus administrator, events held during the week (Monday-Friday) cannot start before 5:00 p.m. All non-school events must conclude by 10:00 p.m. on weekdays (Monday-Thursday). All non-school events must conclude, and the facility and school grounds must be vacated by midnight on Fridays and Saturdays. No events will be permitted after 2:00 p.m. on Sundays for District staff to ensure facilities are prepared for school the following day.

Reservations

Groups or organizations considering renting one or more campus facilities must submit a signed Facility Use Form. Gregory-Portland ISD faculty and/or staff may not represent an external client to circumvent the Facility Rental and Related Fees.

District facilities, when made available for use, will be based upon classification and priority of groups as specified in these guidelines. The district shall have priority of facility use and may cancel an agreement prior to the event if the district decides it must use the facility for a function related to the operation of the district.

The district may also cancel an event with less than 24-hour notice under such emergency circumstances that would preclude the safe occupancy and use of the leased facility. The district also reserves the right to adjust or restrict the hours of use by any group or organization to accommodate the greatest number of requests.

Use of the facility requested will be restricted to individuals associated with the organization/event to maintain security. Subleasing is prohibited.

Supervisory Responsibilities for Organizations (Requestors) – please read carefully:

- It is the responsibility of the Organization (Requestor) or any group requesting a district facility to supervise and be responsible for the actions and conduct of all individuals participating in a facility use event. If a sponsoring organization is a G-PISD school group, at least one campus administrator and or designee shall be in attendance before, during and after a facility use event, and they must be easily accessible and visible throughout the event.
- It is the Organization (Requestor)'s responsibility to challenge and exclude anyone for whom the Organizations (Requestors) are not assuming responsibility.
- The Organizations (Requestors) agree to protect District Property against misuse and agree to pay for any damages that occur during the time their group uses the facilities.
- If attendance for an event is 100 persons or more, the district may require the organization to provide security officers for the event. Custodial staff assigned for event coverage, facility access, and support are not on duty to supervise and/or provide security for events. Reasonable volunteer security arrangements, appropriate to the type of event for which a school facility has been contracted and approved by G-PISD, may be allowed, **however, if audience behavior is not appropriate, it is the responsibility of the Organizations (Requestors) to address all issues, concerns and or offending person(s).**
- Organizations (Requestors) for G-PISD school groups will ensure district staff and administration are responsible for student participants and their patrons during the entire time students or patrons are present on school property. Sponsoring teacher(s), administrator(s), and/or organizer(s) must remain on site until all guests and participants have left school facilities. Students may never be left unattended after events and facilities support staff and/or custodians must not be left in charge of students waiting for rides home after facility events conclude.

- School facilities will not be opened until event Organizations (Requestors) are present and ready to assume all supervisory responsibilities.
- Access to school facilities and school grounds shall be restricted to the specific areas as requested and or allowed by agreement. Storerooms, mechanical rooms, electric panel rooms, technology hub rooms, nurse's station, campus offices, and other restricted areas are expressly off-limits.
- Participation for all facility usage (school and non-school) shall not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status.
- G-PISD prohibits discrimination against individuals with disabilities. Events must accommodate individuals with disabilities.
- All organizations shall comply with all federal, state, and local laws, regulations, policies, and licensing agreements.
- G-PISD facilities are "tobacco-and weapon-free zones." There will be no tobacco use in school buildings and on school grounds. Possession and use of intoxicating beverages or controlled substances on school property is prohibited. (GKA-(LEGAL), Education Code 38-006)
- Non-school groups and organizations must bring their own audio-visual equipment, extension cords, sound systems (PA), etc. School equipment and supplies shall not be available for use, rent, or loan except for school-sponsored activities and events. Cafetorium podiums, tables, and chairs may be arranged as part of the facility rental for scheduled events. However, this is limited to the inventory of tables and chairs stored or in use at each facility.
- Animals are not permitted inside District Facilities except for accessibility reasons.
- No electrical wiring is to be changed and no part of District facilities may be modified under any circumstance.
- Tape, holes, screws, nails, etc. are not to be placed in or on the floors, walls, or ceilings.
- No part of any window or door may be covered without express permission of campus administrators.
- No part of any emergency device such as fire alarms and emergency lighting may ever be covered up and or obstructed.
- Access shall never be obstructed and or blocked for any reason. Tornado and other Emergency Evacuation plans are posted in all facilities. Organizations (Requestors) must familiarize themselves and their participants with all evacuation plans and posted emergency management plans. Sponsoring organizations must ensure that all safety signage posted by the district remains visible and unobstructed.
- Organizations (Requestors) shall cooperate with District Staff in making a good faith estimate in professional security needs dependent upon the size and nature of events. This is to ensure that all activities are orderly and lawful, as well as to ensure proper participant department.

- All organizations are liable for remaining within safe occupancy limits as established by room configuration.
- The number of participants and guests shall not exceed the authorized capacity of facilities.
- Children are to be supervised and remain in authorized areas assigned by the Facility Use Agreement.
- Vehicles shall be parked only in designated parking spaces and parking in fire lanes is prohibited. Unauthorized or unattended vehicles are subject to towing. *It is the responsibility of the Organizations (Requestors) to ensure their patrons know the rules and communicate that violators are subject to towing.*
- No vehicles may drive off designated drives, onto sidewalks or grass portions of district property. Any damage caused by violations of this rule will be the responsibility of sponsoring organizations. Loading and unloading equipment from vehicles shall only occur from car drivers, bus drivers and or at facility loading docks. Hand Trucks and carts may then be used to transport supplies and equipment on sidewalks and through various areas.
- No food or drink (including water) is ever allowed anywhere in District Facilities except for the cafetorium and or concession stand operations. No food or drink will be allowed in Gyms (including water) or in auditorium areas or on production stages. No gum allowed at any time in any school facility. Food or beverage in approved areas must never be left unattended.
- The use of G-PISD Kitchen Facilities is prohibited unless prior arrangements have been made with the District's Child Nutrition Department for catering services. Outside catering may be allowed – depending upon the scope of planned events, **NO outside caterers or volunteer food preparation will be allowed to use G-PISD Kitchen Facilities – this includes both food prep and/or storage. For information regarding catering services and or kitchen use, Organizations (Requestors) shall contact the Child Nutrition Director at 361-777-1091. NOTE: All arrangements for Child Nutrition are subject to additional charges and or supervision fees.**
- Glitter, confetti, or any similar item is NOT allowed in any school facility or on school grounds.
- Helium balloons are not allowed in any school facility.
- Sponsoring groups are responsible for helping clean up facilities and removing all materials brought in for events. Sponsor (Requestors) should confirm with District Staff that the building is in a neat and orderly condition before leaving.
- All sponsoring groups shall be held responsible for reimbursing the district the cost of damage, loss, or excessive cleaning charges incurred through facilities during events. Recurring losses and damages may result in the loss of Facility Use privileges by the responsible organization. Furthermore, any misuse or abuse of District property, equipment, or facilities may result in termination of Facility Use Agreements and or denial of further use.
- Open flames and candles are prohibited in all District facilities.

- Only authorized district employees shall have keys to District Facilities. Keys, Card Access, and Alarm codes are only given to authorized District personnel.
- Should any of the responsibilities, policies, or guidelines set forth in this agreement be neglected or not adhered to in any way, the Gregory-Portland ISD will maintain the right to terminate the agreement immediately.

**** NO OVERNIGHT USE OF GYMS. Use of locker rooms & showers are prohibited.**

Staffing Information

The Business office and facilities director will determine the minimum number of staff members necessary based on the type of activity and the anticipated number in attendance.

Groups reserving outside athletic facilities in enclosed areas may be required to pay for an event supervisor to turn lights on and off, unlock gates, restrooms, and concession stands as appropriate. This individual will also serve as a contact in addressing concerns or problems that may arise during the rental period.

Clients may provide additional labor, but it does not supersede or replace the requirements stated above.

Designated Holidays and Non-Instructional Day Use

District facilities will be closed on the following designated holidays unless permission is granted by the Special Events, Reservations, and Business Department:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day (July 4 and specified weekday, if applicable)
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

If permission is granted for use, all employee service hours worked on designated holidays may be billed at holiday premium rates equivalent to two times the rate specified as employee fees above. District facilities operate with a regular staff and schedule on the instructional days designated on the district's instructional calendar. On non-instructional days, access to facilities may be limited due to changes in custodial hours and staff on these days.

Prohibitions

The district shall have the authority to prohibit any performance, activity, exhibition, or entertainment deemed indecent, obscene, or publicly offensive. Groups/organizations known to have a history of or propensity for such prohibited activities will be prohibited from renting facilities.

Use, possession, or storage of any pesticide or herbicide on any **Gregory-Portland** ISD property is prohibited as required by law. Violating any federal, state, or local laws or regulations may result in forfeiture of future activities on school property.

Use, sale, or possession of alcoholic beverages, illegal drugs, pyrotechnics (including fireworks), weapons, and firearms, and the use of tobacco products on District property will not be permitted. No firearms, including concealed handguns, will be permitted on District property without specific authorization from the Executive Director of Safety and Operations. [See GKA (REGULATION) for additional information.] Violators shall be prosecuted to the highest extent of the law. Evidence of any violation of federal, state, or local laws during the use of a District facility shall be cause for suspension of privileges of such use. Groups/Organizations reserving a District facility may not post any signage on District property except at the facility during the scheduled date and time of the facility reservation.

Summer Rentals

Summer rentals will require prior approval from the Campus Principal and Executive Director of Safety and Operations. A new request will be required for each semester and the summer months. Summer requests must be submitted and approved **30 days** before the school year is over. However, the District reserves the right to evaluate all usage and may elect to deny, modify, and/or select other space options as may be in the best interest of the district.

Insurance

Groups or organizations shall maintain, at their sole cost and expense, comprehensive general public liability insurance from an approved company authorized to do business in the State of Texas in which the group or organization is named as an insured and **Gregory-Portland ISD** is named as an additional insured with limits of not less than one million dollars ($1,000,000) for the period of time set forth in the reservation request. The insurance policy must reflect that it is primary and not secondary or contributory with any insurance maintained by the district. The insurance policy may not be canceled prior to the conclusion of the term of this reservation without ten (10) days advance written notice to the district. The policy must also include coverage for bodily injury, including death, property damages, deprivation of civil rights or civil liberties, defamation of character, libel, slander, and other similar causes of action; the group or organization waives any right of subrogation against the district in connection with any insurance proceeds received by or due to the district. Groups or organizations shall furnish, not less than two (2) weeks in advance of the date for the facility reservation, a certificate showing such insurance to be in effect. Groups or organizations should understand and agree that if it fails to provide timely evidence of such insurance sufficient to provide primary insurance coverage to the District for all risks and limits described herein, the District will prohibit the use of the facility and any deposit will be forfeited without waiver of the District's rights to recover any other damages for such breach.

Stadium/Artificial Turf Use

- Use by permit only
- No spectators allowed on the field at any time.
- No tables or chairs allowed on turf unless a mat is placed under equipment.
- No spikes on shoes longer than ½ inch; no metal spikes at all.

- No stakes or poles can be stuck in the turf.
- No food or drink on the field – only water.
- No gum or sunflower seeds on the field.
- No pets allowed on the turf or in the stadium.
- No field use when lightning is evident.
- Groups must pick up all garbage on turf and in bleachers after use.
- Group leaders/ coaches must always remain with the group and are responsible for their conduct and compliance with all rules.
- Coaches must carry an appropriate first aid kit and cell phone.

Failure to follow these rules may result in financial penalties and/or loss of privilege to use the facility.

Sports Teams/Gym Floor Use

- Use by permit only
- CLEAN / DRY Athletic Footwear are mandatory on gym floor. Boots, cleats, hard soled shoes are NOT permitted. Sneakers that have soles that would leave scuff marks are not permitted.
- No tape or adhesive backed material shall be put on the gym floors without prior approval from administration.
- At no time are objects allowed to slide or be dragged across the floor to the spot desired. They must be picked up or carried. For example: Volleyball poles, standards for referees, pitching mounds, pitching machines, portable basketball hoops, tables, chairs, boxes, mats, among others.
- All objects placed on the floor must be on an approved carpet or have a rubber or felt coated underbelly/feet.
- Any object that is to be wheeled across the floor must have wheels that work properly and do not scratch the floor.
- No hard object is to be thrown or batted against the wall or hit the floor without proper padding or floor cover. For example: baseballs or softballs must have a mat or carpet where they would hit the floor.
- Food and beverages are **not** permitted in the gym.

Failure to follow these rules may result in financial penalties and/or loss of privilege to use the facility.

Tennis Court Use

- Appropriate tennis attire and non-marking court shoes are required on all courts. Flip-flops, crocs or sandals are not allowed on the court.
- No food or food containers are allowed inside the fenced area. Water is permitted in non-breakable containers.
- Sitting or leaning on the nets is prohibited.
- No Bicycles, roller blades or skateboards.
- No chairs or other like materials are allowed on courts.
- No littering is allowed. Trash containers are provided for your use.
- As a courtesy to all players, walking behind a court while a point is in progress should be avoided.

Failure to follow these rules may result in financial penalties and/or loss of privilege to use the facility.

Auditorium Use

- Use by permit only.
- No Food, drinks or gum are permitted inside of the Auditorium
- All trash must be put into trash can (not left on the floor) All occupants must clean up after themselves.
- Nothing should be taped or attached to any surfaces inside the auditorium including chairs, walls and flooring.
- No nails, screws, stage screws, or holes will be allowed in the stage floor and no tacks, nails or staples will be allowed in the walls
- No helium balloons
- Use of glitter, confetti, snow machine, or comparable items must be approved by the Business Office
- All stage equipment and production/technology equipment will be operated by a G-PISD employee, unless there are prior approval/arrangements made by the Business Office.
- Times requested through the Facility Use Agreement Form should include setup and breakdown times and actual event time.
- All fees incurred are related to the total time in the facility

Failure to follow these rules may result in financial penalties and/or loss of privilege to use the facility.

Concession Stands

Concession stands are not available for use unless prior approval is given by the Business Office.

During specific athletic sports seasons, inventory is left in the concession stand until an upcoming sporting event. The district would have to require each athletic team to remove their inventory before a non-school-related event.

The organization can have a stand-alone concession stand, such as a table to sell snacks and beverages, etc. Furthermore, the electrical outlets nearby can be used if needed.

Please notify the district of your needs relating to the concession stand on the additional comment section in the Facility Use Agreement.

Non-Compliance

Failure to follow these rules may result in financial penalties and/or loss of privilege to use the facility.