

Keith Boles

**HENDERSON INDEPENDENT SCHOOL DISTRICT  
FACILITY USAGE (NON-HISD ORGANIZATIONS)  
ADMINISTRATIVE PROCEDURES**

**FEES**

All organizations will be required to pay fees for the use of any HISD facility. Approved non-profit groups will pay a usage fee to cover utility costs and fees for custodial and supervisory services. Groups that are not approved for a fee waiver will pay the full rental fee, in addition to other supervisory, custodial, and personnel fees according to the facility rented.

**APPROVED RENTAL FEE WAIVER ORGANIZATIONS**

Groups and organizations that may be eligible for facility use with no rental fee are listed below. These groups will still be required to pay a usage fee to cover utility costs and any supervisory or custodial fees, as appropriate.

The decision to waive the rental fee is made on a case-by-case basis when a Facility Use Agreement Form is submitted. Receiving a waiver from rental fees for on usage does not guarantee that the rental fee will always be waived for that group or organization.

1. Groups and organizations within the district boundaries defined as school-support organizations or that are composed primarily (approximately 90%) of HISD students, such as:
  - a. PTA's
  - b. Booster Clubs
  - c. Employee organizations
  - d. Scouts
  - e. Nonprofit youth sports
2. Educational Institutions such as Kilgore College
3. Before and after-school programs as approved by the District
4. Service Clubs for fundraisers approved by the district where the District or the community is the beneficiary of the fundraiser.
5. Other governmental organizations, such as regional education service centers, Chamber of Commerce, and state agencies.

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

### **STAFF SERVICES**

Except as provided for in the Facility Use Agreement Form for specific facilities, custodial services shall be at the rate of \$20.00 per hour. There will be two (2) hours added to the time reserved for custodial and supervisory costs to prepare and clean up the facility.

Other staff services shall be at the rate listed in the Facility Use Agreement.

### **FEES DUE**

A 50% deposit shall be made when the Facility Use Agreement Form is submitted. The balance of all rental and/or usage fees is due a minimum of two (2) weeks prior to the scheduled event. Payment for personnel services (custodial, maintenance, supervisory, security, and technical) will be due at the closing of the event.

If an event lasts longer than the time that was specified in the Facility Use Agreement Form, the organization shall be charged rental fees and other fees for the additional hours (or parts thereof) at the rate listed in the agreement.

### **FAILURE TO PAY**

Failure to pay fees in a timely manner may result in loss of future use of HISD facilities. Failure to pay fees may result in legal action to allow HISD to recapture the agreed on fees and any allowable legal expenses.

### **LIABILITY INSURANCE**

Organizations are required to provide proof of current liability insurance, with "Henderson Independent School district, its officers, employees and agents" named as an additional insured with the minimum coverage amounts stated in the Liability Insurance Requirement Addendum. Reservations will not be considered complete until the Certificate of Insurance has been received by Henderson ISD.

### **RENTAL BY SCHOOL DISTRICTS FOR PLAYOFF GAMES**

Separate guidelines are set up for the rental of any HISD facilities by another school district for playoff games in conjunction with UIL and/or TAPPS competitions. Those separate guidelines are in addition to these Administrative Procedures.