



Campus Facility Use Procedures

Internal Requestor

1. Log onto the MyJISD portal.
2. Go into the facilities reservation system – SchoolDude’s Facilities Direct - and request the use of a specific campus facility
3. The system will send an e-mail to the Office of Operations for final approval.
4. Once approved, the system will send the requestor a confirmation e-mail.

External Requestor

1. Secure a **Facilities Use Procedures and Forms** packet in the administrative office of the specific campus being requested or print it from the JISD Reserving Facilities webpage <http://www.judsonisd.org/ReserveFacilities>
2. Complete the **Application for Use of School Facility** form. Incomplete forms will not be processed.
3. Return the form, two weeks prior to your event, to the administrative office of the requested site along with the necessary liability insurance documentation.
4. Once the administration has determined the site is appropriate, the information will be posted onto the facilities reservation system by a designated site employee.
5. The designated employee should take care to input the correct contact information.
6. The Office of Operations will process the request accordingly and will communicate the final decision to the original requestor.
7. If approved, any proposed payment will be due prior to the event.

All requests will be approved in this priority order:

- Internal campus use – tutoring, PTA, extracurricular
 - District use – Adult/Community Ed, community forum, Boys & Girls Clubs
 - Judson community youth programs (staff are volunteers) – basketball, soccer, football, Little League
 - External not-for-profit youth programs (staff are volunteers) – CYO, private schools, other districts
 - For-profit youth programs (staff are paid by participants) – AAU, select baseball, sports lessons
 - Adult programs – volleyball leagues, camps, churches
 - Governmental – local municipalities, elected officials
 - For-profit/commercial – charge for event, local business use
- (These descriptors are general guidelines and not all-inclusive)*

District Facilities are not available for use/rental the day before, during, or the day after holidays & during early release days:

This includes all non-athletic & athletic reoccurring events. (See JISD School Calendar for specific dates)

- Independence Day
- Labor Day (weekend)
- Columbus Day (weekend)
- Veterans Day
- Thanksgiving Break
- Christmas Break
- MLK
- Spring/Summer Break
- Battle of Flowers (weekend)
- Memorial Day (weekend)

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General Information:

1. The requests for use of all elementary school facilities will originate at the campus.
2. The requests for use of all high school and middle school **non-athletic** facilities will originate at the campus.
3. The requests for use of all high school and middle school **athletic** facilities will originate at the JISD Athletic Office.
4. A **Facilities Use Procedures and Forms** packet will be available at the appropriate office as specified above.
5. Rental fees will be payable in advance no later than forty-eight (48) hours prior to the rental date. Rental fees must be paid with cash, certified check, or money order to Judson Independent School District. *No personal checks will be accepted.* **Without total payment for a facility rental the application will be considered unapproved.**
6. Adequate supervision and security (police) for all events will be required at the expense of the renter. Judson ISD will determine the number of security officers.
7. Liability insurance (\$1,000,000 coverage) is required by all renting groups.
8. Rental fees are based on eight (8) hours. Minimum rental fee (prorated) is four (4) hours.
9. In situation were the full rental of the facility was not available (i.e. inclement weather or power outages), a refund may be issued based on the hours of use.

Non-Athletic Facilities

Elementary schools	\$25.00 per hour (minimum of 2 hours)
Middle schools	\$25.00 per hour (minimum of 2 hours)
High schools	\$25.00 per hour (minimum of 2 hours)

Additional expenses not included in rental fee:

- Operating expenses for supervision, security, and custodial/maintenance will be billed on a per hour basis according to the following fee schedule:
 - Facility Supervisor \$35.00 per hour per person
 - Custodial and/or Maintenance \$25.00 per hour per person
 - Security \$37.00 per hour per person
 - Lighting/Audio visual technician \$25.00 per hour per person
(May be a student intern)



Group Categories

Category I – Not-for-profit groups utilizing unpaid volunteers

Category II – For-profit and designated non-profit groups utilizing paid staff or charging admission

	<u>Category I</u>	<u>Category II</u>
<u>Gymnasium</u>		
Judson HS - Main	\$500.00	\$700.00
Judson HS - Aux	\$300.00	\$500.00
Wagner HS - Main	\$500.00	\$700.00
Wagner HS - Aux	\$300.00	\$500.00
Veterans Memorial HS – Main	\$500.00	\$700.00
Veterans Memorial HS - Aux	\$300.00	\$500.00
Metzger MS (AC)	\$300.00	\$500.00
Judson MS	\$200.00	\$400.00
Kirby MS	\$200.00	\$400.00
Kitty Hawk MS	\$200.00	\$400.00
Woodlake Hills MS	\$200.00	\$400.00
Elementary schools	\$150.00	\$350.00

Use of field lighting and/or outdoor score boards are NOT included in the following rates:

Football Stadiums

Rutledge Stadium	\$1,200.00	\$1,400.00
Wagner Stadium	\$500.00	\$700.00
Middle schools	\$250.00	\$450.00

Track Meets

Judson track	\$600.00	\$800.00
Wagner track	\$400.00	\$500.00

Soccer Fields

Judson field	\$250.00	\$450.00
Wagner field	\$250.00	\$450.00

Baseball/Softball Fields

Judson field	\$250.00	\$450.00
Wagner field	\$250.00	\$450.00

(Above rates are single game rates. Add \$100 for each additional game)



Additional expenses not included in rental fee:

- Operating expenses for supervision, security, and custodial/maintenance may be incurred according to the following fee schedule:
 - Facility Supervisor \$35.00 per hour
 - Custodial and/or Maintenance \$25.00 per hour per person
 - Security \$37.00 per hour per person
 - Lighting/Audio visual technician \$25.00 per hour per person
(May be a student intern)
- Additional expenses for events that exceed the eight (8) hour limit will be billed at \$100.00 an hour for each additional hour over the limit.

Judson community sports programs will receive special rates based on the following parameters:

- Must be a feeder program into JISD athletics
- Ninety-five percent (95%) of participants must be JISD students
(Please provide a list of students and volunteers with packet.)
- Must submit organization financial statements upon request

Other Criteria to Consider

- Elementary gyms – first-come, first-served
- Middle school gyms – may use 2 gyms at one location, once a week (limited to availability)
- Must clean gym after use
- Fee: \$25.00 per day, per gym
- Special Rate: \$20.00 per day, per gym
- Rental fees will be payable in advance no later than forty-eight (48) hours prior to the rental date. Rental fees must be paid with cash, certified check, or money order to Judson Independent School District. ***No personal or organization checks will be accepted.***
- Mandatory Saturday Facility Supervisor fee as per schedule (see Additional Expenses above)
- Security expenses will be charged for events open to the public.

Thank you for choosing Judson Independent School District to host your event and we look forward to serving you. Any request(s) to use facilities are treated on a first come, first serve basis, and depend on prior rental history held with the district. In situations where there have been issues or concerns from previous rental history, a requestor may not be approved based on treatment of the facility and/or JISD staff. Please review the checklist below to ensure you have all documentation when submitting your request. Any facility use packets that are incomplete will not be considered until all forms are submitted. Please review the checklist for the following:

- Complete a **Facility Rental Application**
- Sign the **Hold Harmless & Indemnity Agreement**
- Provide **Proof of Insurance** showing JISD as certificate holder (**Limit \$1,000,000 coverage**)
- (Athletic Event) Proof of 90% Student Enrollment (**Feeder Program into JISD Athletics**)



APPLICATION FOR USE OF SCHOOL FACILITY

Return two weeks prior to your event

Today's Date _____

Name of Organization _____

Category: Not-For-Profit (unpaid volunteers) For-Profit (paid staff or admission charge)

Name authorized to make application _____

Mailing address _____

City _____ State _____ Zip Code _____

Person responsible for fee payment _____

Bus. Phone _____ Cell _____ Home _____

Email _____

Campus/Facility Requested _____

Specific area(s) requested _____

Special Arrangements _____

Date (s) of usage _____

Time of usage: From _____ To _____ Total Hours _____

Purpose of usage _____

Is this an event that is open to the public? Yes No

How many will be in attendance? _____

Fees and Conditions:

1. All fees (see Facilities Use Procedures) should be sent to the Office of Operations (elementary & non-athletic events), Athletic Dept., or Performing Art Center (PAC) no later than two (2) business days prior to the rental date.
2. I agree to leave the premises in good order or be billed for additional cleaning. I further understand that staff schedules must be arranged to accommodate use of this facility.
3. A copy of the organization's liability-bodily injury and property damage insurance policy must accompany this request and it must name Judson Independent School District as an insured.

By checking this box, I acknowledge that I have read and agree to the terms of the Campus Facilities Use Procedures.

Signature of Applicant Date

Signature of: Principal Athletic Director PAC Manager Date

FOR OFFICE USE ONLY:

Name of employee assigned _____

Hours worked: From _____ To _____ Total Hours _____

AC Needed? Yes No Heat Needed Yes No

Amount Paid _____ Date Paid _____



**HOLD HARMLESS & INDEMNITY AGREEMENT
Individual Use of Facilities**

The undersigned, _____, agrees to hold harmless and indemnify the Judson ISD, its Board Members, officials, and their respective employees against any and all claims and demands or actions which may hereafter at any time be made or instituted against the Judson ISD, its Board Members, officials, and or any of their respective employees which may arise out of the use of any school property or facility.

The undersigned, _____ hereby releases and forever discharges Judson ISD, its Board members, officials, and any respective employees who might be claimed to be liable for any and all claims, demands, damages, actions, causes of action, suits, judgments, or executions by reason of any losses incurred during the use of a Judson ISD property or facility which may arise out of the use of such property or facility.

It is further stipulated and agreed that the laws of the State of Texas shall control in the construction of this instrument.

ACKNOWLEDGED AND AGREED:

PARTICIPANT SIGNATURE

ADULT SIGNATURE (if Participant is a minor child)

DATE