

Frequently Asked Questions - Use of JISD School Facilities

1. *What are the policies governing the use of school facilities and fields by community groups?*

Board Policy GKD Legal and GKD Local govern non-school use of school facilities.

2. *Who can request to use school facilities?*

The District shall permit non-school use of designated District facilities for educational, recreational, civic, or social activities with preference to organizations where the primary participants are JISD school-age children and when these activities do not conflict with school use.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

The District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the District shall permit public performances, recitals, or presentations so long as no admission fee is charged and when these activities do not conflict with school use or with this policy.

3. *How much time is required for an event rental request to be approved?*

Typically, a two-week period is required for the approval process so that adequate planning and preparation can be completed.

4. *What are the fees for using school facilities?*

Non-school users shall be charged a fee for the use of designated facilities. All applicable fees shall be paid in full prior to any use.

The Superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

5. *Who is required to complete a facilities usage agreement form?*

All non-school organizations requesting the use of school facilities and/or fields must complete the facilities usage agreement form. This includes PTA, Booster Clubs, etc.

All school organizations requesting to use a building or room outside of the normal instruction area must complete the facilities usage agreement form. Example: gym or cafeteria for a special program or event. In addition, all school organizations requesting the use of school facilities after normal school hours must complete the form.

6. *What are the legal requirements of the use of facilities/fields?*

All non-school organizations requesting the use of school facilities must submit a Certificate of General Liability Insurance or provide a waiver of liability.

The terms and conditions for all facilities shall be acknowledged when the event request is submitted.

7. *Whom do I contact for more information?*

Please contact the central office at Jourdanton ISD by calling 830-769-3549. The link to submit a request may be found on the school's website:

<https://www.jourdantonisd.net/page/district-facility-rentals>