



CROSBY INDEPENDENT SCHOOL DISTRICT

Administrative Regulations for Use of School Facilities by Non-Affiliated Parties

GENERAL REGULATIONS:

1. The Superintendent or Designee shall be responsible for the management and usage of all available school facilities outside the scope of routine school operations. Exceptions to these regulations for building usage and related fees may be considered by the Superintendent or Designee. The Superintendent shall, however, maintain final authority for the use of all school facilities.

School facilities shall be made available only to persons or organizations residing within the boundaries of the Crosby ISD, except by authorization of the Superintendent or Designee.

School facilities are not normally available for non-school related activities. Under certain conditions, however, school facilities may be used for appropriate civic, cultural, welfare, or recreational activities, having direct benefit to the District and its students which do not infringe upon nor interfere with the conduct and best interest of the school district as determined by the Superintendent or Designee. Facilities are not available for money-making activities conducted to make a profit for individuals, private, or political organizations unless there is a direct benefit to the district's students as determined by the Superintendent or Designee.

In accordance with school board policy GKD (Local), the District shall permit repeated use by any group or organization for non-school purposes no more frequently than once a week. The limitations on repeated use by a non-school group do not apply to groups whose primary participants in the activities are students from our district.

Parties not officially affiliated with the school district shall be required to file an Application for Use of School Facilities. Applications for the use of all other available facilities shall be filed with the Superintendent or Designee at least fifteen (15) work days in advance.

2. For non-school related activities, in addition to rental fees, all person using the facilities will be required to furnish a certificate of insurance with at least \$1,000,000 (one million dollars) general liability coverage naming Crosby Independent School District as an additional insured and stating that they agree to indemnify, defend and hold harmless Crosby Independent School District from and against all losses associated with the use of the school's facilities., In addition, the certificate should provide for a thirty-day notice of cancellation or material changes in the coverages. The insurance company should have an AM Best rating of A-V or better.
3. Charging time shall commence with the opening of the building and shall conclude with the building is closed by a designated school representative. Usage fees shall be applied to the total of time the building is in use by the applicate, including any rehearsals. School facilities shall not be available for use during hours beyond 12 o'clock midnight, except by authorization of the Superintendent or Designee.

4. Personnel assigned by the district shall be assigned to open the building and shall remain continuously on duty until the activity is concluded and the building has been secured. The custodial staff shall maintain the service areas associated with the requested facility, but shall not be expected to erect or dismantle any furniture or equipment beyond that as many be specified and approved in the application.
5. The number of occupants for any single event shall not exceed the seating capacity of the theatre or other requested facility.
6. Applicants shall be required to comply with all national and state laws, local ordinances, and any other regulations as may be imposed by the local police and fire departments.
7. The possession, consumption, or use of alcoholic beverages, tobacco products, and/or illegal drugs is strictly prohibited on all school district property as is the possession of firearms or any other weapons. It is the responsibility of the applicants to ensure the communication and enforcement of these provisions.
8. The applicant shall further assume responsibility for the preservation of order in the facility and for any liability or damage to school property. The school district may require, as a condition of approval for use of a facility, that police, parking attendants, or other personnel be employed by the applicant.