

# **CELINA ISD**

## **FACILITIES USE POLICY**

### **FACILITIES PERSONNEL**

**Assistant Superintendent of Operations – Bill Hemby**  
**District Facilities Manager – Kathryn Brooks**

**Director of Athletics – Bill Elliott**  
**Administrative Assistant – Cindy Sharrock**

#### **CISD Campus Facility Contacts**

Celina Primary – Viviane Ousley  
Celina Elementary – Sandra Danielson  
Donny O’Dell Elementary – Melissa Depaolo  
Celina 6<sup>th</sup> Grade Center – Cissy McMillan  
Celina Junior High – Paige Juergens  
Celina High School – Kelly Babb

**This document is intended to help facilitate the rental and/or use of all CISD facilities for the campus, community, and support organizations.**

## **CELINA INDEPENDENT SCHOOL DISTRICT FACILITIES USE POLICY**

School facilities are designed primarily for school purposes; consequently, the use of school facilities for school related activities should have priority use over all other uses. The school district shall make available school facilities to various community groups outlined and in accordance with the policy below.

School related organizations, including pupils, teachers, alumni associations; parent-teacher associations and other organizations affiliated directly with the school district may use the school facilities for meeting purposes without charge.

Outside organizations, churches and clubs located within the boundaries of the school district may be authorized to use school facilities in the event they are not being used for school related activities or purposes. **There will be a fee charged by the district for each intended usage. Any profit or non-profit organization located outside the boundaries of CISD will not be permitted to use CISD facilities. Athletic facilities will not be rented/used on Sundays (all day) or Wednesday evenings. All other facilities considered for rental purposes on Sundays and Wednesday evenings may be rented with the approval of the superintendent of school or designee. There will be no long-term rental agreements, nothing to exceed two months.**

The City of Celina Parks & Recreation Association, Celina Pee-Wee Football, Ltd, and Celina Pee-Wee Football Cheer may be permitted to use the elementary gymnasiums and the old Bobcat field located on E. Pecan Street, provided fees have been paid to the district in advance of the needed use, and other conditions set forth by this policy have been met and adhered to. The fees will be determined by the Celina Independent School District Board of Trustees, and are intended to cover the cost of utilities, maintenance and up-keep and any required personnel that may be provided by the school district.

The use of school facilities shall be granted according to the following priority list, and will be referred to in the remainder of this policy as follows:

**1<sup>st</sup> Priority:** Celina Independent School District and University Interscholastic League Athletic and Academic Extra-Curricular activities shall have priority over any other group that may use the school facilities.

**2<sup>nd</sup> Priority:** Celina Independent School District, related associations and organizations shall have priority over any other group with the exception of the 1<sup>st</sup> Priority group.

**3<sup>rd</sup> Priority:** City of Celina Parks & Recreation Association, Celina Pee-Wee Football Ltd., and Celina Pee-Wee Football Cheer will have priority for use of the school facilities over other outside organizations; however will be 3<sup>rd</sup> in line behind the first two priority groups.

**4<sup>th</sup> Priority:** Outside organizations and clubs located within the boundaries of the Celina Independent School District, but not directly associated with the school district. Teams/organizations not covered by 3<sup>rd</sup> Priority group fees.

**5<sup>th</sup> Priority:** All other organizations on a first come first serve basis.

### **Definitions**

#### **CISD, UIL Athletic and Extra Curricular:**

This group includes varsity, sub-varsity, and middle school athletic and academic extra-curricular activities under the sanction of the CISD and/or the UIL. This includes, but is not limited to the following activities: Football, Basketball, Baseball, Softball, Power Lifting, Band, and all UIL Academic teams and groups.

#### **CISD School Related Associations and Organizations:**

This group includes, but is not limited to, these types of organizations: Parent Teacher Organization, DARE, Bobcat Moms, Celina Quarterback Club, FFA, FHA and any CISD sponsored athletic or academic club or

organization. Also, this group would include CISD approved alumni associations.

**City of Celina Parks & Recreation Association/Celina Pee-Wee Football Ltd./Celina Pee-Wee Football Cheer: (3<sup>rd</sup> Priority group)**

The City of Celina Parks & Recreation Association/Celina Pee-Wee Football Ltd./Celina Pee-Wee Football Cheer are non-profit organizations located within the boundaries of the Celina Independent School District. The 3<sup>rd</sup> Priority group is organized and operated for the purpose of providing the youth in the Celina area an opportunity to participate in an organized sports league. The 3<sup>rd</sup> Priority group, in agreement with and in conjunction with the CISD and the City of Celina is the districts' designee for the use of school athletic facilities. The 3<sup>rd</sup> Priority group will be required to pay a fee to CISD set forth by the CISD Board of Trustees for each sport scheduled by the 3<sup>rd</sup> Priority group that intends to use the district's facilities for practice and/or games.

**Outside Organizations and Clubs:**

This group includes approved churches, clubs, and organizations located within the boundaries of the school district. The district may require these groups to provide a membership list or other identification that indicates the group is under the direction or sponsorship of an approved group or club. The organization will be required to pay a fee to CISD set forth by the CISD Board of Trustees for each sport scheduled by the 3<sup>rd</sup> Priority group that intends to use the district's facilities for practice and/or games.

**Requests for Use of School Facilities**

The rental request for any gymnasium will be scheduled through the Athletic Department. All other requests for district facilities will be scheduled through the campus secretary of the appropriate campus. The request for use of district facilities by the first two priority groups shall be placed on the school calendar located in the Celina Independent School District Athletic Office or the school principal's office as soon as their schedules become available. **No group other than these first and second priority groups may use the school facilities during regular school hours.**

The 3<sup>rd</sup> Priority group will provide practice and games schedules a minimum of 7 days prior to the first day or night of the intended use. These schedules will be submitted to the athletic office and/or principal office on the campus and placed on the calendar and all fees paid prior to the start of each 3<sup>rd</sup> Priority group sponsored sport or recreation.

If a scheduling conflict arises after the 3<sup>rd</sup> Priority group has submitted their schedules, every effort will be made to accommodate the 3<sup>rd</sup> Priority group, however, the first two priority groups will always be given priority of usage for school facilities.

The 4<sup>th</sup> priority group will be required to submit their requests to the athletic office or the school principal's office a minimum of 5 days prior to the intended date of usage. If available and if the request is approved, the request will be placed on the calendar and all fees and deposits (if required) will be paid at the time of request. If a scheduling conflict arises with any of the first three groups after the request has been submitted, the first two groups will have priority usage, and if a conflict arises with the 3<sup>rd</sup> Priority group, the 3<sup>rd</sup> Priority group will take priority for usage before the 4<sup>th</sup> group.

**Employees on Duty**

The campus principal and/or athletic director shall determine if it is necessary for a district employee to attend or supervise an outside group or organization function at the school's facility. The outside group or organization shall be responsible for reimbursing the school district for the cost of the employee's services. A fee of forty dollars (\$40) will be required to unlock and lock buildings when used for outside groups.

**Restrictions**

Only persons qualified to use and care for the equipment shall use all school facilities and apparatus held by the district.

4<sup>th</sup> priority groups will only be allowed to rent facilities for a period not to exceed one month. Payment for use of the facilities for continued use must be paid prior to the beginning of each month. An additional clean up fee of \$32 per hour may be charged for cleaning restrooms and readying the building for the next

school day as well. Only areas rented (i.e. gyms, cafeterias) shall be used. **No classrooms shall be used.**

Smoking and/or the use of alcoholic beverages on school district property are strictly prohibited. Any violation of this restriction shall be immediate grounds for removal from school property, and usage of the facility will be forfeited immediately. There will be no refunds of fees or deposits paid to the district if cancellation or forfeiture occurs due to violation of these restrictions.

**There will be no scheduling of school district athletic facilities on either Wednesday or Sunday.**

**Fee Schedule**

The first two priority groups shall be permitted to use school facilities without fees. The following CISD facilities are non-secured and do not require a deposit.

Football Practice Area (South of HWY 455 & West of Field houses)	Day \$25
Soccer/Football Field (At the Primary Campus)	Day \$25 Night \$75
Football Practice Field (East of Stadium & South of Hwy 455)	Day \$25

The following school facilities will be used exclusively by the first two groups, and will not be made available for rental by any other group, without special consent granted by the athletic director.

Bobcat Stadium Field (503 E. Pecan Street) (\$300 base price for approved use)

Celina High School Bobcat Gym (located inside Celina High School) (only UIL sponsored events)

Soccer Field /Football Field at Celina Junior High

Celina High School Baseball & Softball Fields (located on Malone Street)(only UIL sponsored events)

Celina Jr. High School Gym (710 E. Pecan) (only UIL sponsored events)

Other districts competing in UIL sponsored events, i.e. Post-Season Football games, and Post-Season Basketball games, may use these facilities. Fees will be assessed in amount sufficient enough to cover CISD out of pocket expenses. Use of concession stands located adjacent to each of these facilities will not be included in the fees charged to rent the facility.

**Access to Secured Facilities**

The 3<sup>rd</sup> Priority group will have one person designated to be responsible for checking out a key/card to gain access to any secured facility. Under no conditions shall permission be granted to duplicate or reproduce this key/card. Any attempts to do so will be grounds for immediate revocation of rental privileges to the 3<sup>rd</sup> Priority group. This key/card will be under the sole responsibility of the 3<sup>rd</sup> Priority group and may not be assigned or loaned to any other party. A \$25 replacement fee will be charged for the loss of key/card.

Any approved outside organizations that rent a secured facility from the district will be required to make a key/card deposit in the amount of \$100 at the time the request for rental is submitted and placed on the calendar at the athletic office or the school principal's office. This will need to be made a minimum of 5 days prior to the date of intended usage. Under no conditions shall permission be granted to duplicate or reproduce this key/card. Any attempts to do so will be grounds for immediate revocation of rental privileges to the group or organization that requested the rental. This key will be under the sole responsibility of the person representing the outside organization, and may not be assigned or loaned to any other party.

Any circumstance or situation that may arise for usage of school facilities that is not covered under this policy shall be made under the exclusive authority of the Celina Independent School District Board of Trustees.

The 3<sup>rd</sup> Priority group will pay the following fees for each sport organized that will use the districts athletic facilities. Any sport not included in this list will need to be discussed and agreed upon with the district prior to placing the schedule on the calendar.

Youth Baseball	\$20.00 per player per season
Youth Basketball	\$20.00 per player per season
Youth Football	\$15.00 per player per season
Youth Soccer	\$500.00 per season
Youth Softball	\$20.00 per player per season
Youth wrestling	\$20.00 per player per season

Outside groups and organizations will pay the following facility deposit; a \$100 refundable deposit will be required to be paid at the athletic office or the Central Administration office at the time the request is made. The request should be made a minimum of five (5) days prior to the intended day or night of use.

Fees will be required for the rental of each CISD school facility by outside groups or organizations. All rates are based on a 2-hour minimum; however, the rates are quoted on a "per hour" basis.

The following facilities are secured facilities, and require a \$100 deposit.

Secured Facilities (Requires key deposit of \$100)	Hourly Rate (2 hour minimum)
Administrative Gym 205 S. Colorado	\$40/hr (2 hour minimum)
Primary School Cafeteria (No Kitchen) 507 E. Malone	\$40/hr (2 hour minimum)
Primary School Cafeteria (With Kitchen) 507 E. Malone	\$50/hr (2 hour minimum plus supervisor)
*Primary School Gym 505 S. Utah	\$40/hr (2 hour minimum)
Elementary School Cafetorium (No Kitchen) 505 S. Utah	\$40/hr (2 hour minimum)
Elementary School Cafetorium (With Kitchen) 505 S. Utah	\$50/hr (2 hour minimum plus supervisor)
*Elementary School Gym 505 S. Utah	\$40/hr (2 hour minimum)
O'Dell Elementary Cafetorium (No Kitchen) 750 Punk Carter	\$40/hr (2 hour minimum)
O'Dell Elementary Cafetorium (With Kitchen) 750 Punk Carter	\$50/hr (2 hour minimum plus supervisor)
*O'Del Elementary Gym 750 Punk Carter	\$40/hr (2 hour minimum)
6 <sup>th</sup> Grade Cafeteria (No Kitchen) 706 E. Pecan	\$40/hr (2 hour minimum)
6 <sup>th</sup> Grade Cafeteria (With Kitchen) 706 E. Pecan	\$50/hr (2 hour minimum plus supervisor)
*6 <sup>th</sup> Grade Gym 706 E. Pecan	\$40/hr (2 hour minimum)
Jr. High School Cafeteria (No Kitchen) 710 E. Pecan	\$40/hr (2 hour minimum)
Jr. High School Cafeteria (With Kitchen) 710 E. Pecan	\$50/hr (2hour minimum plus supervisor)
Celina High School Cafeteria (No Kitchen) 3455 N. Preston Road	\$40/hr (2 hour minimum)

Celina High School Cafeteria (With Kitchen)	\$50/hr (2hour minimum plus supervisor)
** Celina High School Auditorium 3455 N. Preston Road	\$600 base plus \$50/hr usage fee (2 hour minimum) \$45/hr (2 hour minimum for supervisor) \$25/hr (2hour minimum for custodial) Other fees may be required
CHS Multipurpose Facility Banquet Room 3455 N. Preston Road	\$300 base plus \$50/hr usage fee (2 hour minimum)
CHS Multipurpose Facility Film Room 3455 N. Preston Road	\$300 base plus \$50/hr usage fee (2 hour minimum)

\*No activities may be scheduled on weekdays prior to 7 pm due to the After-School Program.

\*\* Municipalities making a front of stage presentation will be subject to a lower rate Scale. (1/2 of base with no usage fee) All other applicable fees remain in place.

## Rental/Use Agreement for School Facilities

Celina Independent School District (CISD) agrees to allow \_\_\_\_\_, Name  
 \_\_\_\_\_, Texas \_\_\_\_\_, Address  
 \_\_\_\_\_, \_\_\_\_\_, Texas \_\_\_\_\_, City \_\_\_\_\_, Zip  
 (Lessee) to use \_\_\_\_\_ shown on Exhibit A attached hereto, or  
 \_\_\_\_\_ Facility  
 \_\_\_\_\_ when notified of a conflicting CISD event located at  
 \_\_\_\_\_ Facility  
 \_\_\_\_\_, Celina, Texas on \_\_\_\_\_, 20\_\_ between the hours of  
 \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm for the period of \_\_\_\_\_, 20\_\_ to  
 \_\_\_\_\_, 20\_\_ under the following terms and conditions:  
Time Time Date  
Date

1. Lessee will pay \$\_\_\_\_\_ rental fee and \$100 deposit in advance. The deposit will be returned provided the premises are left in a condition that is satisfactory to the Superintendent or designee. Advance payment of the deposit and rental fee must be made to Celina ISD when agreement is signed and at least five (5) days before the facility will be used.
2. Lessee will pay charges for services, set up, and any school personnel needed in connection with its use of the facility, as stated in Lessee’s application for use, all the terms of which are incorporated herein by reference.
3. Lessee agrees that its use of the facility will be consistent with federal, state, and local law and school board policy and that the facility is being used only for \_\_\_\_\_.
4. CISD retains the right to revoke its permission to use the facility at any time it determines that the scheduled use will conflict with instructional, extracurricular activities, will damage or threaten to damage school property, and will violate school board policy or administrative regulations.
5. Lessee agrees that it will not allow any possession or use of alcohol, firearms, or illegal drugs on school property and that it will not allow any tobacco use on school property.
6. Lessee is responsible for restoring the facility to its original state after use. No district-owned equipment or supplies may be used or removed from the facility or other alterations made to the facility without the specific written authorization of the Superintendent or designee at least two days before scheduled use.
7. Lessee accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement of damage done to buildings, equipment, or other school property used by the Lessee.
8. Lessee assumes full responsibility for the conduct of any and all persons using or present in the facility during the rental period.
9. Lessee agrees to the fullest extent permitted by law, to assume all liability and to indemnify CISD, its officials, trustees agents and anyone directly or indirectly employed by CISD against or from all damage, liability, or cost, (including reasonable attorneys and cost arising out of or in any way connected with Lessee’s use of CISD facilities under this agreement) including claims of injury, death, or damage caused in whole or part by the sole or concurrent negligence of CISD, its officers, agents, employees, or trustees.

10. Lessee must furnish evidence of liability insurance (503 B or C) for coverage for the rental period and must name CISD as an additional insured on the policy as specified by the District. Amount of liability one million dollars (\$1,000,000).

11. This agreement shall be governed by Texas law and venue shall be in Collin County, Texas.

Executed on \_\_\_\_\_, 20\_\_\_\_.

Lessee

Celina Independent School District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position



## Facility Checklist

Date \_\_\_\_\_

Name \_\_\_\_\_

Please list any damages prior to renting the facility. The organization will be responsible for any damage to school facilities while using them.

Facility Name \_\_\_\_\_

Damages	Requestor (prior to event)	School Personnel (after event)
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Miscellaneous \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of person Renting Facilities \_\_\_\_\_ Date \_\_\_\_\_  
(Prior to event)

Signature of School Personnel \_\_\_\_\_ Date \_\_\_\_\_

## Facility Priority Information

### Priority 1– Celina Independent School District and University Interscholastic League Athletic and Academic Extra-Curricular activities

Example: Varsity, Junior varsity, Middle School Athletic Teams, UIL academic extra-curricular activities, School organizations i.e. FFA, BPA, BETA, etc.

#### FEE STRUCTURE

Building fees/utilities for these groups will be waived.

### Priority 2—CISD School related Associations and Organizations

Example: PTO, PTA, Bobcat Moms, Celina Quarterback Club, Friends of the FFA, Band Boosters, etc. and approved alumni associations.

#### Fee Structure:

Building fees/utilities for these groups will be waived. Fees will be applied for personnel listed below (as needed) and use of equipment in specialized areas of each facility. Usage of special equipment requires authorization from building principal or designee.

Custodial support	-	\$30hr/per person (2 hour minimum)
Kitchen supervisor	-	\$30hr/per person
Security	-	\$45hr/per person (2 hour minimum)

### Priority 3 – City of Celina Parks & Recreation Association, Celina Pee-Wee Football Ltd., and Celina Pee-Wee Football Cheer

Example: Basketball, Wrestling, Soccer, Baseball, Softball, Celina Pee-Wee Football

#### Fee Structure:

Fees administered on a per player basis. Fees are to be paid and collected by CISD prior to the first workout. Workouts and games allowed only in designated facilities. Use of the old Bobcat Field and certain gyms will not be allowed without the athletic directors signed permission. Additional fees may be applied when necessary.

Custodial support	-	\$30hr/per person (2 hour minimum)
Kitchen support	-	\$30hr/per person
Security	-	\$45hr/per person (2 hour minimum)
Bobcat Field	-	\$300 (flat fee)
Clock operator	-	\$30hr/per person

### Priority 4 – Non-Youth oriented, Non-Profit groups

Example: Churches, Non-profit Clubs and Organizations located within the boundaries of CISD and with a majority membership of persons residing within the boundaries of CISD.

#### Fee Structure

See pages five (5) and (6). (The facilities on pages five (5) and (6) are the only facilities that will be allowed to be used.)

Each facility may require specialized personnel, which are:

Custodial support	-	\$30hr/per person (2 hour minimum)
Kitchen support	-	\$30hr/per person
Security	-	\$45hr/per person

Other charges may be required as situation dictates.

**Priority 5 – All other groups and organizations**

Examples: Local businesses and any group without non-profit status

See pages five (5) and (6). (The facilities on pages five (5) and (6) are the only facilities that will be allowed to be used.)

Each facility may require specialized personnel, which are:

- Custodial support - \$30hr/per person (2 hour minimum)
  - Kitchen support - \$30hr/per person
  - Security - \$45hr/per person
- Other charges may be required as situation dictates.

## Celina ISD U.I.L. Playoff Facility Charges

Celina ISD charges \$500 fee for the use of the facilities, which is not refundable. Both teams will share all expenses. Cost for the playoff game is listed below and will be deducted from gate receipts. In the event that the gate receipts do not cover all charges both districts will be billed equally for the difference. If there is additional revenue, after all charges have been paid, the difference will be mailed to the districts.

Bobcat Field (Football/Turn-Key)	\$5,000
Bobcat Field (Football Only)	\$2,500
Facility Fee(Baseball, Basketball, Softball, Soccer)	\$500
Security (Minumum 2 Officers)	\$45 each
Police (Traffic-Minimum 4)	\$150 each
Traffic Control	\$150
*Referees (+mileage)	Based on gate
Book	\$50/game
Clock	\$50/game
Host	\$50
VIP Catering	\$300
Gatekeepers (Minimum 4)	\$50 each
Ticket Booth (Minimum 5)	\$50 each
Administrator	\$100/administrator
Trainer	\$50
Cleanup	\$100
Ambulance	\$500
*UIL 16%	Based on gate

*\* These items are not included in Bobcat Field Turn-Key.*

Parking will be \$5.00 per vehicle to exclude administration, game personnel, and visiting scouts. All parking proceeds will go to Celina Independent School District.

I understand all activities will be held under the supervision of a school representative who will be responsible for the care of the facilities. The organizations will be responsible for any damages to school facilities while using them.

Texas Penal Code 48.01 prohibits smoking on school property. School Board Policy GKA (local) prohibits the possession or use of any tobacco products, illegal drugs, alcoholic beverages or firearms on school property. Failure to comply with the federal, state and local laws and board policies will prevent future use of district facilities.

\_\_\_\_\_  
(School District)

\_\_\_\_\_  
(Signature School Official)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(School District)

\_\_\_\_\_  
(Signature School Official)

\_\_\_\_\_  
(Date)