



FACILITY RENTAL INFORMATION

TAYLOR ISD ADMINISTRATION
OFFICE 3101 N. MAIN STREET,
SUITE 104
TAYLOR, TX 76574
512-365-1391
FAX 512-365-3800



Taylor ISD Rental Policy

*Taylor Independent School District
3101 North Main Street, Suite 104
Taylor, Texas • 76574 • 512-365-1391*

The District shall permit non-school use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy. Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

All activities conducted in Taylor ISD facilities (School & Non-School) prior to or following a regular school day (including weekends and holidays) must comply with the policies and regulations of Taylor Independent School District, its Board of Trustees, and all state and local laws. No individual use is permitted, only local organizations.

Request for non-school use of District facilities shall be considered on a first-come, first-serve basis. Academic and extracurricular activities sponsored by the District shall always have priority over any non-school scheduled use of facilities. The Superintendent or designee shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.

No approval shall be required for non-school related recreational use of the District's unlocked, outdoor recreational facilities (track, playgrounds, tennis courts, and the like) when the facilities are not in use by the District or a scheduled non-school purpose. Use of these facilities during school hours shall not be permitted. However, prior approval of the Superintendent or designee shall be required for use of unlocked, outdoor recreational facilities by groups for organized activities.

For additional information or to check facility availability, please contact Courtney Valdez at 512-365-1391 ext. 1020 or courtney.valdez@taylorisd.org.

[See Policy GKD(Local) located at www.taylorisd.org for more detailed information]



TAYLOR ISD

BUILDING USAGE GUIDELINES

FACILITIES: The district facilities include, but are not limited to, campuses, real property, athletic facilities, and buildings housing support personnel.

PRIORITIES: Priority for all rental requests will be based on the category in which the request falls and on a first-come, first-serve basis. **Taylor ISD academic and extracurricular activities, sponsored by the District, will receive top priority over any non-school scheduled use of facilities.** *The Superintendent or designee shall have authority to move, cancel or postpone a scheduled non-school use if such a conflict arises.*

USER GROUP DESIGNATION:

- *GROUP 1:** Taylor ISD Approved School Clubs/Activities
Taylor ISD Support Groups (ex. PTO, Booster Clubs, Patriotic Societies, TEE Foundation) & City of Taylor
- GROUP 2:** Local Non-Profit w/50% Taylor ISD Students (Proof of 501c3 Status Required)
- GROUP 3:** Local Non-Profit Community Organization (Proof of 501c3 Status Required)
- GROUP 4:** Local For Profit Organizations (non 501c3)

No Individual Use is Permitted: Only Local Organizations as noted above.

*Rental/service fees & insurance requirements may be waived for Group 1 on days when school is in session but no later than 9:00pm. Service fees may apply after 9:00pm and on non-school days. All other policies & procedures will be enforced.

INSURANCE: The organization requesting the use of a district facility must furnish evidence of liability coverage for the event(s). This evidence should consist of an original Certificate of Insurance with Taylor ISD named as an Additional Insured and Certificate Holder with liability limits of at least \$1 million. See attached SAMPLE.

DEPOSITS: A \$200 deposit is required for all rentals and may be refunded at the conclusion of the event provided the premises are left in a condition satisfactory to the Superintendent or designee.

BUILDING ACCESS: Taylor ISD requires a custodian or facilitator for ALL Facility Rental Agreements and the cost associated with that person shall be included in the contract. A facilitator is a Taylor ISD employee or designee that can pick up a key to the facility and agrees to serve as the person responsible for opening, closing, and returning the building to the required condition for use. This includes restrooms, trash, inside lights, tables, chairs, and outside door locks. Facilitators may choose to donate their services to the organization. This person is required to stay at the facility during the entire contracted time.



TAYLOR ISD GENERAL RULES AND PROCEDURES FOR FACILITY RENTAL

1. Non-School groups wishing to rent or use TISD facilities must obtain a Facility Rental Information Packet found on the Taylor ISD website or at the Taylor ISD Central Office at 3101 North Main, Suite 104, Taylor, Texas. You may also call 512-365-1391 ext. 1120 to ask questions about availability or request a tentative date for an event.
2. Any Taylor ISD club or organization wishing to host an event, before or after school hours in a district facility, must go on-line to reserve the facility in Eduphoria (located on the TISD website under the Staff tab). There may be charges for weekend or holiday use, including custodial, maintenance, technical and utility fees. All UIL events are excluded.
3. Facility rental agreements are handled as follows:
Facilities other than Athletic – Courtney Valdez @ 512- 365-1391 (ext. 1020) or courtney.valdez@taylorisd.org.
 - All Athletic Facilities – ANY organization or school district seeking approval to use any athletic facility or fields must secure prior approval from the Athletic Director or TISD Superintendent (or his/her designee) and complete a Facility Rental Agreement. Call 512-365-1291 to speak to the Athletic Director or his secretary.
4. Each organization and/or individual requesting use of a Taylor ISD facility shall designate one person who **SHALL** be responsible for facility set up, supervising each use, and the members of his/her organization. This designee will also be responsible for signing the rental agreement.
5. The following documentation must be on file at the Taylor ISD Administration Office before a rental agreement can be finalized:
 - The Facility Rental Packet completed and signed.
 - A current liability insurance certificate with limits of at least \$1 million protecting Taylor ISD.
 - Any deposit that is applicable to the rental
 - A copy of the 501c 3 status from the Secretary of State, if requesting non-profit status and rental fees

(It is the sole responsibility of the rental organization to provide these documents. No reminders will be issued.)
6. No outside organization shall be able to sign or complete more than six Facility Rental Agreements (one contract per use) with Taylor ISD within a school year. (August – July)
7. Any changes to a signed contract **MUST** be made no later than one week in advance of the scheduled event.
8. The renter or lessee will be assessed the agreed rental fee from the time the facility is opened until it is closed and vacated. Typically, that time will start 1 hour prior to entering building and extend a minimum of 1 hour after the building is vacated.
9. Taylor ISD requires a food service employee or supervisor for ALL Facility Rental Agreements needing the use of a school kitchen. The cost for this cafeteria staff is the responsibility of those renting the kitchen facility. The cafeteria staff is ultimately responsible for all kitchen equipment and is paid to open, close, help clean and make sure the kitchen is ready for its intended use the next morning. The person is required

to help supervise the use of the kitchen and stay in the kitchen during the entire contracted time.

10. No Taylor ISD employee will be allowed to use any school facility, school property or equipment for personal use or financial gain. Additionally, no Taylor ISD equipment or school facility may be used to generate funds for private gain or profits. No equipment of any kind may be loaned or borrowed by Taylor ISD employees for use outside of regular operating procedures.
11. Taylor ISD has the first right of refusal for concessions at all performances or contests of any nature held at a district facility.
12. No items of value may be left overnight in a school facility unless the renting organization provides security for the premises. Taylor ISD will assume NO RESPONSIBILITY for any items left by event sponsors and/or organizers.
13. Rental organizations may be required to provide licensed security for functions when expected attendance is in excess of 200 people.
14. Organizations renting Taylor ISD facilities may have a portion of their RENTAL fees reduced for donations of \$500 or more to the Taylor High School Scholarship Fund. In such cases, standard rental fees will be reduced by 50%.
15. Organizations donating funds in excess of the net proceeds (*Minimum / \$1000*) to the THS Scholarship Fund may have their rental and service fees waived up to the donated amount. Service fees include, custodians, maintenance, technology and food service.
16. All fees associated with facility rental are payable to “Taylor ISD” and should be returned with a copy of the Facility Rental Agreement at least **7 days prior** to a scheduled event to: Taylor ISD, ATTN: Facility Rentals, 3101 N. Main, Suite 104, Taylor TX 76574. Any club and/or organization with a PAST DUE balance and an “active” Facility Rental Agreement should understand that any pending contract is subject to termination.
17. Non school-affiliated dances and/or concerts are not allowed. Only school-sponsored dances and/or concerts are allowed on school property. No Fog or cloud machines will be allowed inside the facility.
18. Multiple events on the same day may require a one-hour lead time between events so facilities can be prepared for the next group.
19. Persons or groups using school facilities shall:
 - a. Conduct business in an orderly manner
 - b. Abide by all laws and policies, including but not limited to those prohibiting the use, sale or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See policy GKA]
 - c. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.
20. District facilities will not be available for use on school holidays or weekends immediately preceding or following designated holidays unless the district is able to secure a custodian or district designee to work a holiday weekend.
21. District facilities may not be available for use on the evening immediately preceding or during the designated State Assessment Days.
22. Taylor ISD reserves the right to refuse and and/or terminate a facility use agreement. Reasons include but are not limited to the following: space availability, over usage of facility, failure to pay in a timely fashion, failure to comply with all rules and regulations, recurring losses and/or damage, inappropriate behavior by the facility user or their audience.

AUDITORIUM

1. NO food or drinks – including water – are allowed in the auditorium, on the stage or backstage by either the participants or the audience.
2. If stage lighting or a PA System is to be used, arrangements must be made prior to the rental agreement being finalized. The leasing group will be asked to make arrangements by contacting our Technology Department @ 512-365-1391.
3. All organizations using the Auditorium are to ensure that the stage and backstage areas are clean, that all trash is properly disposed of and that the entire facility is restored to the condition required for normal school use.
4. Signs, posters, banners, lights or any other items are not to be pinned, taped, draped or attached by any other means to the front stage curtain.

GYMNASIUMS

1. All non-scheduled use of any school gymnasium SHALL be considered unauthorized and SHALL result in the termination of current rental agreement and may impact future facility use privileges.
2. No school employee shall loan a key or provide unauthorized (school or non-school groups without a Facility Rental Agreement) access into any gym.
3. At the conclusion of each gym use, all trash and other items shall be picked up and properly disposed of. The gym shall be clean and ready for use. Bathrooms will be checked.



TAYLOR ISD

FACILITY RENTAL RATES & SERVICE FEES

All rates listed below are for facility rental rate only and are based on an hourly rate with a two-hour rate minimum. If rental time exceeds five hours, a five-hour rate maximum charge applies.

<u>DESIGNATED FACILITIES</u>	<u>GROUP 1</u>	<u>GROUP 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>
Main Street Event Center (Includes Main Street Lobby)	NA	\$100	\$125	\$150
Main Street Lobby	NA	\$50	\$75	\$100
Main Street Cafeteria w/Kitchen (Includes Main Street Lobby)	NA NA	\$125 \$150	\$150 \$175	\$200 \$225
Main Street Auditorium (Includes Main Street Lobby)	NA	\$125	\$150	\$175
Main Street Gymnasium (Includes Main Street Lobby)	NA	\$100	\$125	\$150
All Facilities Listed Above	NA	\$400	\$500	\$600
<u>*SPECIAL CONSIDERATION FACILITIES</u>				
Cafeteria	NA	\$175	\$200	\$250
w/Kitchen	NA	\$200	\$225	\$275
Gymnasium	NA	\$175	\$200	\$250

*If Main Street facilities are not available, then Main Street facility rental rates will apply.

SERVICE FEES (fees not included in facility rental rates)

- Support Operations Staff (Custodial, Maintenance, Food Services) \$30 Per Hour
- Technology Staff \$35 Per Hour

Special requests that require additional staff attention will be charged at the above posted rates (Ex. – Collecting tables, chairs, Installation of gym tarp, set-up/tear-down, etc.)

ADDITIONAL REQUIREMENTS

Events involving food and 200+ people will require a minimum of 2 Custodians. In addition, licensed security may be required for events involving groups of 200+ people.

USER GROUP CLASSIFICATION

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***DISTRICT RELEASE OF
LIABILITY***

Taylor Independent School District

Facility Rental Agreement
3101 North Main, Suite 104
(512) 365-1391 Fax: (512) 365-3800

In consideration of its use of Taylor I.S.D. facilities, the leasing organization agrees to pay the district's required rental fees and agrees that the Taylor Independent School District, its Board of Trustees, agents, employees, and/or representatives shall not be liable to the organization or other interested parties for damage to person or property regardless of whose negligence or acts of omission cause such injury or damage.

The rental organization agrees to indemnify and save harmless the Taylor Independent School District, its Board of Trustees, agents, employees, and representatives from all suits, actions, claims, expenses, including attorney's fees and damages of character, type or persons or property rising out of or occasioned by the use of the premises used by the organization, its agents, patrons, visitors, guests, representatives, employees or other persons allowed on premises by the organization during the time set forth by the rental contract. The rental organization hereby waives all defects that may exist on the premises to be used by the organization. The release of liability is null and void if altered in any way.

Organization Representative / Printed Name

Organization Representative Signature

Representative's Title

Daytime Phone Number

Organization Name

Physical Address

Today's Date

City / State / Zip



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Provider Name Full Address	NAME:		
	PHONE No. (Area, No., Ext):	FAX No. (A/C, No.):	
	ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED NAME OF INSURED SHOULD BE THE SAME AS ORGANIZATION SUBMITTING THE APPLICATION FOR USE OF TAYLOR ISD FACILITY	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	MSB	WVS	POLICY NUMBER	(MM/DD/YYYY)	(MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> LOC JECT <input type="checkbox"/> OTHER:			POLICY NUMBER			EACH OCCURRENCE \$ 1,000,000 PREMISES (Each occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Each accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Does description under DESCRIPTION OF OPERATIONS below		N / A				STATUTE <input type="checkbox"/> <input type="checkbox"/> EMP'Y E.L. EACH ACCIDENT \$ E.L. DISEASE - EA \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ADDITIONAL INSURED: TAYLOR ISD

CERTIFICATE HOLDER

CANCELLATION

TAYLOR ISD
3101 N. MAIN STREET, SUITE 104
TAYLOR, TX 76574

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE