

## **BROCK INDEPENDENT SCHOOL DISTRICT FACILITY USE PROCEDURES**

### **PROCEDURES**

- 1) Secure a Facility Use Application and complete.
- 2) Contact the administrator in charge of scheduling the desired location. Determine that the facility is available on the date and time desired and the use for which you are applying is suitable. Have the administrator sign the Facility Use Form approving availability of the facility.
- 3) Return the completed form to the administrator's office. The form will then receive final approval and the appropriate fees will be determined. A copy of the form will then be returned to the renting party and another filed by the campus office.
- 4) **A deposit of \$50.00 will be required along with payment of the fees prior to the use of the facility.**
- 5) Any contact necessary for needed equipment, arranging entrance and exit to the facility, etc. will be coordinated with the administrator of the facility being used.
- 6) UIL activities and playoff game fees will be determined and approved by the Superintendent or designee. Rates will be set to cover all employee costs, facility costs and facility rental fees. All other matters will be determined and agreed upon by visiting school districts and the Superintendent or designee, as needed.

### **REGULATIONS**

- 1) No tobacco, alcohol or drug use in any facilities or premises.
- 2) No food/drink except by permission and in designated areas.
- 3) No fireworks or explosives on premises.
- 4) Use of building is limited to areas designated on the original application.
- 5) **School activities pre-empt any other requested use of facilities.**
- 6) User will be responsible for all damages to facility caused by users.

BROCK INDEPENDENT SCHOOL DISTRICT  
FACILITY USE APPLICATION

Building or area requested: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set-up time needed: \_\_\_\_\_ Total hours: \_\_\_\_\_

**Recurring Reservations**

<u>Day</u>	<u>Start</u>	<u>End</u>	<u>Day</u>	<u>Start</u>	<u>End</u>
Monday	_____	_____	Friday	_____	_____
Tuesday	_____	_____	Saturday	_____	_____
Wednesday	_____	_____	Sunday	_____	_____
Thursday	_____	_____			

**Note: Maximum length of recurring rentals is 3 months. Must renew each time rental period expires.**

**MUST COMPLETE EACH TIME NEEDED**

Organization Name: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose: (Describe fully the use and activities to be conducted): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE YOU CHARGING ADMISSION FOR YOUR FUNCTION? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, use of funds: \_\_\_\_\_

Any other necessary information: \_\_\_\_\_

I AGREE TO BE RESPONSIBLE FOR ANY DAMAGE(S) THAT MAY RESULT FROM USE OF THIS BUILDING/AREA AND TO PAY THE FEES AS CALCULATED ON THIS APPLICATION.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Facility Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

**BROCK INDEPENDENT SCHOOL DISTRICT  
FACILITY USE GUIDELINES**

When determining fees for the use of a Brock ISD facility, the factors under consideration will be:

- 1) Hourly fee for utilities (facility use fee)
- 2) Cost for Brock ISD employees
- 3) Type of group using facility
- 4) Kitchen use

When any one of these services is required, that cost must be built in to the total cost for facility use.

50% discounts or waiver of fees will be considered when activities benefit Brock ISD students such as:

**Scouts – Campfire – 4H – Lions Club – Kiwanis – Sporting Activities  
Government Units, i.e. City, County, and Volunteer Fire Departments**

**FACILITY USE FEE CHART**

High School	Cafetorium	\$60.00 per hour
	Game Gym	\$75.00 per hour
	Practice Gym	\$60.00 per hour
	Lecture Hall	\$50.00 per hour
	Classrooms	\$25.00 per hour
Junior High	Field Lights	\$25.00 per hour
	Gym	\$60.00 per hour
	Classrooms	\$20.00 per hour
	Cafetorium	\$50.00 per hour
Elementary/Intermediate	Field Lights	\$25.00 per hour
	Gym	\$40.00 per hour
	Cafetorium	\$50.00 per hour
	Classrooms	\$20.00 per hour

Required fee paid to the District with all other fees, not directly to the employee:

Custodian	\$15.00 per hour	▶
Cafeteria Worker	\$15.00 per hour	▶
Building Supervisor	\$30.00 per hour	▶
Light/Sound Technician	\$20.00 per hour	▶

<i>Optional as determined by Administrator</i>
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The above form and required fee must be returned before the building is used.

Please return payment to:  
Brock Independent School District  
410 Eagle Spirit Lane  
Brock, Texas 76087  
Attention: Chad Massey

ORGANIZATION FUNDRAISERS  
IN BROCK ISD CAFETERIA

- A Brock ISD cafeteria employee is required to be on duty if cafeteria kitchen facility is used.
- **This staff member is not being paid to work to raise funds, but simply to oversee operation of equipment and insure safety and health guidelines are met on behalf of the district.**
- The purpose of staff member's presence is to ASSIST sponsors and volunteers.
- If district organization is using the kitchen facilities, then the sponsor must create an activity account PO for payment to the BISD employee at the rate of \$15 per hour. Cash or check may not be paid to the staff member; they will need to be paid through the BISD payroll system.
- Sponsor is responsible for instructing fundraising volunteers of the need for cooperation with the cafeteria employee.
- The cafeteria employee will guide fundraising staff in operation of equipment, locating utensils, keeping tea decanter filled, cleaning and restoring kitchen to complete operational status.
- The cafeteria employee will remain in the food service area during the entire time for which he/she is being paid.