



# Jacksonville ISD Facilities Use Agreement



NAME: \_\_\_\_\_  
(Renter – Organization / Group / Individual)

CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

<b>STADIUM:</b> <input type="checkbox"/> Tomato Bowl Fee \$750/day <hr/> <input type="checkbox"/> JHS Mauldin Field Fee \$750/day
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<b>CAMPUS:</b> <input type="checkbox"/> Auditorium Fee \$250/day	<input type="checkbox"/> Gymnasium Fee \$250/day	<input type="checkbox"/> Cafeteria Fee \$250/day	<input type="checkbox"/> Classroom Fee \$50/day
Campus Name: _____			

Rental Date: \_\_\_\_\_ Hours: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

We have received, read, fully understand, and will abide by the **JISD Board Policy GKD (LOCAL)**. The facility rental fee will be paid one week prior to the event. If any damage to the facility occurs during our use, we agree to be financially responsible for the repairs. Renter is also responsible for music played during rental of JISD property. Please preview all lyrics in an attempt to remove sexually explicit and/or inappropriate language from the music which is played.

A regular school-employed custodian will be on duty to open, close, and clean the facility being used. A fee of time and one-half the regular hourly wage rate of the custodian(s) shall be paid by the renter. The number of custodians shall be determined by the facility used. Custodial fees shall be invoiced after the scheduled event and payment is due upon receipt. Failure to pay custodial fees may prevent future rental of JISD facilities.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lindy Finley, Asst. Supt. – Business Office

\_\_\_\_\_  
Date

<b>To Be Completed by Facility Administrator:</b> <input type="checkbox"/> Place event on campus calendar/eduphoria <input type="checkbox"/> Professional Staff Member Assigned: _____ <input type="checkbox"/> Rental Agreement & Fee to Business Office	<b>To Be Completed by Custodial Department:</b> <input type="checkbox"/> 1 <sup>st</sup> Custodian Assigned: <input type="checkbox"/> 2 <sup>nd</sup> Custodian Assigned: <input type="checkbox"/> 3 <sup>rd</sup> Custodian Assigned: <input type="checkbox"/> 4 <sup>th</sup> Custodian Assigned: <input type="checkbox"/> Custodial Fees Assessed \$ _____
<b>To Be Completed by Business Office:</b> <input type="checkbox"/> Rental Fee Collected: Date: _____ Amount: \$ _____  <input type="checkbox"/> Copy to Custodial Department	<input type="checkbox"/> Final Custodial Fee Paid: Date: _____ Amount \$ _____  Other Comments: _____

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

The Board authorized use of District facilities to serve the needs of the community. The following guidelines are designed to ensure the equitable treatment of all individuals and groups and to protect the community's investment.

RENTAL  
PROCEDURES

School buildings and facilities shall be available for use by the public, provided that:

1. The buildings or grounds are not in use by the District.
2. A written request and the prescribed fee for use of the building or facility is submitted to the Superintendent or designee at least one week in advance, stating date and time of use.
3. Permission is not asked for regular and continued use.
4. Any organization or group using school buildings or facilities designates one member of the group as being in full charge of and responsible for the program or activity.
5. The group using the building or facility agrees to restore to original condition any damaged property.
6. The building or facility is not already scheduled for use by another group.
7. A member of the professional staff is present for supervision. In instances of gymnasium or auditorium rentals, a member of the coaching staff or a campus administrator shall be present.

CUSTODIAL FEES

Custodial fees will be invoiced after the scheduled event with payment due upon receipt. Failure to pay custodial fees may prevent future rental of JISD facilities.

BUILDING FEES

When buildings, classrooms or portions of building or facilities are rented, the following fees will prevail:

CLASSROOMS

Rental of classrooms shall be limited. However, if prior approval is obtained from campus administrator, the rental fees for classrooms shall be \$50 per day.

CAFETORIUM

Rental fees for the cafetorium shall be \$250 per day.

GYMNASIUM AND  
AUDITORIUM

Rental fees for the gymnasium and auditorium shall be \$250 per day.

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

FOOTBALL STADIUM	<p>Rental fees for use of the football stadium at night shall be set at \$750 per day.</p> <p>When gymnasium, stadium, or dressing rooms are rented by a visiting team, each use shall be contracted for on an individual basis. The Superintendent or designee shall have exclusive authority to negotiate and enter into such contracts.</p>
MULTIPLE BUILDINGS	<p>When multiple buildings are rented for the same event a negotiated rental fee may be set by the Superintendent or designee.</p>
OUTSIDE GROUPS	<p>A non-Jacksonville ISD-affiliated group must have specified approval of the Superintendent or designee to use Jacksonville ISD facilities.</p> <p>The City of Jacksonville may use facilities at no cost. In scheduling the use of school facilities, the City must obtain approval from the campus principal or designee to avoid conflicts with school activities. A regular school-employed custodian shall be on duty to open, close, and clean the facility being used. A fee of time and one-half the regular hourly wage rate of the custodian(s) shall be paid by the City. The number of custodians shall be determined by the facility used.</p>
POLITICAL USAGE	<p>Local, state, and national elections may be held in the facilities of the District as the need arises, provided that such elections do not conflict with the instructional program of the District.</p>
DISTRICT GROUPS AND ORGANIZATIONS	<p>Any Jacksonville ISD organization or school-affiliated group may use District buildings and facilities without a building fee charge. In scheduling the use of school facilities, the organization must obtain approval from the campus principal or designee to avoid conflicts with school activities. Also, a regular school-employed custodian shall be on duty to open, close, and clean the facility being used and a fee of time and one-half the regular hourly wage rate of the custodian(s) shall be paid by the organization. The number of custodians(s) shall be determined by the facility used.</p>
DANCES	<p>Non-Jacksonville ISD groups shall not be allowed to hold dances on school premises.</p>
USE OF EQUIPMENT	<p>The District does not lend furniture, equipment, or instructional supplies. However, arrangements may be made to use certain types of school equipment by consulting the Superintendent or building principal. In such cases, persons using the equipment shall be held financially responsible for damage or loss of equipment.</p>
EMERGENCIES OR DISASTERS	<p>The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters.</p>

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

REQUIRED  
CONDUCT

Organizations using school facilities shall:

1. Conduct their business in an orderly manner.
2. 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.
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.
4. No building or construction materials are to be used. Props that are to be used shall be portable.
5. No painting of props inside or outside any school facility.
6. Nails, staples, or other metal objects of any kind cannot be used in the stadium, on the stage floor, or on any walls.
7. Lights and/or lighting fixtures will not be changed or adjusted unless monitored by maintenance supervisor and approved by the Superintendent.
8. No alterations, adjustments, or additions to electrical boxes are allowed.
9. Electrical plugs shall not be saturated with equipment so as to cause shortage of voltage resulting in power failure.
10. No food or drink will be allowed in auditorium.

RELEASE OF  
LIABILITY

Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property. All groups using school facilities shall be responsible for the cost of damages incurred during their use.

DISTRIBUTION OF  
NONSCHOOL  
LITERATURE

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on any school premises in the District without permission in accordance with this policy.

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

The District's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control.

Each school campus shall designate an area where materials that have been approved for distribution, as provided below, may be made available or distributed to students or others in accordance with the time, place, and manner restrictions developed and approved by the campus principal. The Superintendent shall designate appropriate areas and determine appropriate time, place, and manner restrictions regarding distribution of nonschool materials at District buildings other than school campuses.

PRIOR REVIEW

1. Using the standards below at LIMITATIONS ON CONTENT the Superintendent or designee shall approve or reject submitted material within two school days of the time the material is received.
2. The requestor may appeal the decision of the Superintendent or designee to the Board in accordance with GF(LOCAL), beginning at the appropriate Level.

Appropriate law enforcement officials may be called when a person refuses to follow the procedures for submitting materials and fails to leave the premises when asked. [See GKA]

LIMITATIONS ON  
CONTENT

Nonschool materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
4. The materials contain defamatory statements about public figures or others.

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

5. The materials criticize Board members or school officials or advocate violation of school rules and fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students]

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