

Facilities Usage Information Packet



If you have difficulty accessing the information in this document because of disability, please contact the district at 254-982-4304.

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Weimar ISD Facility Usage

The primary purpose or function of public-school facilities is to provide quality educational environments conducive to the learning of the students they serve. Weimar Independent School District encourages the use of school buildings and grounds by the community for educational, recreational, civic and cultural activities to the extent possible under public school laws and regulations.

Weimar Independent School District allows limited use of District facilities by outside organizations/groups. However, such use of District facilities shall not be permitted when it interferes with the educational program of any scheduled campus or District activities, including facility maintenance and/or repair projects.

Weimar ISD is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the district. The district may, therefore, differentiate among various categories of organizations/groups (such as youth groups, adult groups, nonprofit organizations, for-profit organizations, and civic groups) in establishing the length of time that a facility may be used or the fee charged. All organizations/groups within the same category shall be offered fair and equal access to district facilities.

Any misrepresentation by an organization and/or individual, any abuse of district property, and violation of state, local or federal law and/or any violation of any district policy, rule or regulation may result in: 1) the immediate termination of the agreement; 2) the requirement to immediately vacate the premises, and/or 3) the denial of the organization's and/or individual's request for future use of the premises.

All requests must be submitted in writing with contact information, dates and area(s) requested on the Facility Use Request form. All requests will be considered according to these guidelines. The administration reserves the right to deviate when necessary to achieve the overall purpose of the guidelines.



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General Rules and Procedures for Facility Rentals

1. Groups or individuals wanting to rent Weimar ISD facilities must obtain a Facility Rental Information Packet either on the Weimar ISD website or at the WISD administration building located at 1189 Hwy 90 W, Weimar, TX 78962.
2. Priority for rental requests will be based on the category in which the request falls. Non-profit organizations will receive priority followed by for-profit rentals. Organizations serving the highest percentage of Weimar ISD students will receive priority within the same rental category.
3. All rental agreements will be handled by the Weimar ISD Administration Office and may be approved or denied.
4. The following documentation must be on file with the Weimar ISD Administration Office before a rental agreement will be prepared:
 - a. The Facility Rental Information Packet completed and signed
 - b. Deposit of \$100, or \$500 if a long-term rental. The deposit is not required for non-profit youth groups to use the athletic facilities.
 - c. A copy of the 501(c)3 status if requesting nonprofit status.
5. It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
6. The rental agreements must be processed no later than 7 business days prior to the event.
7. Payment in full is required no later than 5 business days prior to the event. Extended rental monthly payments are required in advance.
8. Changes to the signed contract must be made no later than 3 business days in advance. Rental amounts will not be decreased after the fact if the facility is not used for the entire contracted time.
9. School facilities will not be rented for events on Sundays.
10. School facilities will not be rented on school holidays or the weekend immediately preceding or following those designated holidays. During the time the district is on a shortened summer schedule, facilities will only be available during the hours the district is open. Long-term rentals may be exempt from this guideline.
11. All users of school district facilities shall:
 - a. Ensure that permission to use the facility or any portion thereof shall not be transferred to a third party.
 - b. Ensure that district facilities are left neat and in orderly condition ready for the next school day.
 - c. Ensure that all signage and decorations are taken down following an event. Decorations may not deface property.
 - d. Ensure open flames, such as candles, are not used.

- e. Ensure that no fixtures, equipment, or furniture shall be removed from any building.
 - f. Ensure that all food and drinks are only allowed in designated areas and must be removed and areas left clean.
 - g. Ensure that no smoking takes place in district buildings and/or on school property.
 - h. Ensure that alcoholic beverages or drugs in any form are not permitted or to be served in buildings or on school grounds in accordance with Texas State Laws and Drug Free Schools policy.
 - i. No chairs, food, or drink are allowed in the gym areas. Any damage caused by these items will be assessed to the renter and may result in loss of further use of district facilities.
 - j. No equipment or supplies of the renters will be stored on school property.
 - k. Children must be supervised at all times and remain in assigned areas.
 - l. District equipment, such as public address systems, microphones, speakers, audio/video equipment, risers, and projectors are not available for use by outside organizations unless prior approval has been obtained from Weimar ISD. Additional fees may apply. Use of organization electronics and/or electrical appliances must be pre-approved by Weimar ISD.
12. Weimar ISD has the right to refuse and/or terminate a rental. Reasons include but are not limited to the following: space availability, overuse of a facility, failure to pay in a timely manner, failure to comply with all rules and regulations, recurring losses and/or damage, inappropriate behavior of the renter or their audience.

Facilities

Weimar ISD facilities include, but are not limited to, campuses, athletic facilities, and buildings. No alterations, temporary or permanent, to school property without prior written consent from the Superintendent.

Priorities for Scheduling

Priorities for scheduling the use of school facilities shall be as follows:

1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; and staff meetings related to official school business.
2. Meetings and other activities of school support groups organized for the sole purpose of supporting the schools or school-sponsored activities (Policy GE).
3. Meetings and other activities of groups made up primarily of school-aged children.
4. Meetings of employee organizations (Policy DGA).
5. Meetings and activities of other groups on a first-come, first served basis.

Long-Term Use: The rental of school facilities for long-term schedules shall be limited to a maximum of 6 months. If at the conclusion of the 6-month period, the group has received approval plans and building within the boundary of the district, the group may apply for a 6-month extension to the Weimar ISD Administrative Office. An organization/group may not use one district facility for a maximum period and then request use of a different district facility. All outside sign/banners must be removed immediately after the conclusion of the scheduled meeting/event. For groups requesting an extended period of time, fees shall be based on a negotiated fee.

Insurance: For those requesting long term use, 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 Weimar I.S.D. named as an Additional Insured and Certificate Holder with a minimum \$1,000,000 Combined Single Limit of Bodily Injury and Property Damage Liability Coverage. Access to the facility shall not be permitted until the application and insurance has been screened and approved. Cancellation of insurance also cancels the rental contract until

proof of insurance can be provided to the district. The insurance requirement may be waived for school sponsored or school related groups such as PTO, Booster Clubs, etc.

Deposits: A \$100 deposit is required for all rentals and shall be refunded/credited at the conclusion of the event provided the facility is returned to normal school operating conditions and no damage has occurred. A \$500 deposit shall be required from continuous/long-term use organizations.

Building Access: Access to school buildings shall occur in one of three ways:

- 1.) by the assigned school facilitator
- 2.) by the campus custodian
- 3.) by district administrator

Facilities Exempt from Rental: The following facilities are not available for non-school use: 1.) Classrooms 2.) Cafeteria kitchen, 3.) Agricultural program facilities and 4.) Any new facilities during the first year of operation and those facilities with construction occurring will not be rented to the public but may be considered for playoff games for schools outside of WISD.

Limited Access

The district has the authority to limit access to facilities. The use of all athletic game fields and gyms is restricted to after school hours and must be requested through the Weimar ISD Administration and must also be approved by the Athletic Director. All facilities are subject to closure to the public for maintenance. Outdoor facilities, including playgrounds, may be closed in the event of repeated vandalism.

Security

The district may require outside groups to provide security during the scheduled event. Organizations shall comply with all federal, state and local laws, regulations and licensing requirements. Custodians will not be considered as security personnel.



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District Release of Liability

In consideration of its use of the Weimar ISD facilities, the organization agrees to pay the required rental fees. It also agrees that Weimar Independent School District, its Board of Trustees, Agents, Employees and Representatives shall not be liable to the organization 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 Weimar Independent School District, its Board of Trustees, Agents, Employees and Representatives from all suits, actions, claims, expenses, including attorney's fees and damages of any character, type of 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 on the attached forms. The rental organization hereby waives all defects that may exist on the premises to be used by the organization.

Printed Name of Organization Representative

Signature of Organization Representative

Representative's Title

Daytime Phone Number

Organization Name

Organization Physical Street Address

Organization's Website or Social Media Pages

Today's Date



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Acknowledgement of Rental Information

Activities conducted in school facilities must meet the policies and regulations of the Weimar Independent School District, its Board of Trustees, and all state and local laws.

The following must be on file prior to scheduling the rental of any district facility no later than 5 business days prior to the event:

1. Completed copy of Facility Rental Information Packet
2. \$100 deposit, \$500 if a long-term rental OR 25% OR 50% of Total Rental Fee
3. Proof of acceptable liability insurance with Weimar ISD named as an additional insured (if necessary)
4. Roster of student participants needed to verify the rate category if requested

Rental fees will be determined by the Superintendent of Schools or designee.

Payment in full is required no later than 5 business days prior to the event.

The undersigned agrees to be responsible to Weimar ISD for the use and care of all rented facilities and to conform to all policies and regulations as set forth in the attached Facilities Rental Guidelines.

This organization represents to the Weimar Independent School District that it has read the Facility Rental Information Packet and agrees to all provisions contained therein.

The renting organization understands and accepts that any violation or deviation from these rules may result in additional fees and loss of future rental privileges as deemed appropriate by Weimar Independent School District.

Organization's Name: _____

Signature: _____

Printed Name: _____

Date: _____



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Facility Rental Group Designation

User Group Designation:

Group A - Non-Profit Youth Groups

The term "**Non-profit Youth Group**" shall mean any group or organization intended to serve young people under the age of 21. Non-profit youth groups may be permitted to rent facilities at the Fee Schedule A rate if they provide the Administrative Office with:

- Participant roster of all Weimar ISD students participating, and
- Proof of their 501(c)3 status, or
- Texas Comptroller Exemption Verification Letter

NOTE: "Non-profit Youth Groups" include, but are not necessarily limited to: YMCA, Boy Scouts or Girl Scouts, Little League teams, Weimar Youth Sports Teams, etc., Non-profit civic and service clubs

Group B - Non-Profit Community Groups

The term "**Non-Profit Community Group**" shall mean any civic, service, political, governmental, religious, or charitable agency, association, organization, or partnership which is not engaged in a business or enterprise to produce income or a financial gain. This definition is not intended to preclude a non-profit organization from engaging in fund-raising activities or charging fees for services simply to defray the organization's costs or for charitable purposes.

Group C - For Profit Groups

The term "For-Profit Group" shall mean any person, partnership, association, organization or corporation engaged in a business for profit which desires to use a school facility to engage in a profit-making enterprise for its owners, members, officers, directors or stockholders.

NOTE: Subject to approval by Weimar ISD Administration, "For-Profit Youth Groups" may be permitted to rent facilities at the Fee Schedule B rate if their participant roster of Weimar ISD students consists of at least 75 Weimar ISD Students. This roster must be provided to Weimar ISD Administration.



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Facility Rental Fee Schedule

Rental Area (2 hour minimum)	Group A	Group B	Group C
	Non-Profit Youth	Non-Profit Community	For-Profit
All Rates are Flat Rates Per Day Rented			
Elementary			
Cafeteria	N/A	\$25	\$100
Gym	N/A	\$50	\$100
Junior High/High School			
Cafetorium	N/A	\$50	\$100
Gym	N/A	* \$100	* \$150
Other Facilities			
Wildcat Stadium	N/A	* \$50	* \$150
Veterans Park - Strickland Field	N/A	* \$50	* \$100
HS Softball Field	N/A	* \$50	* \$100
Tennis Courts	N/A	* \$50	* \$100
Personnel Fees (in addition to the hourly rate above)			
Custodian(s)	N/A	\$100	\$100
Supervision/Game Admin.	N/A	\$30	\$30
Security	N/A	\$30	\$30

* Prices vary when a facility is used for athletic competitions involving other school districts - See Athletic Rental Rates.

Note: The fee schedule reflects the rental of the facility and includes the cost of electricity, heat and air conditioning. Costs in addition to this include custodial services, game admin, supervision, technical support, security and other miscellaneous expenses incurred by the district. Total cost of a facility rental will be calculated on the Facility Use Agreement form.



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Facility Use Agreement

Requesting Organization: _____ Contact Person: _____

Phone: _____ Cell: _____ e-mail: _____

Address: _____ City: _____ State: ___ Zip: _____

Purpose of Rental: _____

To be completed by the group leader requesting facility			To be completed by WISD		
Facility Requested	Dates Needed	Start and End Time (2 hour minimum)	Cost Per Hour	Personnel Fees (determined by WISD)	Total Cost
Total Cost For Facility Rental					

- Attach the required liability insurance (if necessary/requests will not be considered without your organization's certificate of liability insurance).
- Attach a student list of Weimar ISD students who will participate.

Administrator on Duty: _____ Security on duty: _____

I agree to follow the rules and regulations set forth by the Weimar ISD Facility Usage Packet. I will pay for any damage to equipment or facilities. I understand that failure to comply with these rules and regulations may result in termination of my group's privilege to use the facilities. I understand that all fees, forms, and certificates are my responsibility to deliver to the Weimar ISD Central Office at least 7 business days in advance of any facility usage, and failure to do so may result in a cancellation of the request.

Signature of Responsible Group Leader: _____ Date: _____

WISD office use only below this line

Organization Group Category: Group A _____ Group B _____ Group C _____

Campus/Athletics Approval: _____ Date: _____

Central Office Approval: _____ Date: _____

- Certificate of Insurance Release of Liability Fees Paid Participant list of WISD students
- Acknowledgement of Rental Information



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Playoff Rental Agreement - Wildcat Stadium

Type of Contest: _____ Date/Time of Contest: _____

Conference: _____ Division: _____

Home Team & Game Administrator: _____

Visiting Team & Game Administrator: _____

Home Team Email _____ Visiting Team Email _____
(We will use your email address to send you the Financial Report the following week)

Seating: West (Home Side – Seats _____)
West Locker Room:

SEATING: East (Visitor Side - seats _____)
East Locker Room

Admission Prices:

Adult: Presale _____ Gate _____

Student: Presale _____ Gate _____

List all Passes Honored: _____

PLEASE COMPLETE ALL FIELDS ABOVE – MAKES FOR BETTER COORDINATION

Stadium Rental Costs:

Football:

1A-4A \$2,500, plus 15% gross ticket sales, plus security costs

Stadium Usage Costs include: Game Administrator, Security (x2), Clock/Scoreboard/25 second, Announcer/Music, Down and Distance Chain Crew, Ticket Sellers/Ticket Takers, and Custodial Fees. Ambulance will be On Call.

Officials, security, stadium usage and UIL Fees will be deducted from the gate before the split. All remaining proceeds will be divided among the schools unless otherwise agreed by the teams

Teams are responsible for securing game officials and providing rosters and/or programs to fans. Teams are also responsible for providing their own game balls and athletic trainers.

Concessions retained by WISD.



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Each Football playoff team is responsible for:

Securing Game Officials

Paid by WISD from gate prior to split

Signed WISD Playoff Rental Agreement

Email wgriffin@weimarisd.org

Copy of District, Comp Passes

Email wgriffin@weimarisd.org

Game Programs & Distribution

Each school is responsible

Team Roster

By noon on Monday prior to game

Email wgriffin@weimarisd.org

Media Credentials / Radio Stations

Email wgriffin@weimarisd.org

Please be sure you have filled in all information

Athletic Director or Superintendent Designee (Weimar ISD) Approval:

Printed Name _____ Signature _____ Date _____



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Each Basketball or Volleyball playoff team is responsible for:

Team A (Authorized Signature - Visitors) _____

Team B (Authorized Signature - Home) _____

Team C (Authorized Signature - Visitors) _____

Team D (Authorized Signature - Home) _____

Signed AISD Playoff Rental Agreement

Email rmaupin@weimarisd.org

Copy of District, Comp Passes

Email rmaupin@weimarisd.org

Team Roster

By noon on Monday prior to game

Email rmaupin@weimarisd.org

Media Credentials / Radio Stations

Email rmaupin@weimarisd.org

Please be sure you have filled in all information

Athletic Director or Superintendent Designee (Weimar ISD) Approval:

Printed Name _____ Signature _____ Date _____



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Information:

Bi-District Area Regional Semis Regional Final State Semis Other _____

1A 2A 3A 4A 5A 6A

Baseball Softball

Home Team: _____ vs Visiting Team: _____

Game Date: _____ Game Time: _____

Ticket Prices: Adult \$ _____ Student \$ _____

Passes Honored (please include passes you will accept – District, Senior, THSCA, etc.):

Turn-Key Cost: \$1300 Softball/\$1350 Baseball for single game and \$2200 Softball/\$2300 Baseball for double header with Weimar ISD Providing:

1. Field Usage
2. Game Administrator
3. Gate/Ticket Sales
4. Announcer
5. Scoreboard Operator
6. Field Prep
7. Maintenance/Custodial Services
8. Arrangement of National Anthem and Warm-up/Between Inning Music
9. Concessions
10. Security

Gate Proceeds:

WISD will use gate proceeds to make payments to umpires.

Net gate fees/receipts will then be split between the two schools AFTER expenses are taken out. Weimar ISD will mail a final expense report (with payment if needed) to the address provided.

**NO CLEATS ALLOWED IN BATTING CAGES
NO SITTING ON DUGOUT ROOF – NO BEATING ON DUGOUT ROOF**

CONCESSIONS

Weimar ISD has sole possession of any Concessions during the Baseball/Softball game.

Weimar ISD is a tobacco and alcohol-free zone. No use of alcohol or tobacco products is allowed on any Weimar ISD facilities.



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Each Baseball or Softball playoff team is responsible for:

Securing Umpires: Chapter _____ # of: _____

Contact Info: _____

Providing Contact Information/Signature:

Home Team: mailing address _____
(Street, City, Zip)

Coach/Contact Name: _____ Cell Phone: _____

Signature: _____ Email: _____

Visiting Team: mailing address _____
(Street, City, Zip)

Coach/Contact Name: _____ Cell Phone: _____

Signature: _____ Email: _____

Signed WISD Playoff Rental Agreement

Baseball Email: tcstrickland56@gmail.com

Softball Email lmueller@weimarisd.org

Copy of District, Comp Passes

Email: lprihoda@weimarisd.org

Team Roster

By noon on Monday prior to game

Baseball Email: tcstrickland56@gmail.com

Softball Email lmueller@weimarisd.org

Media Credentials / Radio Stations

Baseball Email: tcstrickland56@gmail.com

Softball Email lmueller@weimarisd.org

Please be sure you have filled in all information

Athletic Director or Superintendent Designee (Weimar ISD) Approval:

Printed Name _____ Signature _____ Date _____



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Playoff Financial Report

Information:

- Bi-District
 Area
 Regional Semis
 Regional Final
 State Semis
 Other _____
 1A
 2A
 3A
 4A
 5A
 6A
 Baseball
 Softball

Home Team: _____ vs Visiting Team: _____

Revenues:

	Tickets Sold	X	Price Per Ticket		
1. Adult Tickets:		X		=	\$ _____
2. Student Tickets:		X		=	\$ _____
3. Total Gross Receipts:					\$ _____

Expenses: (See Fee Schedule Attached)

	Worker:			Fee:
4. Field Usage			=	\$ _____
5. Umpires	1. _____		=	\$ _____
	2. _____		=	\$ _____
	3. _____		=	\$ _____
6. Game Administrator			=	\$ _____
7. Gate/Ticket Sales			=	\$ _____
8. Announcer			=	\$ _____
9. Scoreboard Operator			=	\$ _____
10. Field Prep			=	\$ _____
11. Maintenance/Custodial Services			=	\$ _____
12. Security			=	\$ _____
13. Total Expenses:				\$ _____
14. Net to be Divided Between Schools (Line 3 – 13):				\$ _____
15. Home Team's Share (1/2 of Line 14)			=	\$ _____
16. Visitor Team's Share (1/2 of Line 14)			=	\$ _____



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Playoff Fee Schedule:

	<u>Single Game</u>	<u>Double Header</u>
Field Usage	\$700	\$1100
Game Administrator	\$150	\$250
Gate/Ticket Sales	\$50	\$100
Announcer	\$50	\$100
Scoreboard Operator	\$50	\$100
Field Prep	\$100	\$150
Maintenance/Custodial Service	\$100	\$200
Security	\$100	\$200
Pitch Count (Baseball ONLY)	\$50	\$100