

Marion ISD Facility Usage Policy

The Marion Independent School District welcomes the use of facilities owned by the District by outside organizations/groups; however, such use of District facilities shall not be permitted when it interferes with the educational program of any campus or District scheduled activities, including facility maintenance and/or repair projects. Use of indoor District facilities during summer break and all holiday breaks are limited to school sponsored clubs and activities and school related groups.

The District is a tax-supported non-profit organization established to serve the students and youth residing with the boundaries of the District. The District may, therefore differentiate among various categories of organizations/groups (such as youth groups, adult groups, non-profit organizations, for-profit organizations and civic groups) in establishing the length of times 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.

User Group Designation:

1. Group 1 – School Related Non-Profit Organizations

- a. School sponsored clubs and activities
- b. School related groups designated non-profit such as PTO, PTA, booster clubs, educational foundation, youth scouting groups, youth athletic groups that serve primarily MISD students. A roster of participants, with MISD students indicated, must be provided.

District facility usage fee and insurance requirements are waived for Group 1 on days when school is in session but no later than 9 pm. All other policies and procedures will be enforced.

Group 2 rates will apply to school related non-profits groups for events held after 9 pm during school days, during weekends and for long term use.

2. Group 2 – Non-Profit Community Organizations

Youth sports, youth sport camps/clinics and other organizations having a recognized 501(c)3 status and desiring to use District facilities for educational, recreational and civic activities. To qualify for Group 2 rates, at least 75% of the youth participating must attend MISD. A roster of participants must be provided.

District facility usage fees will apply. A copy of the 501(c)3 status from the Office of the Secretary of State must be provided. District insurance requirement will apply.

3. Group 3 – Commercial Organizations
 - a. For profit organizations, companies, or individuals
 - b. Religious groups/churches that have established congregations within the District
 - c. Homeowner’s Association, etc.
 - d. All other groups not included in groups 1 and 2

Long Term Use

Organizations will be limited to a nonrenewable one-year maximum contract for school use. All outside signs/banners must be removed immediately after the conclusion of the scheduled meeting. No new school building will be rented for long-term use the first school year in which it opens.

Insurance

The organization requesting the use of a district facility must furnish evidence of insurance coverage for the event(s). Required documentation includes 3 documents:

1. Copy of the Certificate of Insurance that includes:
 - a. \$1,000,000 each for General Aggregate, Per Occurrence, Products/Completed Operations Aggregate, Personal/Advertising Injury Liability
 - b. \$100,000 for Fire Damage and \$5,000 for Medical Payments
 - c. Workers Comp at \$500,000 each for Injury by Accident, Disease/Policy Limit and Disease/Claim
2. Copy of the Endorsement to name MISD as an additional insured (separate document)
3. Copy of the Endorsement to waive subrogation against MISD and provide 30 days written notice of cancellation or non-renewal (separate document)

Fees

- Utilities: Utility fees are based upon type of facility requested. Please review the Facility Usage Fee Schedule
- Custodial: There will be no custodial fees during regular operational hours. These hours are from the end of the school day until 9p.m. on days when students are present. Organizations requesting the use of facilities beyond these hours will be required to hire custodial services to be provided by the district. Custodial fees are set at \$30 per hour. The District reserves the right to determine the number of custodians needed based on group size and square footage.
- Administrator: Administrator fees are set at \$50 per hour. The District reserves the right to determine the number of administrators or facilitators needed based upon group size and event type. Administrator responsibilities include being a responsible steward of district assets and ensuring renters obey all district regulations, policies and procedures located within the rental agreement.

- Security: Security fees are \$35 per hour. The District reserves the right to determine the number of security officers needed based upon group size and event type. Custodians and Administrators will not be considered security.
- Application Processing Fee: Each organization that rents a district facility will be charged \$25 annually for application processing.

Cancellation of an event or activity requires at least 72 hours notice. If applicant fails to provide 72 hours notice of cancellation, they will be expected to pay any fees that might have incurred had the event not been cancelled.

FACILITY USAGE FEE SCHEDULE

Facility	Group 1	Group 2	Group 3
Indoor Facilities			
Cafeteria (dining only)	n/a	\$20/hr.	\$65/hr.
Cafeteria with kitchen	n/a	\$30/hr.	\$85/hr.
Classroom	n/a	\$25/hr.	\$65/hr.
Gymnasium	n/a	\$50/hr.	\$65/hr.
Outdoor Facilities			
Football/Track (no lights)	n/a	\$20/hr.	\$450/day
Football/Track (with lights)	n/a	\$85/hr.	\$450/day
Baseball (no lights)	n/a	\$20/hr.	\$250/day
Baseball (with lights)	n/a	\$45/hr.	\$250/day
Tennis Courts	n/a	\$15/hr.	\$30/hr.
Practice Fields	n/a	\$20/hr.	\$30/hr.
Support Fees			
Custodial Fee	n/a	\$30/hr.	\$30/hr.
Security Fee	n/a	\$35/hr.	\$35/hr.
Administrator Fee	n/a	\$50/hr.	\$50/hr.
Application Processing Fee	n/a	\$25/yr.	\$25/yr.