



## *Southwest Independent School District*

Southwest ISD's mission is to deliver exemplary educational experiences that prepare and inspire all students for life-long success in a competitive global society. This will be accomplished through a systematic process supportive of a safe environment, state of the art facilities, effective programs and caring, quality personnel.

Southwest Independent School District IS PLEASED TO PROVIDE USE OF ITS FACILITIES TO RESIDENTS OF Southwest ISD according to guidelines and scheduling procedures approved by the SWISD Board of Trustees. SWISD makes school facilities available for use with first priority always given to the education of the student.

In case of conflict with other non-school groups, every effort will be made to provide an alternate site. **However, SWISD activities will take precedence over all other scheduled events regardless of confirmation status. The District may cancel any agreement without notice if the facility is needed for District operations.**

### **General Guidelines and Regulations**

1. Cancellations will be honored if made 72 hours prior to the scheduled use of the facility. Failure to notify and cancel before the 72 hour period will result in loss of all monies paid to Southwest ISD. **Exclusions** would be weather preventing the event from taking place.
2. **All** Organizations must submit a copy of their Bodily Injury Liability and Property Damage Insurance Policies at the time the contract is signed, and SWISD shall have the right to approve or disapprove same. Organization's right to use the Facility is expressly subject to SWISD's approval of the Organization's insurance policies including the carrier and the amount of coverage.
3. At a minimum, organization must carry bodily injury liability insurance in the amount of \$1,000,000 dollar for each occurrence.
4. If your organization is claiming non-profit, a copy of the Non-Profit Certification must be attached to your Facility Request.
5. The insurance policies shall name SWISD as an additional insured; shall provide that any losses shall be payable notwithstanding any act or negligence of SWISD or any other person; shall provide that the insurer shall have no right of subrogation against SWISD; and shall be reasonably satisfactory to SWISD in all other respects.

6. Any conduct/acts, which are punishable by law, are prohibited. Any use of profanity on Southwest ISD property can result in immediately shut down of the event.
7. Smoking and the use of tobacco product or alcoholic beverages on all SWISD properties are prohibited.
8. Materials such as hay, confetti, candles, fireworks (or any product with gun powder), fog machines may not be used. Decorations must have pre-approval from the facilities principal and/or director.
9. Participants in any activity must remain in the portion of the building that is scheduled and shall not have or gain access to other sections of the building.
10. Participants shall not enter any facility or section of the facility until the supervisor or building custodian has given permission to enter.
11. All children must have adult supervision at all times.
12. All bulletin boards, wall posters, permanent fixtures, furniture, or equipment shall be left undisturbed.
13. Any handouts or literature must be approved by Business and Finance.
14. No live animals are allowed on school property while renting a facility without prior consent unless authorized by law or SWISD.
15. Board Policy (Legal & Local GKDA)

### **Additional Fees**

\*Rates are subject to revision at any time. See SWISD website for the current fee schedule.

\* Administrative Supervision will be billed out at \$25.00 per hour, 4 hour minimum for all non-Southwest ISD organizations which will apply to all activities. There will be a minimum of one (1) district administrator at all events, except football games, there should be 2.

\*All sports events lasting two or more days on a single event or any event where food Will be served will also have an additional dumpster fee of \$55.00.

\*For sports events, should you need additional personnel, please see Southwest ISD, Extra Duty Pay Scale for rates.

Announcer, Gate (Ticket Takers or Sellers), Scorekeeper, Timer, Message Center

\* There will a minimum of half hour set-up and break down time.

\* If Maintenance personnel needs to be called out, organization will be billed hourly overtime rate.

**Technician's Fees:**

Plumbing Technician - \$25/hour

Electrical Technician - \$25/hour

**\*Category I:**

If large groups and/or parent meetings are contracted at one of SWISD facilities, utilities and custodial charges will be billed. If facilities are contracted on a Holidays and/or Sunday, custodial fees will be billed.

**\*Category II:**

If the youth group comprises of 80% or more of Southwest ISD students, the price listed will be reduced by 50%. A list of students must be submitted to Facilities & Maintenance for verification.

For sports events, should you need additional personnel, please see Southwest ISD, Extra Duty Pay Scale for rates.

Example: Announcer, Gate (Ticket Takers or Sellers), Scorekeeper, Timer, etc.

**Custodial Fees:** Hourly rental rate includes one custodian, when an activity requires custodial assistance beyond that was scheduled for that activity, the organization shall arrange for such assistance with the administrator in charge of the facility. Additional cost will be invoiced after such event.

**Security:** Applicants must provide their own security for events. Southwest ISD will only accept the following: Off Duty SA Police Department Officers, Bexar County Sheriff Department Deputies, Bexar County Constables.

Depending on the event, security might be needed. The need for security will be determined by Facilities & Maintenance department.

For UIL events the following are minimum requirements:

Basketball-2

Baseball-1

Football-8 (plus parking attendents)

Soccer-2

Softball-1