
**USE OF DISTRICT
FACILITIES**

Clear Creek Independent School District makes its facilities available for use by community members, groups and organizations, however first priority is always given to the education of the District's students.

The District and its taxpayers have made significant investments in facilities for the purpose of providing appropriate, attractive, functional and safe facilities for all of its students. All decisions regarding the non-school use of District facilities are made with this in mind.

**RESERVATION OF
FACILITIES**

Requests for nonschool use of District facilities will be considered on a first-come, first-served basis. Requests for nonschool use should be made at least fifteen (15) business days prior to an event date. Scheduling of nonschool use for the following school year will begin on May 1. Clear Creek ISD reserves the right to restrict nonschool use to local organizations.

All groups and organizations interested in renting a District facility must complete and submit an online Facility Request Form at the following address:

<http://www.ccisd.net/Departments/Operations/FacilitiesPlanning/RentalProceduresandRates.aspx>

The Facility Rentals Department will forward pertinent information to the administrator of the requested facility to determine availability and the type/level of support staff services required. The Facility Rentals Department will then notify the group or organization of approval, schedule conflicts and/or denial of the facility use request.

Charges for an event are assessed from the time the building is opened for the group or organization until it is cleaned and secured. The organizational sponsor or representative must be present until everyone, except for District support staff, has vacated the building.

Facilities will not be rented or reserved for individuals or groups with past due account balances.

CONTINUED OR
REPEATED USE

The rental of District facilities to nonschool groups or organizations will be for an initial period of up to one calendar year. The District may approve extensions of the rental agreement beyond the initial one-year period, but continued or repeated use by groups or organizations for nonschool purposes may not exceed a cumulative total of three years, except when the primary participants in the event or activities are school-age children. Groups or organizations are required to submit an application for extension at least sixty calendar days prior to the end of each annual agreement.

In extenuating circumstances, monthly extensions beyond three years may be granted by the Superintendent. Groups or organizations must submit an application for extension at least sixty days prior to the end of their third year and must provide the following documentation and meet certain conditions as follows.

Required Documentation

- Evidence of ownership of the property on which a building is to be constructed or an executed lease agreement for a permanent facility.
- An executed contract for the construction of the facility or leasehold improvements along with a construction schedule.

Other Requirements

- Campus personnel must approve the extension request.
- The organization must not have damaged District facilities and failed to appropriately compensate the District for those damages.
- The group or organization must have a maintained a consistent timely pay history.

After the initial request for a monthly extension, monthly requests for extension must be made at least fifteen days prior to the end of each month.

EVENT
CANCELLATION
AND
CONTRACT
MODIFICATION

If renter must cancel an event, the District must be notified at least two business days prior to the event. Failure to cancel within two business days will result in charges for the full amount of the rental agreement and future rentals will be placed on hold until payment is received. Groups or organizations that request modification of an executed rental agreement may be charged a modification fee and may be required to execute a new rental agreement to supersede the original agreement.

SIGNAGE AND
ADVERTISING

Groups or organizations renting District facilities may place temporary signage at the facility to inform citizens of program time and/or location, but this signage is only permitted on District property on the same calendar day as the event. Temporary signage must not obstruct the view of the school marquee or other campus signage and must be removed immediately after the event. Failure to follow this procedure could result in cancellation of the rental agreement. Any deviation from this procedure must be approved in advance by the Superintendent or designee.

The use of “Clear Creek Independent School District,” “CCISD,” and/or the name, logo, mascot, photograph, or likeness of any campus or facility in connection with any advertising associated with its use of District facilities is not permitted. The name of the rented facility may be used solely for geographical mapping or for the purpose of identifying a meeting location.

APPROVAL OF USE

The following procedures apply to approval for use of any District facility:

1. The Facility Rentals Department is responsible for calculating the rental fee and preparing rental contracts to be executed by organizations requesting the use of District facilities.
2. Contracts for the use of school facilities must be signed by an officer and/or other responsible representative of a group or organization, or by the individual making the request. Minor children are not allowed to sign rental contracts on behalf of groups or organizations.
3. Signed contracts, Certificates of Insurance and IRS nonprofit determination letters (necessary to receive non-profit rates) must be submitted to the Office of Facility Services at least five business days prior to date of use. Failure to provide required documentation could result in cancellation of the scheduled event.
4. A valid contract must contain a signature by the organization and the district. The executed contract must be maintained on-site by an authorized organization representative. District personnel may request the contract to ensure that use of the facility is authorized and to ensure that contract terms are met.
5. Minor children and current students of Clear Creek Independent School District are not allowed to assume responsibility for the nonschool use of District facilities.
6. At no time will the facilities be used without the presence of a District representative.
7. Persons and/or organizations using District facilities are responsible for any and all damages to facilities and/or equipment.
8. Persons and/or organizations using District facilities must comply with all national, state, and local laws and all District policies.
9. School equipment (excluding chairs) is not part of the facility use fee. These items will be charged separately according to the Exhibit 1.

Facility use contracts will be approved and signed by the Finance Manager - Operations and will be maintained in the Office of Facility Services.

FEES FOR USE

Individuals and organizations will be charged for the use of District facilities according to the following guidelines:

1. Use of facilities will be charged according to the Facility Rental Fee Schedules attached (Exhibits 1 and 2). An hourly rate based on cost experience will be charged as a base fee. An additional fee may be added to cover excessive wear on District facilities and will be included in the fee shown on Exhibits 1 and 2.

2. Public educational institutions are allowed to use District facilities without charge if the institution consents to a reciprocal agreement permitting free use of the institution's facilities by the District and provided such use does not require the District to incur additional costs or expenses.
3. Parent/teacher/employee organizations and other adult groups organized for the express purpose of supporting District activities and/or programs (e.g., PTA, booster clubs) will be allowed to use District facilities without facility use fees, but charges for required support staff may be assessed.
4. Nonprofit groups, organizations, or clubs (e.g., Girl/Boy Scouts, churches, 4-H Club, YMCA, homeowner's associations, or youth sports organizations) will be charged "Fee Rate A" or "Fee Rate B" for nonprofit organizations as shown on Exhibit 1.
5. Other organizations, groups, or clubs of a commercial nature (e.g., commercial sports camps, adult sports organizations) will be charged "Fee Rate C" for "for profit" entities as shown on Exhibit 1.
6. At the discretion of the Superintendent or designee, groups organized by District employees may be authorized to hold academic, athletic or fine arts camps for children residing in District attendance zones. These groups will be charged "Fee Rate D" as shown on Exhibit 2. All other entities will be charged hourly rates according to their profit/nonprofit status.
7. Payment for use of a facility will be as follows:
 - a. If the rental of the facility is for a one-time use, payment must be made at least five business days prior to the event date.
 - b. If the rental of the facility is for continued or repeated use, payment of the full amount due must be made at the end of each month.
8. A campus principal may elect to allow daycare services before or after school hours or during intersession periods. The District will request proposals from reputable providers in the Clear Creek ISD attendance area. The election to have this type of program on a District campus is at the sole discretion of the campus principal.
9. Simultaneous use by multiple organizations may result in the sharing of custodial fees. The need for custodial services for outdoor facilities will be determined by the appropriate approval authority.

**SUPPORT STAFF
FEES**

The following requirements apply to support services for nonschool use of District facilities:

1. The requirement for a facility supervisor and/or security will be at the discretion of the appropriate approval authority. The determination of the need for a facility supervisor will depend upon the type and/or size of activity that is planned. If local campus personnel volunteer to serve as the responsible party, supervisory costs may not be charged; otherwise, the campus may provide personnel to act as the facilities supervisor at a rate detailed in Exhibit 1.

2. Custodial support staff may be required for events held on weekends and non-school days and for events where refreshments are served and will be charged at the rate detailed in Exhibit 1.
3. Security may be required based upon a risk assessment performed by the Department of Facility Services and in accordance with established security standards. Required security services will be charged at the rate detailed in Exhibit 1.
4. Rental of performance auditoriums will require the use of a District provided lighting/sound technician to oversee operations at the rate detailed in Exhibit 1.
5. The charges for support staff will be for a period of time not less than four hours.
6. Depending on the nature of the intended use, the District reserves the right to require additional personnel that may be deemed necessary for the safe and proper use of school facilities and to ensure that the facility is ready for the next day's activities. An individual's or organization's refusal to furnish the additional personnel may result in the denial of the requested use and the denial of future use.

INSURANCE

All groups and organizations must sign a rental agreement and furnish liability insurance five business days prior to their scheduled use.

Groups and/or organizations using District facilities must provide an original Certificate of Liability Insurance, with Clear Creek ISD* named as the Certificate Holder, indicating a minimum of \$1,000,000 in liability insurance coverage. In addition, Clear Creek ISD must be named as additional insured. The policy must reflect it is the primary and not contributory with any insurance maintained by the District and may not be canceled prior to the conclusion of the event.

**Clear Creek Independent School District
2425 E. Main Street
League City, Texas 77573*

PROPERTY
DAMAGE

All groups and organizations renting a District facility will guarantee orderly behavior of any and all persons using the facility and will be liable for any property damage due to their use of the facility and for any personal injury to any participant or spectator. Misuse or abuse of District equipment and/or facilities will result in denial for further use. No alterations of any kind may be made to District.

Exhibit 1

CLEAR CREEK INDEPENDENT SCHOOL DISTRICT FACILITY RENTAL FEE SCHEDULE

NAME OF FACILITY	Fee Rate A	Fee Rate B	Fee Rate C
	NON-PROFIT FEE RATE/HR. After School Before 6:30 p.m. (M-F) on Regular School Days	NON-PROFIT FEE RATE/HR. After 6:30 p.m. (M-F) on Regular School Days & Non-School Days	FOR PROFIT FEE RATE/HR. At All Times
ELEMENTARY SCHOOLS			
1. Cafeteria With Kitchen	12.00	24.00	48.00
2. Gymnasium (*1)	13.00	26.00	52.00
3. Cafetorium	13.00	26.00	52.00
4. Common Area	12.00	24.00	48.00
5. Open Field Area	5.00	5.00	10.00
6. Multi-Zones / Multiple Use	Contract	Contract	Contract
7. Parking Lots Without Lights	2.50	5.00	10.00
INTERMEDIATE SCHOOLS			
1. Cafeteria Without Kitchen	18.00	36.00	72.00
2. Commons Area	18.00	36.00	72.00
3. Gymnasium (*2)	25.00	50.00	100.00
4. Open Field Area	5.00	5.00	10.00
5. Theater	12.00	24.00	48.00
6. Multi-Zone/Multiple Use	Contract	Contract	Contract
7. Parking Lots	2.50	5.00	10.00
HIGH SCHOOLS			
1. Cafeteria/Commons Without Kitchen	18.00	36.00	72.00
2. Auditorium With House Lights	16.00	32.00	64.00
3. Gymnasium (*3)	25.00	50.00	100.00
4. Swimming Pool	15.00	30.00	60.00
5. Multipurpose Room/Classroom	15.00	30.00	60.00
6. Parking Lots Without Lights	2.50	5.00	10.00
OTHER FACILITIES			
1. CCISD Stadium Without Lights	62.50	125.00	250.00
2. CCISD Stadium With Lights	Not Available	250.00	500.00
3. Sub-Varsity Stadium Without Lights	30.00	60.00	120.00
4. Sub-Varsity Stadium With Lights	Not Available	120.00	240.00
5. Intermediate Stadium	15.00	30.00	50.00
6. Concession Stand	25.00	50.00	100.00
7. Tennis Courts	10.00	20.00	40.00
8. Track	10.00	20.00	40.00
9. Baseball Field Without Lights	37.50	75.00	150.00
10. Baseball Field With Lights	Not Available	125.00	250.00
11. Board Room (ESC)	25.00	50.00	100.00
12. Parking Lots Without Lights	2.50	5.00	10.00
PERSONNEL FEES – REQUIRED:			
Custodial Services	\$25.00 per hour – four (4) hour minimum		
Maintenance or Custodial Supervisor	\$40.00 per hour – four (4) hour minimum		
Certified Lighting/Sound Technician	\$30.00 per hour – four (4) hour minimum		
Security Services	\$30.00 per hour – four (4) hour minimum		
Child Nutrition Services	\$30.00 per hour – four (4) hour minimum		
EQUIPMENT FEES:			
Scoreboard Use Fee	\$5.00 per hour		
OTHER FEES:			
Cancellation Fee	All rental agreement charges if cancelled less than 2 business days prior to event		
Contract Revision Fee	\$50.00 per change after contract execution		

*1. A building use fee ranging from \$1.00 to \$2.00 per hour is included in all gym rental rates to cover the extreme wear that occurs on gym floors.

*2. This fee is for two gyms since they are in the same HVAC zone.

*3. This fee is for one gym since high school gyms are separately zoned.

Exhibit 2

**CLEAR CREEK INDEPENDENT SCHOOL DISTRICT
FACILITY RENTAL FEE SCHEDULE
CCISD CAMPS**

ATHLETIC CAMPS FEE RATE D CCISD Camps Held by Coaches & Teachers for District Students FY 2010 – 2011		
CAMP	Hourly Fee	Weekly Fee
FOOTBALL/SOCCER		
1. District Stadium Without Lights	150.00	250.00
2. District Stadium With Lights	250.00	500.00
3. Sub-Varsity Stadiums Without Lights	75.00	125.00
4. Sub-Varsity Stadiums With Lights	125.00	250.00
5. Intermediate Stadium	50.00	100.00
BASEBALL/SOFTBALL		
1. Outside Field Without Lights	125.00	200.00
2. Outside Field With Lights	175.00	400.00
3. Sub-Varsity Stadiums Without Lights	100.00	150.00
4. Sub-Varsity Stadiums With Lights	150.00	500.00
5. Intermediate Stadium	50.00	200.00
BASKETBALL/VOLLEYBALL		
1. High School Gym (*1)	75.00	400.00
2. Intermediate Gym (*2)	75.00	300.00
3. Elementary Gymnasium/Cafetorium	35.00	200.00
TRACK		
1. Outside Field Without Lights	15.00	60.00
2. Outside Field With Lights	50.00	150.00
OTHER SPORTS		
1. Tennis – All Courts	25.00	100.00
2. Swimming – All Pools	25.00	200.00
FINE ARTS		
1. High School Auditorium With Lights & Microphone	75.00	500.00
2. Intermediate Auditorium With Lights & Microphone	50.00	300.00

*1. This fee is for one gym since high school gyms are separately zoned.

*2. This fee is for two gyms since they are in the same HVAC zone.

NOTE: All rental rates are set on a per-hour (or per-week) /per-facility basis