



2023-2024 SCUC ISD Facility Rental Guidelines

The Schertz-Cibolo-Universal City Independent School District permits and encourages the use of designated school facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or Board Policy. Being a taxpayer or submitting a Facility Rental Request does not automatically guarantee the right to utilize any SCUC ISD facility. 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. SCUC ISD does not rent to individuals and reserves the right to deny rental requests conflicting with the best interests of the District. Use of District Facilities during the summer break and all holiday breaks is limited to SCUC ISD school related organizations. No new school building will be rented during the first year in which it opens.

The District is a tax-supported non-profit 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, 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. School board policy, [GKD local](#), applies to all facility rentals.

Group Designations:

Group 1 – School Related

- School-sponsored clubs and activities
- Provides direct school support
- School related groups designated non-profit such as PTO, booster clubs, and educational foundations

Group 2 – Non-Profit 70% SCUC ISD Youth Organizations

- Youth sports, camps, clinics and activities
- Other organizations having a recognized 501 (c)3 status, copy to be provided to district
- Educational, recreational and civic activities.
- To qualify for Group 2 fee schedule, at least 70% of the youth participating must attend SCUC ISD schools. A roster of participants must be provided with a signed affidavit of compliance.

Group 3 – Non-Profit Organizations

- Youth sports, camps, clinics and activities
- Religious groups/churches that have congregations within the District
- Other organizations having a recognized 501 (c)3 status, copy to be provided to district
- Educational, recreational and civic activities.

Group 4 – Commercial Organizations

- For profit organizations, companies, or individuals
- Homeowner's Associations
- All other groups not included in groups 1, 2 and 3

Play-off Game Rental

- For neutral site play-off games between non-SCUC ISD schools
- UIL tournaments
- Contact Athletic Director

Long Term Use:

Organizations will be limited to a one- school year maximum contract for school use. If the long-term use of a facility cannot be maintained through school district resources, the district may decline to rent the facility. If school district needs arise that require the long term rented facility, the rental may be cancelled.

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:

Copy of the Certificate of insurance that includes:

1. \$1,000,000 each for General Aggregate, Per Occurrence, Products/Completed Operations Aggregate, Personal/Advertising Injury Liability
2. \$100,000 for Fire Damage and \$5,000 for Medical Payments
3. Workers Comp at \$500,000 each for Injury by Accident, Disease/Policy Limit and Disease/Claim
4. Endorsement to name SCUC ISD as an additional insured (separate document)
5. Endorsement to waiver subrogation against SCUC ISD and provide 30 days written notice of cancellation or non-renewal (separate document)

Fees:

Rental fees are established to recover district costs for personnel and the physical operation of the facility, to include utilities costs. Rental Fees are due 5 business days prior to the event. For long term rentals, organizations will be billed monthly.

Custodial: There will be no custodial fees during regular operational hours. These hours are from the end of the school day until 8:30 p.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. The District reserves the right to determine the number of custodians needed based on group size and event type. *Rate is \$30 per hour, minimum of 4 hours.*

Rental Coordinator: The District reserves the right to determine the number of Coordinators needed based upon group size and event type. Coordinator responsibilities include being a responsible steward of district assets and ensuring renters obey all district regulations, policies and procedures located within the rental agreement. *The rate is \$40 per hour, minimum of 3 hours.*

Technical Personnel: Specialized district personnel may be required to access school district equipment, such as sound, auditorium lighting, etc. This fee applies to the request to rent the high school auditoriums and junior high cafeterias. *Rate is \$40 per hour.*

Security: The District reserves the right to determine the need for and the number of security officers required based upon group size and event type. Rental events of 100 or more attendees are required to have security. Custodians and Rental Coordinators will not be considered security. *Rate is \$45 per hour, minimum of 4 hours.*

Weekend Facility Coordinator: Long term weekend rentals (such as every Saturday or Sunday) require a Weekend Facility Coordinator. *Rate is \$30 per hour.*

Application Processing Fee: Each organization that rents a district facility will be charged \$35 annually for application processing.

Facilities:

Open areas: Areas that are open to the public are not rented. ([Administrative Regulation GKD](#))

- Lehnhoff Stadium – TRACK ONLY
- Tennis Courts – Clarence Shelton Athletic Complex and Steele High School (lights available on timer until 11:00 pm)
- Corbett Junior High School track & tennis courts

Facilities available to rent:

The following facilities are available to rent:

- Also see FAQ
- High School practice fields
- High School auditorium
- Junior High gymnasium
- Junior High cafeteria
- Intermediate/Elementary School gymnasium
- Intermediate/Elementary School cafeteria
- Classrooms, all level

Unavailable Facilities

The following facilities are not available to be rented:

- Also see FAQ
- High School stadiums
- High School synthetic turf fields
- High School Gyms
- High School baseball/softball fields
- Junior High stadiums

Cancellation of an event or activity requires at least 72 hours' notice. Rental fees will be refunded with the exception of the processing fee. If applicant fails to provide 72 hours' notice of cancellation, fees will not be refunded.

Schertz-Cibolo-Universal City ISD General Rules & Regulations

1. Groups requesting to rent SCUC ISD facilities must complete the online Facility Use Request.
2. The following documentation must be submitted before the request will be approved:
 - a. Facility Use Request
 - b. Facility Rental Agreement completed and signed
 - c. Current Certificate of insurance and 2 endorsements
 - d. A roster of student participants for any group requesting Group 2 rates
 - e. A copy of the 501(c)3 status from the Office of the Secretary of State, if requesting non-profit status.
3. Indoor facilities may not be available during the summer break, on school holidays, or the weekend immediately preceding or following those designated holidays.
4. The district reserves the right to cancel events during inclement weather that may result in damaging our facilities.
5. Any agreement for the use of a district facility may be revoked for unanticipated district or

campus events. In the event the district must cancel a rental, we will work with the renter to determine alternate dates for their event or provide a refund of the rental.

6. All users of school district facilities shall ensure that:
 - a. Permission to use the facility or any portion thereof shall not be transferred to a third party.
 - b. District facilities are left neat and in orderly condition ready for the next school day. All tables, desks, and chairs will not be moved without prior approval. Classroom materials and school equipment will not be permitted for use without prior approval.
 - c. Smoking or the use of tobacco products is not allowed on school property. This includes school buildings and grounds, even when school is not in session. The renting organization is responsible for enforcing this policy.
 - d. No alcoholic beverages, intoxicant or controlled substances in any form may be brought onto school district property. Any person under the influence of alcohol will be denied participation in any activity. The renting organization is responsible for enforcing this policy.
 - e. The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club or prohibited weapon on all District property at all times. (Board Policy GKA)
 - f. All users of facilities must adhere to all fire codes. No open flames will be permitted on or in school district property.
 - g. Only the designated areas in the application shall be used. No food or drink without prior approval. This includes arranging for a food vendor (Food Truck) to be at your event, without prior approval.
 - h. Do not allow anyone into the building who is not part of your activity or event.
 - i. Children must always be supervised.
 - j. The applicant agrees to abide by the hours stipulated in this application and will be expected to have all individuals participating in the activity out of the building at the agreed upon time.
 - k. No pets will be allowed on district property except for service animals.
 - l. The applicant agrees that they will be financially responsible for any damages or losses sustained to the building, furniture, equipment or grounds. Damages or losses must be reported immediately to the district.
 - m. Any changes to this application must be submitted in writing and approved before the event.
 - n. Violation of any of the above rules/regulations shall be justification for immediate termination of the event and denial of future use requests.
 - o. An invoice will be sent to the email address utilized on the online request form.

Organization Name