

BUILDING AND  
GROUNDS

Eagle Mountain-Saginaw ISD activities have priority use for facilities. In case of conflict with other non-school groups, every effort will be made to provide an alternate site. However, Eagle Mountain-Saginaw ISD 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.

SCHOOL FACILITIES &  
EQUIPMENT

Eagle Mountain-Saginaw ISD facilities and equipment may be made available to civic or other responsible groups upon approval of the Facility Use Application Form. The District reserves the right to determine which available facility best meets the needs of the District and the Licensee. The District also reserves the right to require staff be present during the lease period. If District staff is required, the Licensee is responsible for the cost of such personnel. All Licensees shall be required to furnish a \$1,000,000 liability insurance policy for use of school facilities.

The District also reserves the right to deny usage request if personnel are not available to work the event, if the facility lacks capacity or is unavailable, if usage will disrupt a facility's maintenance schedule, or if in the District's sole opinion any other conditions warrant denial of usage, including non-compliance or non-payment.

Any entity using District facilities may not sublet their scheduled use.

CANCELLATION

Eagle Mountain-Saginaw ISD reserves the right to immediately cancel a Facility Use Lease Agreement, without refunding any funds, during the use/lease period if the actions and/or conduct of the user violates local, state, or federal laws, or any portion of this agreement, or any portion of District policy.

LICENSEE

The District makes no representations regarding the safety and/or suitability of District owned property in relation to the licensee's intended use of said property. The District is also under no obligation to maintain and/or improve its property for the benefit of the Licensee.

The Licensee is responsible for set-up and break-down of equipment after the event. District approved attendant may assist; however, the sole responsibility of the condition of the facility belongs to the Licensee. The Licensee further agrees to abide by the direction of any employee hired to facilitate the event/activity in the facility being used.

COMMUNITY RELATIONS  
USE OF SCHOOL FACILITIES AND EQUIPMENT

GKD (LOCAL)  
ADMINISTRATIVE REGULATION

REQUESTS CHANGES

All change requests and/or cancellations for a scheduled event must be made 72 hours prior to that event. The District cannot guarantee that any change requests made outside this time frame can be made, and assumes no responsibility for such.

LICENSEE  
RESPONSIBILITY

Licensee accepts responsibility for overseeing and controlling participants, sponsors, spectators, and visitors that are in or on District property, and must enforce the following at all times:

1. Participants, sponsors, spectators and visitors may not walk through or use any other part of a building or its grounds, use any school equipment, materials, athletic equipment, furnishings, etc., other than those specifically requested and approved for use in writing according to the agreement. Only the restrooms most closely related to the area described will be available for use.
2. Food and drink may only be served in the cafeteria on a school campus.
3. Smoking and the use of tobacco products are prohibited anywhere on District property.
4. Possession and/or use of alcoholic beverages is prohibited anywhere on District property.
5. Firearms, knives, and weapons of any sort are not permitted on District property.

GROUP CLASSIFICATIONS

CLASSIFICATION 1

Classification 1 includes groups, organizations, and clubs affiliated with the Eagle Mountain-Saginaw ISD and operate under the auspices of the district. Examples of qualifying groups include: PTO/PTA, booster clubs, and approved student clubs.

Organizations shall not pay rental fees for facility usage during normal operating hours. Organizations may be assessed a fee, as determined by the district, for costs incurred due to usage outside of normal operating hours. Exceptions may be made to this fee by the Chief Operations Officer on a case-by-case basis.

CLASSIFICATION 2

Classification 2 includes youth service groups, community groups, and civic groups. Organizations in this category actively support the district's goals and promote student development. Examples of qualifying groups include: Boy/Girl Scouts, Rotary Club, chambers of commerce, non-profit athletic groups/organizations, professional educator organizations, community-based education groups, city/state entities, and HOA organizations operating within district boundaries.

Organizations shall not pay rental fees for facility usage during normal operating hours. Organizations may be assessed a fee, as determined by the district, for costs incurred due to usage outside of normal operating hours. Exceptions may be made to this fee by the Chief Operations Officer on a case-by-case basis

CLASSIFICATION 3

Classification 3 includes for-profit and non-profit organizations selected by the district to provide a district-requested service to the students and/or staff. Examples of qualifying groups include: student athletic skills providers, club athletic programs, and employee wellness providers. The district will utilize a request for district and organization will formalize the terms and conditions for use of district facilities. Organizations may be assessed a fee, as determined by the district, for costs incurred due to the activity.

CLASSIFICATION 4

Classification 4 includes EM-S ISD employees and non-employees who provide individual academic, fine arts, and athletic tutoring to EM-S ISD students. Organizations or individuals in Classification 4 shall pay required fees for facility use. The fees will be based on the time and location of the services. If services are provided immediately before or after the school day, the fee will be minimal and will be purposed to compensate for **campus** administrative facilitation. If services are provided at any other time, the full facility fee (applicable in Classification 5) would be required

CLASSIFICATION 5

Classification 5 includes all other organizations and/or businesses. Organizations in Classification 5 shall pay required fees for facility use. Examples of qualifying groups include: dance schools, staff personal usage, religious organizations, facility playoff rentals.

All sporting playoff events will be coordinated through the athletic department