

# Lamesa Independent School District

## *Efforts Today, Success Tomorrow*

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### Lamesa ISD Administrative Code Local Rental Regulation (GKD)

**Scope of Use**

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

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**Note:** See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
  - Use of facilities for school-sponsored and school-related activities: FM
  - Use by noncurriculum-related student groups: FNAB
  - Use by District-affiliated school-support organizations: GE
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**Nonprofit Fund-Raising**

The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.

**For-Profit Use**

The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.

**Scheduling**

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

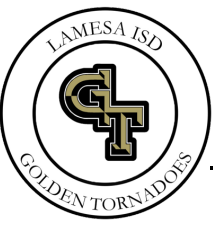
**Approval of Use**

The campus principal or assistant principal is authorized to approve use of facilities on a school campus. The business manager is authorized to approve use of all other District facilities.

Exception

No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such

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as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled non-school purpose.

### Emergency Use

In case of emergencies or disasters, the Superintendent or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.

### Use Agreement

Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.

### Fees for Use

Nonschool users shall be charged a fee for the use of designated facilities.

The Superintendent or designee shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

### Exceptions

Fees shall not be charged when school buildings are used:

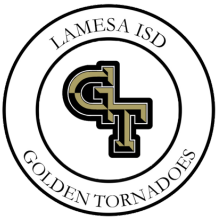
1. For public meetings sponsored by state or local governmental agencies; or
2. By District employee professional organizations. [See DGA]

### Required Conduct

Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.



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**Facilities Available for Rent** – the following scale applies to **non-playoff** events such as parties, gatherings, concerts, community sports league events, etc.:

### **Cafeterias**

- \$150 per day
- Custodial fee \$50.00 for half day (4 hours or less) \$100.00 for full day
- Security fee \$120.00
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### **Gymnasiums & LHS Auditorium**

- \$250 per Court/Auditorium
- Custodial fee \$100.00 per Court/Auditorium
- Administrator fee \$25.00 per hour
- Security fee \$120.00

### **Tornado Stadium**

- \$500 per day
- Custodial fee \$200.00
- Security fee \$120.00
- Contact Gregg Moreland for UIL game rental fee & facility schedule

### **Baseball/Softball Stadiums**

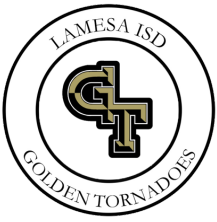
- \$500 per day
- Custodial fee \$150.00
- Security fee \$120.00

### **Tennis Courts**

- \$100 per day
- Custodial fee \$100.00
- Security fee \$120.00

### **Badge/Key Access**

- There will be a \$10 fee for all replacement badges.



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### Facility Rental Form

This form must be submitted at least **one week** prior to date of use.

The date requested will not be confirmed unless this form, with appropriate fees attached, is returned to Lamesa ISD.

Date Requested: \_\_\_\_\_

Facility Requested:

(Circle One)

- |                           |                 |                 |
|---------------------------|-----------------|-----------------|
| MS GIRLS GYM              | HS OLD GYM      | LHS AUDITORIUM  |
| MS FOLIS GYM              | HS NEW GYM      | TORNADO STADIUM |
| ELEMENTARY GYM _____      | CAFETERIA _____ |                 |
| BASEBALL/SOFTBALL STADIUM | OTHER _____     |                 |

Dates Needed: \_\_\_\_\_ Through \_\_\_\_\_

Days of the week: Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_

Purpose (give specific purpose) \_\_\_\_\_

Special table arrangement? YES \_\_\_\_\_ NO \_\_\_\_\_ (If so, draw the arrangement on a separate sheet of paper & staple to this form.)

Name of Organization \_\_\_\_\_

Not for Profit: \_\_\_\_\_ (501C Form Required)    For Profit: \_\_\_\_\_

Please list any equipment needed \_\_\_\_\_

APPLICANT'S MAILING ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_

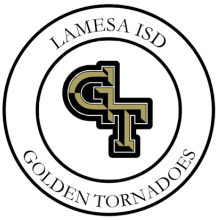
RECEIVED COPY OF POLICY GKD \_\_\_\_\_  
(INITIALS)

**\*\*\*Please be sure to attach a calendar of all practices and games, including the facilities needed, with this contract and turn it in at Central Office.\*\*\***

David Ritchey  
Superintendent

(806) 872-5461  
212 N. Houston Ave.

P.O. BOX 261  
Lamesa, TX 79331



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**RENTAL FEES**

**RENTAL CHARGE: \$ \_\_\_\_\_ PER DAY X \_\_\_\_\_ DAYS = \$ \_\_\_\_\_**

**Custodial Fee: \$ \_\_\_\_\_**

**Administrative Fee: \$ \_\_\_\_\_**

**Security Fee: \$ \_\_\_\_\_**

**TOTAL: \$ \_\_\_\_\_**

Please provide cash, a check, or a money order to the Lamesa ISD Business Office.  
Payment is required prior to obtaining a key/badge access to the facility.

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I understand that I am responsible for my group/team(including spectators) in that I am responsible for any and all damage to the gym, building, or surrounding grounds. I have read the Lamesa ISD board policy GKD and understand that our group/team will comply with the regulations, policies and fees governing use of the facility. Any violates may result in additional fees owed to the district.

Signature of person representing organization: \_\_\_\_\_ Date \_\_\_\_\_

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THIS IS A CONTRACT BETWEEN YOU AND/OR YOUR ORGANIZATION AND LAMESA ISD. PERSONNEL WILL BE AVAILABLE ON THE PRE-ARRANGED TIMES AGREED TO BY BOTH PARTIES STATED IN THIS AGREEMENT. CHANGES IN NEED MUST BE COMMUNICATED TO THE SCHOOL AT LEAST ONE WEEK PRIOR TO THE SCHEDULED EVENT IN ORDER TO GUARANTEE THE REQUESTS BEING MET. THIS CONTRACT CONFORMS WITH LISD BOARD POLICIES 1330, 1330A & 1336. THIS CONTRACT CONFIRMS WITH LAMESA ISD BOARD POLICES FM, FM(L) & GKD.

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**FOR OFFICE USE ONLY  
ADMINISTRATION APPROVAL**

**APPROVED [ ]                      DENIED [ ]**

**ADMINISTRATOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

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David Ritchey  
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