



# Facility Use and Rental Guidelines

Facilities & Construction  
Management Department  
10335 Hwy 290 E  
Manor, TX 78653

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# MANOR ISD

## **General Use Requirements**

Manor ISD school facilities are designed primarily for school purposes and school-related activities. Facilities may also be used for meetings of students, employees, school-affiliated organizations, community groups, other organizations and commercial groups. After-school programs must be approved by the campus principal and/or appropriate director.

Fees for the use of facilities will be charged to campuses, departments, and outside groups with a fee schedule that reflects appropriate compensation for expenses from utilities, maintenance, grounds, custodial, and administrative services.

The campus principal or department director shall approve requests for the use of any facilities (buildings or grounds) during instructional times and coordinate additional services needed through Facilities and Construction.

In no case shall a principal, department head, teacher, coach, or other staff member, make an agreement or otherwise authorize or approve the use of any facility or grounds by outside groups or individuals during non-instructional time. Doing so may impede the scheduling of maintenance, construction projects, and repairs. Non-Instructional times are recognized as after 4:45 PM in District schools and buildings, during weekends, holidays, and summer.

## **Limited Access**

Manor ISD reserves the right to approve or deny requests for use of school facilities, to restrict the types of activities that may be conducted on Manor ISD property, and dictate the times at which they may be held.

School facilities may not be used for programs or activities that interfere more than incidentally with the instructional program; are deemed likely to damage school grounds, facilities, or equipment.

MISD enforces State laws and Board policies prohibiting the possession and use of alcohol and other controlled substances, tobacco, and weapons by any group using school facilities. In addition, gambling, profane or offensive language, and fighting or any such disruptive behavior is strictly prohibited.

Manor ISD will not schedule events during Holiday weekends, including observed days relating to New Year's Day, MLK day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas. Religious organizations with existing recurring schedules are exempt from these closures with 2 weeks advanced notice of planned events.

Kitchens and kitchen equipment are not available for use except by Food and Nutrition Services employees. A fee to cover the cost of such personnel will be assessed. Use of the kitchen or kitchen equipment must be clearly noted in the facilities request.

Classrooms, concession stands, locker rooms, administrative or coaches' offices may not be rented and should only be used by MISD departments with permission granted from the hosting campus.

Rental events may not continue after 10:00 PM.

Community and commercial groups wishing to use Manor ISD facilities must follow the Facility Rental Requirements below. All agreements for the use of any District facilities and outdoor spaces during non-instructional time must be processed by the Facilities and Construction Management Department.

## **Rental Requirements**

Manor Independent School District makes school facilities available for use by non-profit community groups/ organizations for educational, recreational, civic, or social activities, when these activities do not conflict with school use, with first priority always given to the education of students. Additional information regarding non-school use of school facilities can be found in MISD Board Policy GKD (Legal and Local).

Manor ISD and the taxpayers of this district have huge investments in the schools with the purpose of providing appropriate, attractive, functional, and safe facilities for students. All decisions in the use of the facilities are made with this in mind. Being a taxpayer or applying for facility use do not automatically guarantee the right to use a facility. The following Rental Procedures process must be followed for consideration.

## **Rental Procedures**

A responsible representative of a group or organization desiring to use a school facility shall adhere to the following procedure:

- Create an account and submit a reservation request on the Community Use reservation webpage at least ten (10) business days prior to the desired event date. A direct link to the Community Use webpage can be found on the MISD webpage under Community-->Facility Rentals and Scheduling.
- Once the reservation has been approved, submit a Certificate of Insurance no less than five (5) business days prior to the event. The Certificate of Insurance must be in the name of the organization, listing Manor ISD as additionally insured and/or the certificate holder, and indicating a minimum \$1,000,000.00 in combined single limit for Bodily Injury and Property Damage Liability coverage.
- Submit the required security deposit no less than five (5) business days prior to the event, at which time the event will be placed on the Manor ISD calendar for staff and service providers to be notified.
- Make a final payment for the total amount due no less than five (5) business days prior to the event.
- Event cancellations must be in writing at least three (3) business days prior to the event date. Deposits will not be returned without a documented cancellation.
- Two to four weeks after the event, the renter will be issued a return of deposit check for the amount paid minus any repair costs or additional cleaning costs.

The insurance requirement may be waived for government groups and educational organizations that exist for the improvement of educational opportunity in the District, subject to approval by the Superintendent or designee. The right to use the facility is expressly subject to Manor ISD's approval of the organization's insurance policies including the carrier and the amount of coverage.

Organizations using school facilities are responsible for any and all damage that occur to buildings or other Manor ISD property while said organization has use of the facility.

## **Rental Fees**

Various fees will allow Manor ISD to rent facilities. Rental rates and associated fees are subject to revision at any time to sufficiently recover all real costs to the District for the use of the facility. Please visit the Facility Reservations webpage for the most current rate schedule.

Deposits will be held to secure a facilities reservation and to compensate the district for any damage to Manor ISD property resulting from a facility rental. Deposits are due at the time of a reservation, and will usually be returned in full after the facility has been inspected, reported, and repaired, when necessary. This process usually takes 2-4 weeks from the date of the event.

Changing a reservation or rental schedule will incur a \$25 administrative fee and must occur at least three (3) days prior to the event date.

Custodial services should be requested as part of the reservation request. For large events and events at which food will be served, custodial fees will be required. These fees will be assessed at normal overtime rate of a typical custodian, currently \$25 per hour. Large events typically host more than 25 minors or more than 50 adults. Custodial fees do not guarantee a custodial staff person is present at the event the entire time, but will help Manor ISD recover costs for additional cleaning after the event.

Manor ISD reserves the right to require security at events as needed. If security is required, officers will be scheduled by the MISD Facilities & Construction office. If the organization would like to provide its own security, a copy of the security contract must be provided at least five (5) days prior to the event for approval from Manor ISD Facilities and Construction.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ABC Insurance Agency 1265 Liability Way Suite 91 Washington DC	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 512-555-555      FAX (A/C, No): 512-555-5555 E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC #	
<b>INSURED</b> North American Athletics 6555 Fitness Boulevard Suite 78 Austin Texas	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

What makes an acceptable Certificate of Insurance?

This line is the name of the insurance agency.

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL. SUBR. INSR. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		1209	09/01/01	09/01/2002	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COM/PROP AGG \$  COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED.    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

This line is the name of insured and should be the same as the organization submitting the application and agreement for use of Manor ISD facilities

The amounts shown are minimum required levels of insurance.

The date(s) of the lease should always be within this time range.

There should always be a policy number here.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b> Manor ISD 10335 US HWY 290 East Manor, Texas 78653	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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Manor ISD must be listed here as "additional insured"

ACORD 25 (2010/05)

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"Manor ISD" or "Manor Independent School District" is the only name that should be listed here.