

AISD Department of School Family, & Community Education

Facility Use
Baker Center, Rm. 104
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Austin, Texas 78751

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Community Use of School Facilities (www.communityeducation.org)

Guidelines

- AISD Board Policy encourages use of school facilities for activities that benefit students and the school community, so long as they do not interfere with the regular school program.
- Principals approve or disapprove facility use requests.
- Facility Use Fees and Custodian Fees are charged to offset the cost of facility use by community groups. If an organization will be serving any type of food, they **MUST** complete and submit the Temporary Food Permit from the Austin/Travis County Health and Human Services Department. Food Permit for non-school groups is \$35.
- For Profit Organizations may use school facilities provided there is a written agreement that describes the purpose of the event, benefit to students or school community and Facility Use and Custodian fees to be charged to the organization.
- Organized Religious Congregations may use school facilities for the same fee charged to other non-profit organizations.
- No Payment of Fees is to be made directly to the campus or campus staff. All fees are to be forwarded to the Dept. of School, Family & Community Education. Campuses will receive 50% of Facility Use Fees collected for use of the campus.

Procedures

1. Organization requesting use of school facility submits a **Building Use Application** to the school principal or designee for **approval and signature three weeks prior to the date of the event.**
2. The following requirements for organizers and individuals involved in temporary food service operations in Austin and Travis County:
 - **Contact the Food Services Manager at your campus at least 10 days prior to event.** For large events, it may be necessary for the event organizer to meet 1 month prior to the event in order to properly plan food and sanitation facilities.
 - **Complete and submit the Temporary Food Event Information Form.**

3. Principal approves or disapproves the request and forwards the application to the Dept. of School, Family & Community Education/Facility Use at Baker Center, Suite 104.
4. Principal makes custodian, utility and other arrangements necessary to support the facility use request.
5. The Dept. of School, Family & Community Education sends the applicant written notification of the approval or disapproval of the facility use request with an invoice outlining payment due to cover cost of event.
6. **Policy requires all building/custodial fees be collected in advance so the AISD budget is not negatively affected.** Payments received are deposited in the district general fund. Fifty percent (50%) of the Facility Use Fees are returned to the campus to the campus activity fund.
7. After the facility use event concludes, the campus submits to Dept. of School, Family & Community Education, the Supplemental Pay Form & Special Time Sheet (pink) for custodians and other support staff whose hours are to be charged to the group sponsoring the event.

Facility Fees

- ❖ Large Areas (gymnasium, cafeteria, auditorium)
 - *High School and Middle School- The first two hours are \$250.00, any hour after that is at \$100/hr.
 - *Elementary School- The first two hours are \$125.00, any hour after that is at \$50/hr.
- ❖ Classrooms (per classroom)- The first two hours are \$25.00, any hour after that is at \$10/hr.
- ❖ Reservation of School Grounds
 - *\$65 per weekly block of four hours or \$17 per hour.
 - Field reservations are for weekly blocks of time, which include two 1.5 hour sessions during the week plus a one-hour session on the weekend.
- ❖ Discounts: Non-profit organizations (with a valid federal 501(c)(3) or a tax exempt document from the State Comptroller's Office) receive a 50% discount on Facility Use Fees.
- ❖ Custodian Costs
 - *Minimum Custodian Costs of \$30 an hour per custodian on duty, beginning at least thirty minutes prior to the beginning of the event and continuing at least thirty minutes after the end of event. If actual custodian costs are higher than \$30 per hour, the actual cost will be charged.
- ❖ Waivers and Discounts are not applicable to fees required to cover custodian or other support staff costs.