



KELLER INDEPENDENT SCHOOL DISTRICT

Thank you for your interest in using a Keller ISD school facility. Keller ISD is very proud of the quality of its facilities and takes seriously its responsibility to care for and maintain them in an orderly, clean and safe manner. The rising cost of operating and maintaining district facilities, coupled with ensuring that our facilities are reasonably available for non-school usage, provides a unique challenge for the district. It is our goal to provide all citizens of Keller ISD and other interested parties a quality experience whenever our facilities are used for non-school purposes. It is our hope that you will enjoy the facilities that are available to you and recognize that safe, proper usage of school property is in the best interests of everyone.

The Keller Independent School District has implemented new requirements and fees pertaining to non-school usage of its facilities effective August 1, 2009. The enclosed packet contains the Facilities Request Form you will need to submit in order to schedule a district facility, the Facilities Use Agreement, Facility Usage Fee Schedule and additional information that you will need to know, including an explanation of the Fee Group Categories and the Approved Beverage List from the district's current exclusive vending agreement.

Fees and charges for using district facilities for non-school purposes may include both a building usage fee and cost recovery charges for personnel and energy use. Please read the Fee Group Categories section carefully as it will explain how and when the cost recovery charges apply to your specific organization. Hourly charges for personnel and energy use will be assessed, in addition to any applicable building usage fee, any time a facility is used when it is not regularly scheduled to be open for regular school business. The amounts for these charges are determined annually by the district and, as such, are not specifically enumerated in the Building Usage Fee Schedule. Beginning August 1, these charges shall be as follows:

Personnel	
Custodial/Maintenance	\$ 25 / hour (per person, persons determined by district)
Food Service	\$ 25 / hour
Technology	\$ 30 / hour
Energy	\$ 45 / hour

If you are representing a youth organization, then your organization may qualify for the Designated Youth Rate. To qualify, your youth organization must be both located and operating within the boundaries of Keller ISD and must serve all youth within the Keller ISD community. Approval of the Designated Youth Rate for a specific organization is determined by the Keller ISD facilities services office based on information you provide. If you think you may qualify for this rate, then you will need to contact the facilities services office and request a separate application for the Designated Youth Rate.

We hope you find this information helpful. Please contact the facilities usage office if you have any questions.

**KELLER INDEPENDENT SCHOOL DISTRICT
FACILITY USE AGREEMENT
FEE GROUP CATEGORIES**

CATEGORY I – SCHOOL SPONSORED OR RELATED GROUPS AND ORGANIZATIONS

Category I includes groups or organizations that are either sponsored directly by the district, operate under the auspices and authority of the district, or are school-related groups. Category I shall include all school clubs and organizations that are sponsored by an employee of the district receiving direct compensation for their sponsorship of the organization; recognized student-led, non-curriculum related groups; and PTA organizations and official Booster Clubs. A building usage fee shall not be charged, and separate insurance coverage shall not be required for use of KISD facilities by organizations and groups in Category I.

Should a Category I group or organization, in the course of using a district facility, use the services of an outside for-profit or non-profit fundraising company that receives compensation for the purpose of raising funds, then the outside fundraising company shall be responsible to the district for payment of personnel cost and energy cost recovery charges if use of the facility is for a time during which the facility is not open for regular school district business or is not being cleaned or maintained by the district in accordance with regularly scheduled hours.

CATEGORY II – INDIVIDUALS/GROUPS ASSESSED USAGE FEES/OTHER CHARGES

Category II includes all non-profit youth and non-profit civic groups, and shall include all youth recreation and sports organizations, such as Boy Scouts, Girl Scouts and any of their affiliate organizations, churches, community groups, past graduating classes of the district, and independent youth or adult sports teams or organizations.

These organizations shall pay the applicable usage fees in effect at the time the facility is utilized by the organization. In addition to paying the facility usage fee, applicable hourly charges for personnel and energy use shall be assessed if use of the facility is for a time during which the facility is not open for regular school district business or is not being cleaned or maintained by the district in accordance with regularly scheduled hours.

The district may, at its discretion, establish a special, reduced facility usage fee for designated youth groups directly serving and benefiting district students, including Boy Scouts, Girl Scouts, and youth sports organizations. A designated youth group for purposes herein must be both located and operating within the boundaries of Keller ISD and shall serve only youth within the Keller ISD community. These designated youth groups shall, in addition to any special facility usage fee so established, pay hourly charges for personnel and energy use if the facility is used when the facility is not open for regular school district business or is not being cleaned or maintained by the district in accordance with regularly scheduled hours.

Category II includes any professional employee of the district, and any non-employee authorized by the district, that uses a district facility for a commercial purpose such as private tutoring or private lessons as outlined in Policy GKD (LOCAL). Persons in this group shall pay an annual non-refundable fee to the district in an amount to be determined each year. In addition to the annual fee, an individual in Category II using a district facility for the private tutoring or private lessons as outlined in Policy GKD (LOCAL) shall pay hourly charges for personnel and energy use if the facility is used

when the facility is not open for regular school business or is not being cleaned or maintained by the district in accordance with regularly scheduled hours.

Category II also includes any employee of the district who utilizes a district facility for the purpose of conducting a sports camp. The rate charged for use of the district facility for this purpose shall be based on a percentage of gross fees paid by youth participants of the camp. The percentage rate shall be determined annually by the athletics department and administration of the district based upon an evaluation of annual costs and revenues connected with the sports camps provided in the district. An employee who uses a district facility for the purpose of conducting a sports camp, in addition to paying to the district a percentage of the gross fees paid by participants, shall pay hourly charges for personnel and energy use if the facility is used when the facility is not open for regular school business or is not being cleaned or maintained by the district in accordance with regularly scheduled hours.

CATEGORY III – GOVERNMENTAL ENTITIES AND GROUPS

Category III includes all non-KISD governmental entities and groups affiliated with official governmental functions or activities. There shall be no building usage fee charged to organizations in this group; provided, however, that if the Facility is to be used for fundraising or for any type of activity for which a fee shall be charged for participation, then the organization will be charged the building usage fee in effect at the time the Facility is utilized. Applicable hourly charges for personnel and energy use shall be assessed when the use of a facility occurs during a time in which the facility is not open for regular school district business or is not being cleaned or maintained by the district in accordance with regularly scheduled hours. Nothing herein shall alter or affect provisions regarding use of facilities in separate agreements with KISD and any organization in this category. The terms and conditions of agreements already entered into and still in effect shall govern in those circumstances.