

## GENERAL GUIDELINES, RULES AND PROCEDURES FOR RENTING BUFFALO ISD FACILITIES

Buffalo ISD welcomes the use of district facilities by outside organizations/groups; however, such use of District facilities shall not be permitted when it interferes with the educational programs of any campus or District –scheduled activities, including facility maintenance and / or repair projects. The Board of Trustees and the Administration of the Buffalo ISD will assure the taxpaying public that school facility use is in no way detrimental to the regular educational program.

Public school buildings are provided primarily for the regular educational program of the Buffalo Independent School District and they must be maintained at all times in a satisfactory manner for this purpose. The use of public school facilities outside of school hours may be granted for non-profit educational, cultural, recreational and civic activities as freely as is consistent with the statutes of the State of Texas, the primary purpose of the public school buildings and the rules and regulations of the Buffalo ISD as specified by the Board of Trustees. The Buffalo Independent School District reserves the right to reject any requests deemed to be inappropriate.

### GENERAL REQUIREMENTS

A responsible representative of a group or organization desiring to use a school facility shall print off and submit a reservation request from the BISSD webpage at least fourteen (14) days prior to the desired event date.

The items listed below are required for approval for scheduling non-school events in Buffalo ISD facilities:

1. A completed Buffalo ISD Facility Use Application
2. A certificate of general liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate with the Buffalo Independent School District named as an additional insured and certificate holder.
3. All 501(c) 3 non-profit entities shall provide a copy of their *Letter of Determination* from the IRS.

The balance of all rental fees is due a minimum of two (2) weeks prior to the scheduled event. Failure to pay fees in a timely manner may result in loss of future use of BISSD facilities. Failure to pay fees may result in legal action to allow BISSD to recapture the agreed upon fees and any allowable expenses.

All payments must be made to Buffalo Independent School District and mailed or made in person to the Buffalo ISD Administration Office, 708 Cedar Creek Rd., Buffalo TX. 75831. No BISSD employee is authorized to accept tips, gratuities or wages directly from the Applicant or Lessee.

Applicant will be charged for all dates and times scheduled, unless a cancellation notice of at least five (5) days is received.

Separate guidelines are set up for rental of any BISSD facility by another school district for playoff games in conjunction with UIL competitions.

Facilities will not be rented on Sundays, school holidays or the weekend immediately preceding or following those designated holidays pending the district is able to obtain a facilitator to work on the date requested.

Indoor facilities and stadium cannot be reserved for leasing from the first Monday following graduation until the Monday of the second week of the start of the school year to allow staff the opportunity to set campus schedules.

Permission to use the facility or any portion thereof shall not be transferred to a third party.

All groups shall comply with the guidelines, rules and procedures established by the District for the facility to be used. Violations of these guidelines, rules and procedures or inaccurate/untruthful statements in the application may place the organization in an ineligible status for future use of District facilities. Facility use agreements may be cancelled at any time if there is evidence that District policies and regulations are being violated. In case of cancellation, the Board of Trustees assumes no liability other than the return of fees charged.

### Conditions of Facility Use

1. The activity must be under competent adult supervision and/or leadership. Representative(s) specified on the application as responsible for the rented facilities shall be present at all times during the event. Organizations will be required to provide adult supervision during all events if the use of the facility is for participants only. Unsupervised activities, siblings, friends, etc. are not allowed. The District reserves the right to judge the adequacy of such supervision and if, in its judgment it is advisable to do so, may require a person or persons to be assigned to the function and the applicant will be responsible for payment for said services.
2. The program of activities must be suited to the available facilities and they must be of an educational, cultural, recreational or civic nature.
3. **The agency or group requesting the use of the facility shall guarantee orderly behavior of any and all involved in using facilities and will pay the cost of custodial services and other operating expenses as a result of their usage. The group or agency renting the facility shall assume full responsibility for any damages to District property beyond that resulting from reasonable usage.**
4. All trash or recycling container pick-ups, other than those normally scheduled, which are required as a result of the applicant's event, will be paid for by the applicant. **If BISD staff is required to clean up after event, the applicant's organization will be billed for necessary services.**
5. The use of district facilities for inappropriate reasons or for any purpose not in the public interest is prohibited. District shall be the final judge of what is appropriate or not in the public interest.
6. All district owned specialized equipment (projectors, PA Systems, computers, lighting equipment, etc.) will be operated only by Buffalo ISD employees. Additional fees for staff and equipment will apply for these services.
7. Food and drinks shall be consumed only in areas designated for such use at any BISD facility. No food or drinks are allowed in any gymnasium or auditorium.
8. All Turf Guidelines must be followed for the use of BISD turf fields, to specifically include NO sunflower seeds, gum or Gatorade.
9. The use of tobacco products, alcoholic beverages and/or prohibited substances is expressly forbidden at/in any district facility.
10. Firearms, weapons or explosives will not be allowed on school property.
11. Due to safety and health concerns, no animals will be allowed on district property, including dogs (except for service dogs for the visually impaired).
12. Open flames are not allowed on any school property unless approved for food warming.
13. Fire and safety regulations of the District, the City of Buffalo and the State of Texas shall be complied with at all times.

14. The applicant, organization, association or renter does hereby agree that it shall defend hold harmless and indemnify the Buffalo Independent School District, the Board of Trustees, administration and employees from any and all demands, claims, suits, actions and legal proceedings, brought against it from the use of any District facility.
- 15. A District employee must open and close the facility. No keys will be issued to non-district personnel to use their building/facility keys without express permission of the Superintendent of schools.**
16. Any church group requesting the use of District facilities for long term rental must show proof of seeking a permanent site for religious purposes in the Buffalo area. This proof must be provided to the Superintendent of the District. A religious organization must meet the definition of a church under the Internal Revenue Code, 170(b) (1) (A) (I). Rental of a school facility for a period longer than 12 months shall be made only with the specific authorization of the Superintendent of Schools.
17. Only the areas of rooms specified in the building use application shall be used.
18. The Board of Trustees reserves the right to revise rental rates and procedures at any time.
19. The District may require a \$50.00 refundable deposit with each rental application.
20. The use of District’s facilities shall be on a first-come, first-served basis with the understanding that the District’s use of its facilities takes precedence over the use by any outside organization, group or individual. The District considers public elections and candidate forums to be a very high priority. The use of District Facilities for elections and forums is offered as a courtesy to the community by the District and is therefore exempt from deposits and fees.
21. The District reserves the right to enter into long term arrangements with local youth development groups for the use of district facilities for length of an entire season.
- 22. Organizations using school facilities are responsible for enforcing all restrictions.**

### **Criminal Background Checks**

1. Approved organizations agree to prohibit employees, agents or others who have been convicted of :
  - (a) a felony under Penal Code Title V;
  - (b) an offense requiring registration as a sex offender under the Code of Criminal Procedure, Chapter 62; or
  - (c) an offense under the laws of another state equivalent to (a) or (b), above from providing services, programs or training to public school age children in connection with use of District property.

## **Section 2: BISS Rental Fee Table and Guide**

The District is a tax –supported nonprofit organization established to serve the students and youth residing within the boundaries of the District. The District may, therefore, differentiate among various categories of organizations/groups (such as youth groups, non-profit organizations, for-profit organizations, and civic groups) in establishing the fee charged. The district requires a fee to recoup a portion of the cost incurred by the district to operate the facility. Operating costs would include items like electricity, water and consumable items that must be replaced. If personnel support (custodial, etc) is required for the activity, the procedure includes reimbursement of those expenses as well. All organizations/groups within the same category shall be offered fair and equal access to District facilities.

*On ALL BHS Theater usage, it must be approved by the theater department and additional fees may be required.*

*For ALL BHS Stadium field usage, the request must be approved by the Athletic Director and*

*additional fees may be required.*

*Additional Custodial Personnel Fee of \$25.00 per hour when custodial services are requested or deemed necessary by BISD based on the requested use and size of event.*

*For cafeteria usage, if kitchen is being used, Director of Food Services must approve usage and a BISD staff worker is required at an additional \$25.00 fee.*

## **Rental Groups**

“Local” is defined as the applicant has its principal office or residence within the BISD boundary.

“Non-Profit” is defined as a non-profit incorporated in the State of Texas or recognized as a 501(c) 3 organization of the IRS. If requesting 501(c) 3 Status, the current Nonprofit Charitable Organization Exemption form must be provided.

### **Group 1:**

School affiliated, youth oriented, non-profit groups such as PTO, Booster Clubs, Project Graduation, local professional educator organizations, sports camps run by BISD employees that are composed primarily of BISD students (approximately 90%) and campus registered student clubs. No fees or insurance required; however, hourly labor costs may be applied depending upon the size and scope of proposed use. District employee must be present. Custodial Fee may apply (hourly labor costs).

### **Group 2:**

Non-profit, non-school affiliated youth oriented groups such as youth sports associations, scouting groups, youth sports clubs, and BISD sanctioned programs that benefits BISD students. This group must be community-wide in nature and offer a program of interest and benefit to the general public. Seventy-five percent (75%) of the students must attend Buffalo ISD schools. A participant roster is required showing student name, grade level and campus attended.

Organized “Local” non-profit community group such as any civic, service, cultural, political, religious group, or charitable agency which is not engaged in a business or enterprise to produce income or a financial gain. (Examples: adult community groups, church services, family reunions, homeowner associations, etc.).

### **Group 3:**

Organized “Local” or “Non-Local” for profit groups or commercial enterprises for adults or children (examples: aerobics, dance, karate, plays, theater, tournaments, private lessons and camps not affiliated with BISD, etc.) For the purpose of athletic facilities use, all “Select”, “Elite”, or “Private” fee-based youth groups and affiliates that cannot be qualified as non-profit will fall under Group 3.

**Buffalo ISD Rental Fee Table and Guide**

**\*The below table reflects fees for cost recovery for our electricity and maintenance of facilities:**

<b>Elementary Campus</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
Classrooms	None	\$25 per hr	\$50 per hr
Gym	None	\$25 per hr	\$50 per hr
Cafeteria	None	\$25 per hr	\$50 per hr
Playground	None	None	None

<b>Lower JH Campus</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
Classrooms	None	\$25 per hr	\$50 per hr
Gym	None	\$25 per hr	\$50 per hr
Cafeteria	None	\$25 per hr	\$50 per hr
Playground	None	None	None

<b>Upper JH Campus</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
Classrooms/Cafeteria	None	\$25 per hr	\$50 per hr
Gym	None	\$25 per hr	\$50 per hr
Old Brewer Field	None	\$25 per hr	\$50 per hr

<b>High School Campus</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
Classrooms/Cafeteria	None	\$25 per hr	\$50 per hr
Auditorium/Theater	None	\$50 per hr	\$100 per hr
Gyms	None	\$25 per hr	\$50 per hr
**Playoff Use	\$700 per game		
Baseball/Softball Field	None	\$25 per hr	\$50 per hr
** Playoff Use	\$500 per game/\$1200 per series		
Football Stadium	None	\$100 per hr	\$200 per hr
**Playoff Use	\$2500 per game		
Weight Room	None	\$25 per hr	\$50 per hr

**NOTE: All High School Playoff Games must go through the Athletic Office for prices and set-up. Call 903-322-2473 Ext. 2611**

**Custodial Recovery Fee for Groups 2 and 3**

Includes, but not limited to restroom supplies, trash bags, and janitorial supplies will be invoiced for each **Group 2 and Group 3** rental as follows:

- Facility Use of less than four hours = \$15.00
- Facility Use of 4 or more hours = \$25.00

**Acknowledgment of Rental Information**

Activities conducted in school facilities must meet the policies and regulations of the Buffalo ISD School District, its Board of Trustees and all state and local laws.

The Following must be on file with the Administration Office prior to scheduling the rental of any district facility:

- Proof of acceptable liability insurance with Buffalo ISD named as an additional insured and policy holder with limits of at least \$1,000,000.
- Non-profit Certificate for verification of rate category (Proof of 501(c) 3 Status) issued by the Office of the Secretary of State.
- Roster of student participants, including each student's name, grade level and campus as needed for rate category.

Rental Fees will be determined by the Administration Office of Buffalo ISD.

The undersigned agrees to be responsible to Buffalo Independent School District for the use and care of all rented facilities and to conform to all policies and regulations as set forth in the attached Rental Guidelines, Rules and Procedures.

This organization represents to the Buffalo Independent School District that it has read the Facilities Rental Information Packet and agrees to all provisions contained therein. The Renting organization understands and accepts that any violation or deviation from these rules may result in fines or fees or loss of future rental privileges as deemed appropriate by the Buffalo Independent School District.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Approved by (BISD Representative): \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## Stadium Regulations

1. Dressing Rooms
  - A. Will open 2 1/2 hours prior to game time.
  - B. Buffalo ISD will not provide towels.
  - C. Buffalo ISD is not responsible for any articles left in the dressing room before, during, or after the game.
2. Ticket Gates
  - A. Will be opened 1 hour prior to game time.
  - B. There are no in and out privileges; re-entry requires the purchase of a new ticket. (District Rule.)
  - C. Buffalo ISD Stadium is a tobacco free facility and its use is prohibited.
3. Press Box
  - A. Admittance to the press box is by pass only. There is one exception. Coaches with sideline passes wearing proper coaching attire do not need press box passes to enter.
  - B. Press box passes that have not previously been acquired from stadium manager must be picked up at the 'will call' window at the main entrance.
  - C. The press box will open 1 1/2 hours prior to game time.
4. Playing Field
  - A. Team warm-up areas – Home team (south end) from 50 yard line to end zone closest to field house and the visiting team (north end) from 50 yard line to north end zone.
  - B. All team personnel that are not in game uniform must have a side line pass. This includes coaches, trainers, student trainers, student managers, and any other support staff. Cheerleaders that are in game uniforms do not need a pass, but any support staff not in uniform must have a pass.
  - C. Use of tobacco/sunflower seeds/gum is prohibited. Signs are posted both on the field and in the stadium.
  - D. Absolutely no glass bottles, cans, Gatorade, or food on the field. This includes cheerleaders and their support groups.
  - E. All equipment such as training tables, fans, and heaters must have a protective base – make arrangements with stadium manager.
  - F. No live mascots.
  - G. No cannons or confetti. All large mechanical noisemakers, i.e., large air horns, must be on your own side and face your spectators. Noise makers of any kind are not allowed on the field.
  - H. Band props must not mark or scar the field. This includes painted items as well as sharp wheels or other equipment that may damage the artificial surface.
  - I. Only personnel with sideline passes can be on the field – spectators are not allowed on the field before, during, or after the games.
  - J. No ice chests will be allowed in the stadium, except for the competing teams, bands, and drill teams.
  - K. No paper banners or signs are allowed in stadium, unless previously approved by the stadium manager. If approved, signs must be fixed to the fence with ties only (no tape).
  - L. All run through signs must be vinyl/cloth with permanent paint that does not run when wet. DO NOT use painted paper.
5. Stadium Bleachers
  - A. Absolutely no climbing or jumping over rails from bleachers to field.
  - B. There is absolutely no crossover by spectators from home side of stadium to visitor side of stadium or vice versa.
  - C. Spirit signs must be made of vinyl/cloth with permanent paint that does not run when wet. Signs must be tied to stadium railing. Taping of signs to any stadium structure will not be permitted. NO PAPER/PAINTED SIGNS/CREPE PAPER, unless previously approved by stadium manager.
6. Track
  - A. No vehicles will be allowed on the track and/or field without approval by stadium manager.
  - B. Any carts or utility vehicles must have soft air filled tires.
  - C. Dragging of equipment across track lanes is prohibited.
  - D. Entrance onto and off of the fields by teams and bands/support groups shall utilize the cover provided in order to enter/exit the playing surface.
7. Training supplies
  - A. All above rules of transport apply to training supplies as well as other groups.
  - B. Water only should be used rather than Gatorade.

Buffalo ISD

Superintendent: Mr. Lacy Freeman

Athletic Director: Mr. Brandon Houston

**Stadium Rules**

1. **NO LOITERING.** This policy is designed to enhance crowd control and safety. All spectators will need to be seated in the stadium during the course of any athletic event. This change will impact students and young children who have traditionally gathered in areas around the stadium or under the bleachers. Younger students who are dropped off without adult supervision will be required to sit in the general admission section throughout the entire game. Students K through 4 should be accompanied by an adult.
2. **ALCOHOL, TOBACCO, AND FIREARMS** are prohibited by law on school property.
3. **GLASS CONTAINERS AND BOTTLES** are not allowed in the stadium.
4. **INDIVIDUAL COOLERS, ICE CHESTS, LARGE FOOD OR BEVERAGE CONTAINERS** are not allowed in the stadium.
5. **BACK PACKS AND LARGE BAGS** are subject to search.
6. **PATRONS WHO LEAVE THE STADIUM** will not be allowed to re-enter without paying. This includes patrons with passes.
7. **BICYCLES, SKATEBOARDS, FRISBEEES, ROLLERBLADES, BALLS OF ALL TYPES, and ANIMALS** (exception to service animals) are not allowed in the stadium.
8. **AUTHORIZED PERSONNEL ONLY** will be admitted onto the field before, during, or after the game.
9. **AUTHORIZED PERSONNEL ONLY** will be allowed to cross over to the opposing side.
10. **PATRONS WITHOUT TICKETS** must enter through the pass gate and show proper credentials.
11. **PRESS BOX PASSES** must be picked up at the “Will Call” window at the main entrance.
12. **HANDICAP SEATING** is designated and provided to wheelchair patrons and an assistant on the stadium walkway ramp area.
13. While fun, enjoyment and school spirit are important, safety is our #1 concern here at Buffalo I.S.D. These rules were established with that in mind. Thank you for being here. We hope you have a great time!

**I have read and agree to the BISSD Stadium Rules and Regulations:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Brandon Houston, Athletic Director  
Office: (903) 322-22473 Ext 2611  
Email: houstonb@buffaloisd.net



Buffalo ISD

Superintendent: Mr. Lacy Freeman

Athletic Director: Mr. Brandon Houston

### **Gymnasium Regulations**

1. Dressing Rooms will open 1 1/2 hours prior to game time. Use of facilities before 6:00 p.m.
2. Buffalo ISD will not provide towels.
3. Buffalo ISD is not responsible for any articles left in the dressing room before, during, or after the game.
5. Ticket Gates will be opened 1 1/2 hours prior to game time
6. Buffalo ISD Facilities are tobacco free facilities and its use is prohibited.
7. Absolutely no food, drinks (other than drinks for players), candy or gum on the gym floor area. This includes cheerleaders and their support groups.
8. No live mascots.
10. No confetti. Noise makers of any kind are not allowed in the gym.
11. Only personnel with sideline passes can be on the floor – spectators are not allowed on the floor before, during, or after the game
12. No ice chests will be allowed in the gym other than for sideline drink for players.
13. All banners or signs must be previously approved by the gymnasium manager. If approved, signs must be fixed to the rails with ties only (no tape). Taping of signs to any structure will not be permitted.
14. Absolutely no climbing or jumping over rails from bleachers to floor.
15. Dragging of equipment across gym floor is prohibited.
16. Only gym appropriate shoes are to be worn on the gym floor.
17. Radio stations wishing to broadcast the game must notify and be approved by BISD two days prior to the game day.

Buffalo ISD

Superintendent: Mr. Lacy Freeman

Athletic Director: Mr. Brandon Houston

**Gymnasium Rules**

1. NO LOITERING. This policy is designed to enhance crowd control and safety. All spectators to be seated in the gymnasium during the course of the athletic event.
2. ALCOHOL, TOBACCO, AND FIREARMS are prohibited by law on school property.
3. Back packs and large bags are subject to search.
4. Bicycles, Skateboards, Frisbees, rollerblades, Balls of ALL types, and animals (exception of service animals) are NOT allowed.
5. Authorized personnel only will be admitted onto the gym floor before, during, or after the game.
6. Patrons without tickets must enter through the pass gate and show proper credentials.
7. Handicap seating is designed and provided to wheelchair patrons.

**I have read and agree to the BISSD Gymnasium Rules and Regulations:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Brandon Houston, Athletic Director  
Office: (903) 322-2473 Ext 2611  
Email: houstonb@buffaloisd.net

Buffalo ISD  
Superintendent: Mr. Lacy Freeman  
Athletic Director: Mr. Brandon Houston

Playoff Game -Information Sheet

\*\*\*Use as coversheet to the Facility Use Agreement\*\*\*

School:	
Billing Contact:	
Billing Address:	
Phone:	
Email:	

**Football Stadium:** \$2500 for Class 3A, 2A and 1A State Playoff Games  
**HS Competition Gym:** \$700 per game  
**Baseball/Softball:** \$500 per game \*\*\*1200 per series

Contest Date: \_\_\_\_\_ Contest Time: \_\_\_\_\_  
Contest Site: \_\_\_\_\_

Home Team: \_\_\_\_\_ Conference: \_\_\_\_\_ Boys/Girls \_\_\_\_\_ Region \_\_\_\_\_  
School Colors: \_\_\_\_\_ Mascot: \_\_\_\_\_

Visiting Team: \_\_\_\_\_ Conference: \_\_\_\_\_ Boys/Girls \_\_\_\_\_ Region \_\_\_\_\_  
School Colors: \_\_\_\_\_ Mascot: \_\_\_\_\_

Ticket Prices:	Approved Passes:
Adults: \$ _____	
Students: \$ _____	

Officials Chapter: Provided by Home and/or Visiting Team \_\_\_\_\_

Playoff Programs Provided by: \_\_\_\_\_ Warm Up Music Provided by: \_\_\_\_\_  
Warm up Time: \_\_\_\_\_

Approved Radio Stations: \_\_\_\_\_

Cheerleaders: Home - Yes / NO                      Visitor - Yes / No  
Drill Team:                      Home - Yes / NO                      Visitor - Yes / No  
Halftime Performance:                      Home - Yes / NO                      Visitor - Yes / No

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date