



La Feria Independent School District

P.O. Box 1159 • 203 E. Oleander Ave. • La Feria, Texas 78559 • (956) 797-8300 • FAX (956) 797-3737

Cynthia A. Torres, Superintendent

La Feria I.S.D.
School Board

July 17, 2023

Jane Castillo
President

Administrative Policy #14 *C. Torres*
RE: Use of District Facilities

Katie Johnson
Vice-President

The following regulations govern the use and rental of school facilities, outdoor grounds and stadiums, and were developed in order to: protect the regular instructional program, those who use the facilities, and the taxpayer that has provided the facilities.

Alma Martinez
Secretary

Juan Briones
Member

The school's regular and scheduled extracurricular program has priority over the use of school facilities by any other group.

Gloria Casas
Member

RELEASE OF LIABILITY

Prior to scheduled use, organizations and/or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property and shall provide acceptable proof of insurance coverage for risks. Determination of adequacy of insurance coverage shall be at the discretion of the District.

Lisa Montalvo
Member

Ruben Zambrano
Member

APPLICATION PROCEDURES

All parties wishing to use school district facilities are required to complete a Facility Use Application at the appropriate office at least 48 hours in advance.

- a) The following staff members of the La Feria ISD are required to grant approval before a campus facility can be used: building principal, maintenance director, athletic director (if applicable), chief finance officer, and superintendent of schools.
- b) Upon determining the availability (or lack thereof) of school facilities, notification to the applicant will occur at the earliest convenience.



**PERMISSION TO USE SCHOOL FACILITY
UNDER BOARD POLICY GKD (Local/Legal)**

SECTION A: PERSON REQUESTING FACILITY

This is a formal request by _____

to use _____ campus for the

purpose of _____

On (date) _____ at (time) _____

If permission is granted, it is fully understood that the school district will **retain full concession rights**, will not be legally liable in any way for any reason while the building or other facility is being used by the undersigned. Further, outside users of District facilities shall agree to restore to original condition any equipment, materials, furniture, fixtures, or other District property damaged during use, whether the damage was willful or accidental. School officials shall be the sole judges of the acceptability of repairs or replacements for property damages through such use. Cashier's check, bank money order in the amount of \$250.00 shall be deposited to guarantee this requirement, unless the user is authorized free use of the facilities according to board policy. GKD (Local/Legal). In addition we must have a certificate of insurance as noted on Section C.

Signature

Date

Telephone

Fax

Email

Classification of Users:

Non-School related Specify: _____

1. Is this a for profit activity? Yes No
2. Are you requesting the waiving of district building fees? Yes No
3. Do you plan to have a concession stand? Yes No
If yes, do you intend to sell soft drinks and/or food during the use of the facility? Yes No
4. I do hereby understand that all concession rights remain property of the district.

Signature Date

SECTION B: CAMPUS PRINCIPAL

I have reviewed this above request and find that the date(s) indicated herein Does Does Not conflict with already scheduled events.

PERMISSION IS: Granted Denied

Signature

Date

NOTE:

SECTION C: Operations Director

I have reviewed the above request according to GKD (Local) - X and GKD (Legal) - P policies and permission to utilize the aforementioned facility is

Granted Denied

Signature

Date

Reason for denial:

SECTION D: Athletic Director (if applicable)

I have reviewed the above request according to GKD (Local) - X and GKD (Legal) - P policies and permission to utilize the aforementioned facility is.

Granted Denied

Signature

Date

Reason for denial:

SECTION E: CFO

I have reviewed the above request and the following requirements have been met: (Check all applicable)

Cashier's check, or bank money order in the amount of \$250.00 to guarantee restoration to original condition willful or accidental property damages.

Cashier's check, or bank money order in the amount of \$_____ to cover energy consumption and other operational expenses. Refer to attached rental rates section on exhibit B for details.

Evidence of certificate of insurance for event date with at least \$1,000,000 general liability coverage with respect to bodily injury or property damage in any one accident or occurrence.

PERMISSION IS: Granted Denied

Reason for denial:

SECTION F: LFISD SUPERINTENDENT OF SCHOOLS

Permission to use specified school facility is: Granted Denied

Based on the information provided by the requestor and according to district board policy

GKD Local/Legal, I approve: Waiving Fees Not waiving Fees

Signature

Date

Revised 1/8/2018