NOTICE FOR 2013-2014

In an effort to enhance the SAISD Facility Leasing process, Facilities Planning and Construction is preparing to launch an online reservation program. This online program will offer clients the ability to view calendars for availability and will also offer the convenience of online payment via electronic check or credit card.

The target date for implementation is mid-September, 2013. In the interim, reservations will be processed on a case by case basis utilizing our present system.

In addition, be advised that some of the facilities may not be available for leasing during this academic year due to the various Bond Construction Projects that are currently in progress or upcoming in the near future.

If you have any questions or concerns, please call the SAISD Facilities Planning and Construction Office at (210) 554-2420.

FACILITIES LEASING

San Antonio Independent School District facilities are designed primarily for school purposes and school-related activities and may also be used for meetings of students, employees, school-affiliated organizations (i.e. PTA and booster clubs), community groups, other organizations and commercial groups. First priority is always given to the education of SAISD students. School facilities are not designed for private, commercial or profit-making activities.

The San Antonio ISD and taxpayers of this District have huge investments in the schools with the purpose of providing appropriate, attractive, functional and safe facilities for our students. All decisions in the use of the facilities are made with this in mind. Being a taxpayer or applying for facility use does not automatically guarantee the right to use a school. A process must be followed for consideration.

All requests must be organized and approved in accordance with **Board policy GDK(LOCAL)** and Administrative Procedure (intranet only)
G1 - Use of District Facilities
. Requests must be submitted four (4) weeks prior to requested date to allow adequate time to process and schedule with the various District departments.

Category I: School-Related or School-Affiliated Groups (i.e. Boy Scouts, Girls Scouts, PTA or PTO, booster clubs). *Form G1-A: Request to Use School Facilities by a School-Related or School-Affiliated Group* must be submitted to the campus principal/department head to review and approve the use of the facility based on the campus calendar and previous commitments.

Category II: Neighborhood-Based Community Groups And Other Organizations Including Governmental Entities (i.e. CYO, Pop Warner, Youth organizations, city or state government) shall submit their request on *Form G1-B: Request to use District Facilities by Neighborhood-Based Community Groups and Other Outside Entities* and submit to the associate superintendent of the Facilities Services Department. The request will be reviewed by the associate superintendent and forwarded to the campus principal/department head to review and approve the use of the facility based on the campus calendar and previous commitments.

Category III: Commercial and all other outside entities must submit their request on *Form G1-B: Request to use District Facilities by Neighborhood-Based Community Groups and Other Outside Entities* and submit to the associate superintendent of the Facilities Services Department. The request will be reviewed by the associate superintendent and forwarded to the campus principal/department head to review and approve the use of the facility based on the campus calendar and previous commitments. These requests may require approval from the Board of Trustees.

Request to use the **Alamo Stadium, Alamo Convocation Center or Spring Sports Complex**, must be submitted to the executive director of the Athletics Department at 210-735-9331.

STUDENT MEMBERSHIP

A roster of student names and the names of the schools they currently attend must be submitted with the completed G1-B request form. Student membership of youth-oriented groups must be made up of a minimum of 75% SAISD enrolled students. A coach roster with contact information must also be submitted.

REIMBURSMENTS/FEES

Reimbursement for the use of SAISD facilities will be charged in accordance with a fee schedule, *Exhibit G1-A: Usage Fee Schedule*. Reimbursements shall be sufficient to recover all direct costs to the District, i.e. utilities, custodial and police as outlined in Exhibit G1-A. Additional fees may be assessed for use of equipment and other services or labor. Rates are subject to change at any time.

INSURANCE

A current Certificate of General Liability Insurance must be provided with the SAISD endorsed as the Certificate Holder. The required limits are: 1mm per occurrence and 2mm aggregate. This certificate is available from your insurance carrier and must be submitted with the completed request form.

For additional information, please contact the SAISD Facilities Services Office at (210) 554-2420.

Quick links:

Online Leasing System

Policy GKD Legal

Policy GKD Local

Leasing Exhibit Instruction

Leasing Stipulations

Fee Schedule