

Garner ISD Facility Procedures and Regulations

Procedures

1. Secure a Facility Use Application and submit to the Campus Principal’s Office.
2. If at all possible forms should be submitted a week prior to date requested for use.
3. Check email for form approval or denial.
4. If fees are applicable, please make payment or payment arrangements prior to scheduled use.
5. If using the gym please contact Jimmy Autry in the District Office to sign-out a key.
6. Supervise all facility use to prevent damages to the facility.
7. Check to make sure that facility is secured, all trash is in receptacles, and lights off.
8. The user shall be responsible for restoring the facility to its original state after use.
9. Use is for the facility only. The materials and/or equipment located in the facility are **not** for use unless specifically indicated and approved on the Facility Use Application.

Regulations

1. No tobacco, alcohol, or drugs use in any facilities of premises.
2. No food/drink except by permission and in designated areas.
3. No fireworks or explosives on premises.
4. User will be responsible for all damages to facility caused by users.
5. School activities pre-empt any other use of the facilities.
6. The District may revoke its permission to sue the facility at any time it is determined that a group’s use creates instructional conflicts, damages school property, or violates Board policy and/or administrative regulations.
7. The user agrees to assume all liability and hold harmless and indemnify any and all liability arising out of the use of District facilities.

Facility Use Fees:

Gym	\$35.00 per hour—plus custodial fee (technology technician fee may apply)
Library	\$20.00 per hour—plus custodial fee (technology technician fee may apply)
Cafeteria	\$50.00 per hour---plus custodial fee (cafeteria worker fee may apply)
District Conf. Room	\$20.00 per hour—plus custodial fee (technology technician fee may apply)
Outside Pavilion	\$15.00 per hour—plus custodial & trash disposal fee

Facility Use Personnel Fees:

Custodial Fee	\$15.00 per hour
Cafeteria Worker	\$15.00 per hour
Technology Technician	\$20.00 per hour
Building Supervisor	\$25.00 per hour