

## Medina Valley ISD Procedures for District Use of District Facilities

District procedures for MVISD Staff and MVISD related organizations. Including but not limited to PTOs, Booster Clubs, Student Organizations, Education Foundation and MV Athletic or Academic camps.

Use of school facilities for school related events and usage will be managed by their respective campuses. The Campus Secretary or designee will be in charge of coordinating all facility usage and keeping the school's website calendar updated with all campus events. With the exception of High School, as their departments publish their own calendars on the website. Campus Facility Usage Forms can be found on the website under Teachers & Staff. These forms will be submitted to the campus and approved by the Principal of the school in charge of the facility.

**\*\*Use of High School Athletic Facilities and the Performing Arts Center must be approved by the Athletic Director/Fine Arts Director before final approval by the Principal.**

### AFTER APPROVAL:

The following arrangements will need to be coordinated after approval.

1. **Requesting Organization/ Employee** – notification of approval
2. **Facilities/Maintenance** - requests for A/C, Heating and light requirements  
(See Facility Instructions- **revision coming soon**)
3. **Custodian**- requests for services if needed
4. **Technology Equipment or other needs**

- Please note that it is not necessary for any teacher to request use of their own classroom.
- Please note that all in-school use of school facilities does not require approval by the Superintendent. At all times the Superintendent and Facilities Director can view facilities usage on the MVISD web page.
- Please note that all existing approved facility reservations do not need to be resubmitted.

Note: Information about Public use of District Facilities will be on the Website under Parents & Community.

# Medina Valley Independent School District

## Facilities Request for School District Related Activities

**Location/School:**

**Facility/Room requested:**

**Date(s):**

**Estimated Time of use:**

**Name of Activity/Function:**

**Equipment Needed:**

**Sponsoring Organization:**

**Contact Person for Organization:**

**Phone Number:**

**Email Address:**

**Misc. notes or comments:**

*Note to Sponsor: It is your responsibility to make arrangements in advance, with the designated campus secretary or administration to have facilities and above listed equipment available for the function/activity. Sponsor's Signature indicates that the organization will adhere to responsibilities and limitations.*

***Sponsor's Signature:***

**Date:**

***Supervisor Signature:***

**Date:**

***Facility Director:***

*(for Athletic Facilities, PAC, or other)*

**Date:**

***Principal in charge of facility:***

**Date:**

# **Medina Valley Independent School District**

## **Regulations**

### **Responsibilities and Limitations for School District Related Facility Usage**

1. It is the responsibility of the individual making the request to make and confirm arrangements (principal or designee, typically the Campus secretary) for all special requests related to the facility usage. All special requests for technology, furniture, custodial assistance, etc. need to be listed on the facilities request form.
2. District related groups/organizations or employees approved for use of District facilities shall be responsible for ensuring that all persons attending the event abide by District Policies, State Laws and Federal Laws. The District Policies and State & Federal Laws concerning the conduct of individuals at school facilities including, but not limited to, the laws prohibiting possession or use of alcoholic beverages, tobacco and other prohibited products on public school grounds.
3. The group/organization or employee agrees to erect no barrier whatsoever that causes any individual with a disability, as defined by the Americans with Disabilities Act of 1990, from having access to any part of the District's premises while using requested facility.
4. All activities must be under competent, adult supervision at ALL TIMES and all participants are expected to be respectful and courteous at all times.
5. All properties are to be accounted for and left in good condition as received. Chairs, tables, podiums, etc. are to be put away in the correct manner, in the correct location.
6. Please do reasonable clean up after use.

*Failure to follow any of the rules listed above may result in termination of current and future use of District facilities.*