

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD2
(REGULATION)

RESPONSIBILITY FOR
PHYSICAL
PROPERTIES

1. For each District facility or property owned or leased by the District, the administrative head or designee will be the District's representative and will be designated as the person responsible for all District facilities and property at that location. The school or building principal is responsible for securing the cooperation of employees and students in doing everything possible to care for District facilities, property, and equipment. See References (a) and (b).

Problems that arise at any District facility or property should be processed through the school or building principal. If an unusual problem suddenly develops (e.g., an emergency at night or on the weekend), the school or building principal or designee should contact the District Police Department and the appropriate public agency (i.e., Houston Fire Department or Houston Police Department) and represent the District in providing further protection for District property. The appropriate regional superintendent or direct report to the superintendent, Construction and Facility Services, and Risk Management should be contacted as soon as necessary to assist in the protection of District property.

GENERAL
CONDITIONS FOR USE
OF DISTRICT
FACILITIES

2. Facilities owned or leased by the District may be rented only to educational, religious, governmental, and civic groups and to profit-making organizations such as day care centers, credit unions, dance studios, etc. For additional information, see References (d) and (e). The availability of facilities and property for functions other than the District's own activities will be subject to the needs and convenience of the District, which will always have priority in the scheduling of facilities. The District may refuse to rent or lease to any person or group if the usage is not consistent with state law or if it will interfere with the property's use for educational purposes. See References (c), (e) and (f).

CONSULTATION

3. This regulation does not require consultation.

MAINTENANCE
RESPONSIBILITY

4. The chief academic officer, Academic Services, is responsible for maintenance of this regulation.

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REFERENCES:

- (a) Board Policy CLA(LOCAL)
 - (b) Board Policy DP(LOCAL)
 - (c) Board Policy GKD(LEGAL)
 - (d) Board Policy GKD(LOCAL)
 - (e) Finance Procedures Manual §1400 School Facility Rental
 - (f) Texas Education Code §45.033 Rentals, Rates, and Charges
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