

RICHARDSON INDEPENDENT SCHOOL DISTRICT (RISD) FACILITIES USAGE FEE SCHEDULE

GROUP I – SCHOOL SPONSORED GROUPS AND ORGANIZATIONS

NO SCHOOL IS AVAILABLE FOR USE DURING OFFICIAL RISD HOLIDAYS OR BETWEEN THE HOURS OF 11:00 P.M. AND 7:00 A.M.

Included in school sponsored groups and organizations will be all organizations affiliated with National Boy and Girl Scouting, PTAs and student/school booster clubs.

Additionally, approved extended day programs as determined in accordance with IOG procedures are included as school sponsored groups and organizations. These groups must supply the Richardson ISD a Certificate of Insurance, Commercial General Liability Policy for \$1,000,000, and proof of workers' compensation insurance coverage if requested by the District. Proof of insurance must be received by RISD five (5) District working days before the beginning of the event or the reservation will be canceled.

During the hours of 7:00 a.m. to 10:00 p.m. there will be no charge for energy or custodial services, Monday through Friday. The school will not be available before or after these hours without an hourly energy and custodial charge.

There is no energy charge for Saturday and Sunday building use by school sponsored groups and organizations (use intended only for students attending that particular school) if use is NOT for profit or fundraising purposes (no exchange of monies between two or more parties).

If custodial services beyond the level normally required for the site are needed, or necessary, there will be a \$20 per hour charge assessed plus one hour of travel. Custodian time will begin one hour before the event and end one hour after the event.

IF BUILDING USE ON SATURDAY OR SUNDAY BY A SCHOOL SPONSORED GROUP OR ORGANIZATION IS FOR PROFIT OR FUNDRAISING (EXCHANGE OF MONIES BETWEEN TWO OR MORE PARTIES) THERE WILL BE AN HOURLY ENERGY CHARGE (SEE ATTACHED ENERGY FEE SCHEDULE) AND CUSTODIAL CHARGE.

Wildcat/Ram and Eagle/Mustang Stadiums will not be leased.

RISD Natatoriums are leased by COR only, no other leases will be considered.

High school baseball and softball fields will not be leased. They can be used at the discretion of the baseball coach at each high school.

An RISD trained Light/Sound Technician must always be available when high school and junior high auditoriums are used.

For all camps, clinics or competitions (indoors) including basketball, volleyball, drill team or cheerleading, where students are charged to attend (or monies are exchanged between two or more parties) or are from outside the Richardson ISD, a Certificate of Insurance, Commercial Liability Policy for \$1,000,000 must be provided. A facility usage, energy and/or custodial charge may also have to be paid. See explanation, Group II, Organizations, RISD Approved, for clarification.

Kitchens are not available for use except by special arrangements through Child Nutrition.

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GROUP II – ORGANIZATIONS – RISD APPROVED

NO SCHOOL IS AVAILABLE FOR USE DURING OFFICIAL RISD HOLIDAYS OR BETWEEN THE HOURS OF 11:00 P.M. AND 7:00 A.M.

Included in the Richardson ISD approved organizations are Spring Valley Athletic Association (SVAA), YMCAs of Richardson and Lake Highlands, City of Richardson and all government entities. Any function of an approved RISD organization that includes participants that are Richardson ISD students is considered in this category. These organizations are approved to use the Richardson ISD facilities under the below rates and insurance requirements. These organizations must supply the Richardson ISD a Certificate of Insurance, Commercial General Liability Policy with the following:

	Each Occurrence	\$1,000,000
	General Aggregate	\$1,000,000
Fire Damage (Any One Fire)	\$100,000	
Med/Exp (Premises Med Pay)	\$5,000	

RISD may request proof of workers' compensation insurance coverage. Proof of insurance must be received by RISD five (5) District working days before the beginning of the event, or the reservation will be canceled. A waiver of subrogation applied in favor of the certificate holder must be supplied and it is required that the Richardson ISD be named as the additional insured.

During the hours of 7:00 a.m. to 10:00 p.m., Monday through Friday, facilities will be available for an hourly energy charge only (stadiums, auditoriums and fields not included). The school will not be available before or after these hours without an hourly energy and custodial charge. On Saturday and Sunday there will be an hourly energy charge (see attached Energy Fee Schedule) and a custodial charge of \$20 per hour, plus one hour of travel required. Custodian time will one hour before the event and end one hour after the event. No lights past 10:00pm on any field, per RISD and City Ordinance.

An additional Light/Sound Technician fee of \$20 per hour is charged for auditoriums.

Auditoriums (HS, JHS, HPE, RISD Academy)	Energy Charge and L/S Tech Charge
Baseball Fields (HS)	Not Available
Cafeterias (HS, JHS, and Elementary)	Energy Charge
Classrooms & Libraries (HS, JHS and Elementary)	Not Available
Gymnasiums (HS, JHS, and Elementary)	Energy Charge
Kitchens	Not available except by special arrangements through Child Nutrition
Lecture Hall-Commons Area	Energy Charge
Natatoriums (Berkner and Pearce HS)	City of Richardson Only

Stadiums	(Wildcat/Ram and Eagle/Mustang)	Not Available
	('B' Fields)	\$200 per day + Stadium Manager & Custodial

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GROUP III – COMMUNITY GROUPS – This includes any commercial organization, churches, and other groups not included in Group I or Group II.

NO SCHOOL IS AVAILABLE FOR USE DURING OFFICIAL RISD HOLIDAYS OR BETWEEN THE HOURS OF 11:00 P.M. AND 7:00 A.M.

Leasing group must supply the Richardson ISD a Certificate of Insurance, Commercial General Liability Policy with the following:

Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000
Fire Damage (Any One Fire)	\$100,000
Med/Exp (Premises Med Pay)	\$5,000

RISD may request proof of workers' compensation insurance coverage. Proof of insurance must be received by RISD five (5) District working days before the beginning of the event or the reservation will be canceled. A waiver of subrogation applied in favor of the certificate holder must be supplied and it is required that the Richardson ISD be named as the additional insured.

All fees are charged on an HOURLY BASIS and include building rental and energy.

An additional custodial fee of \$20 per hour is charged plus one hour of travel.

An additional Light/Sound Technician fee of \$20 per hour is charged for auditorium use.

Election Day charge of \$300 per day for Saturday or Sunday. (Includes custodian and energy)

Auditoriums (HS)	\$370 + Custodial and L/S Tech
(JHS, HPE, RISD Academy)	\$245 + Custodial and L/S Tech
Baseball Fields (HS)	Not Available
Cafeterias (HS, JHS, and Elementary)	\$92 + Custodial
Classrooms & Libraries	Not Available
Gymnasiums (HS, JHS, and Elementary)	\$125 + Custodial
Kitchens	Not available except by special arrangements through Child Nutrition
Lecture Hall-Commons Area	\$29 + Custodial
Natatoriums (Berkner and Pearce HS)	City of Richardson ONLY
Stadiums	(Wildcat/Ram and Eagle/Mustang)
	Not Available
	('B' Fields)
	\$150 + Custodial and Stadium Manager

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ENERGY FEE SCHEDULE

ALL ENERGY FEES LISTED ARE PER HOUR AND ARE INCLUDED IN BASE RENTAL FOR GROUP II COMMUNITY GROUPS

AUDITORIUMS

High School	\$69 per hour
Junior High School (LHJH)	\$34 per hour
Elementary (RISD Academy and Hamilton Park)	\$23 per hour

BASEBALL/SOFTBALL FIELDS

Not Available

CAFETERIAS

High School, Junior High School, Elementary School	\$26 per hour
Berkner, LHHS, PHS - Cafeteria/Commons	\$52 per hour

CLASSROOMS & LIBRARIES

High School, Junior High School, Elementary School	Not Available
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GYMNASIUMS

High School – Large Gym	\$45 per hour
High School – Small Gym	\$25 per hour
Junior High School	\$25 per hour
Elementary School	\$14 per hour

ENERGY CHARGE *

NATATORIUMS

Berkner and Pearce High Schools	City of Richardson ONLY
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SPECIALTY ROOMS

Commons and Lecture Halls	\$52 per hour
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STADIUMS

Eagle/Mustang Stadium	\$41 per hour
Wildcat/Ram Stadium	\$41 per hour
All 'B' Fields	\$14 per hour
Press Box	\$ 9 per hour

SPECIAL CHARGES

Elections	Weekdays – No Charge Saturday – \$300 per day – Includes energy and custodian
Custodian	\$20 per hour for the event + one hour travel + 1 hour pre- and post-event
HVAC Technician	\$30 per hour
Light/Sound Technician	\$20 per hour – all auditoriums
Stadium Manager	\$30 per hour/\$85 minimum (“B” fields require a Stadium Manager through Athletics). Paid directly by leasee.
Kitchen Manager	Scheduled through Child Nutrition

Effective February 2024