

CAMERON ISD FACILITY USE PROCEDURE
FOR NON-PROFIT ORGANIZATIONS

- 1) The Board permits the use of school facilities to non- profit organizations or groups for purposes of education, recreation, and entertainment when such use does not conflict with the regular instructional program of Cameron ISD. Such organizations will need to provide evidence of their non-profit status.
- 2) All Cameron ISD facility use terms and conditions will apply (see attached).
- 3) Non-profit organizations who wish to use the P.A.C. should contact the Director of Operations at least three-four weeks before they plan to use the facility. Lessee will need to provide the following information:
 - Name and Type of Event
 - Planned date and time of the event
 - Expected turnout
 - Sound, lighting, electrical requirements
 - Name and contact information of lessee's representative who will coordinate the event
- 4) For events of single date duration, the normal fee schedule for use of facilities will apply. When an organization wants to use Cameron I.S.D. facilities for an event longer than three days, or for repetitive events or activities, they will receive a facility use fee discount of 60%.
- 5) Facility use is on a "first -come, first serve basis". Lessee will not be guaranteed use of the space until a lease agreement is signed and refundable security deposit (or total use fee) has been paid.
- 6) Use of Cameron I.S.D. facilities is for use of the building and permanent fixtures only. (An exception will be use of risers and cordless microphones at the P.A.C. which will be rented under a separate agreement)