



AGENDA SECTION: Consent Item

SUBJECT: Implementation of PracticePlan MOU to Streamline Facility Rental

BOARD POLICY: GKD (LOCAL)

STRATEGIC GOAL(S): 1,2,3 and 4

FISCAL NOTE: None

PREPARED/PRESENTED BY: William Mitchell, Chief Athletic Director

Background Information

To ensure efficient facility utilization and uphold the priorities of Board Policy GKD (LOCAL)—which centers on high-quality student learning while permitting community use of vacant facilities—the district needs a centralized digital solution, such as PracticePlan. Currently, managing external rental requests for athletic facilities is a logistical challenge. A centralized digital platform is required to efficiently manage external rentals and handle the Fee Schedule Tiers (A, B, and C), and strictly adhere to reservation timelines, thereby maximizing the potential of our athletic facilities.

Enhanced Operational Benefits

Automated Compliance with Deadlines: PracticePlan will enforce the district's policy requiring general reservations to be finalized 30 days in advance and the associated full payment to be received at least 10 days prior to the scheduled event.

Tiered Fee Management: The system automatically categorizes and accurately invoices lessees based on the district's established Fee Rate A, B, or C structures, ensuring that standard rates for custodial, security, and administrative oversight are correctly applied.

Insurance & Documentation Tracking: A dedicated portal will be provided for lessees to upload mandatory documents, specifically the required \$1,000,000 liability insurance certificates and the signed rental agreements, which are compulsory for all Schedule B and C groups.

Priority Scheduling: The platform guarantees that Duncanville ISD events will take precedence, effectively preventing external bookings from conflicting with school functions or campus-level operational requirements.

Increased Profitability and Utilization: PracticePlan's core design is engineered to maximize a facility's market exposure, thereby driving a quantifiable increase in its accessibility, utilization rate, and overall profitability.

Diverse Activity Support: The platform effectively manages a wide range of rental types, from traditional athletic activities like football and volleyball to specialized requests such as marching band practice, banquet hosting, and theater-related events.

Streamlined Search and Booking: Prospective external groups will have the capability to search for our facilities utilizing criteria such as specific location, amenities, or activity prerequisites, which ensures a precise



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match between the user's needs and the venue's suitability.

Automated Communication: Upon confirmation of a booking, the system will automatically send a confirmation email to the guest, including all necessary information for accessing and using the reserved practice space.

Marketplace Exposure: By formally listing our distinctive assets—such as multi-sport turf fields or designated meeting spaces like cafeterias—on the platform, we significantly broaden our reach to a larger audience of potential renters.

Recommendation

Administration recommends the adoption of PracticePlan as the official system for all external athletic facility rental requests. This transition will reduce the manual workload for athletic coordinators and business clerks, provide a more professional experience for external partners, and generate additional revenue for the maintenance and improvement of district facilities.

Communcation

The Communications Department will release a formal statement and update the district website. The new rental portal for external athletic events, a digital Facility Rental Guide, and clearly defined fee structures (Tier A, B, and C) will be posted. All updated policies related to facility usage will be published in the district's Board Policy Manual.

Suggested Motion

I move that the Board of Trustees approve the use of PracticePlan to manage external athletic event rental requests, enhancing facility utilization and operational efficiency.

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Respectfully submitted,

Dr. T. Lamar Goree
Superintendent