



**FACILITIES RENTAL INFORMATION  
ALL FACILITIES EXCLUDING  
PERFORMING ARTS CENTERS**

**Sheila Saul  
SUPERVISOR, FACILITY RENTAL OFFICE  
2021 CRYSTAL BEND DR.  
PFLUGERVILLE, TX 78660  
(512) 594-0268  
Fax (512) 594-0251  
[sheila.saul@pfisd.net](mailto:sheila.saul@pfisd.net)**

**Rev. 08/2019**

## **Pflugerville ISD Rental Policy**

*The Pflugerville Independent School District welcomes the use of facilities owned by the District by outside organizations/groups; however, such use of District facilities shall not be permitted when it interferes with the educational program of any campus or District-scheduled activities, including facility maintenance and/or repair projects.*

*The District is a tax-supported non-profit organization established to serve the students and youth residing within the boundaries of the District. The District may, therefore, differentiate among various categories of organizations/groups (such as youth groups, adult groups, non-profit organizations, for-profit organizations, and civic groups) in establishing the length of time that a facility may be used or the fee charged. All organizations/groups within the same category shall be offered fair and equal access to District facilities. Board Policy GKD (LOCAL)*

*District should charge a reasonable fee for community use. The Texas Constitution prohibits school districts from spending district resources to serve non-school purposes. Arguably, charging no fees at all constitutes an improper “gift of public funds,” if the district is spending resources to keep its doors open for non-school use.*

**Pflugerville Independent School District**  
 Support Services  
 2021 Crystal Bend Dr.  
 Pflugerville, TX 78660  
**Acknowledgement of Rental Information**

Activities conducted in school facilities must meet the policies and regulations of the Pflugerville School District, its Board of Trustees, and all state and local laws.

The following must be on file with the Facility Rental Office prior to reserving any district facility:

- \* Completed copy of the Facility Rental Packet with all pages initialed where indicated to acknowledge all rules, procedures and regulations have been read and understood.
- \* **\$250 Advance Deposit; \*\* \$500 Advance Deposit for continuous long-term use (i.e. churches); Check or Money Order made payable to Pflugerville ISD; Temporary checks will not be accepted.**
- \* Proof of acceptable liability insurance with Pflugerville ISD named as an additional insured and certificate holder with limits of at least \$1,000,000
- \* Non-Profit Certificate for verification of rate category (Proof of 501(c)3 Status) issued by the Office of the Secretary of State
- \* Roster of all student participants that includes student's name, date of birth and campus, as needed to verify the rate category. To obtain Category A, **80% or greater of all participants must be Pflugerville ISD students.**

Rental Fees will be determined by the Superintendent of Schools or designee.

The undersigned agrees to be responsible to Pflugerville ISD for the use and care of all rented facilities, and to conform to all policies and regulations as set forth in the attached Rental Facilities Guidelines.

This organization represents to the Pflugerville Independent School District that it has read the Facility Rental Packet and agrees to all provisions contained therein. **The renting organization understands and accepts that any violation or deviation from these rules may result in fines or fees, and loss of future rental privileges for a minimum of one year as deemed appropriate by the Pflugerville Independent School District.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Pflugerville ISD Representative

**Pflugerville ISD Facility Rental  
Initial Information Form**

**Organization:** \_\_\_\_\_

**Activity:** \_\_\_\_\_

**Non-Profit Status:** \_\_\_\_\_

**Groups requesting non-profit rates must provide proof of 501(c)3 status.  
Groups requesting Category A rates must submit a roster of all participating  
students. 80% of participants must be PfISD students.**

**Name of Contact:** \_\_\_\_\_

**Daytime Phone Number:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**School Requested:** \_\_\_\_\_

**Area Requested (Gym, Cafeteria, Stadium/Field, etc):** \_\_\_\_\_

**Equipment for Rent - Chairs** \_\_\_\_\_ ; **Qty** \_\_\_\_\_ ; **Tables** \_\_\_\_\_ ; **Qty** \_\_\_\_\_

**Layout (Please attach separate sheet)**

**Date(s):** \_\_\_\_\_

**Facility Unlock Time:** \_\_\_\_\_

**Lock Down Time:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Volleyball Nets and Standards:** \_\_\_\_\_

# **PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT**

## **Support Services**

2021 Crystal Bend Dr. Pflugerville, TX 78660

(512) 594-0268 Fax (512) 594-0251

## **DISTRICT RELEASE OF LIABILITY**

In consideration of its use of the PfISD facilities, the organization agrees to pay the required rental fees. It also agrees that the Pflugerville Independent School District, its Board of Trustees, Agents, Employees and Representatives shall not be liable to the organization for damage to person, or property, regardless of whose negligence or acts of omission cause such injury or damage. The rental organization agrees to indemnify and save harmless the Pflugerville Independent School District, its Board of Trustees, Agents, Employees and Representatives from all suits, actions, claims, expenses, including attorney's fees and damages of any character, type or persons or property rising out of, or occasioned by, the use of the premises used by the organization, its Agents, Patrons, Visitors, Guests, Representatives, Employees, or other persons allowed on premises by the organization during the time set forth on the attached forms. The rental organization hereby waives all defects that may exist on the premises to be used by the organization. This release of liability is null and void if altered in any way.

\_\_\_\_\_  
Printed Name of Organization Representative

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Representative's Title

\_\_\_\_\_  
Daytime Telephone

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
City / State / Zip

## **RENTAL GUIDELINES, RULES AND PROCEDURES**

1. Groups or individuals interested in renting PfISD facilities must obtain a Facility Rental Packet found on the Pflugerville ISD website under the Community tab, or at the Support Services Building at 2021 Crystal Bend Dr.
2. Priority for rental requests will be based on the category in which the request falls. Non-profit organizations whose participants consists of **80%** PfISD students receive top priority, followed by other non-profit organizations. For-profit rentals will then be considered.
3. **Repeated Use-The district shall permit repeated use by any group or organization for non-school purposes no more frequently than twice per week. Exception: Does not apply to any organization when the primary participants are District students. GKD (LOCAL)**
4. Documentation may be submitted no earlier than the following: **August 1** – Second week of school through winter break; **December 1** – January 1 through March 31; **March 1** – April 1 through July 31. **No rentals are allowed from Aug 1<sup>st</sup> through the second week of school (with the exception of long term rentals at an elementary campus).** All completed requests will be time and date stamped. Rental requests will be prioritized based on rental category, time and date stamped.
5. Campuses are allotted 72 hours to respond once the request for approval is submitted, but is contingent upon campus schedules.
6. New campuses will not be available to rent the first 12 months they are open.
7. **The rental office/campus shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity. GKD (LOCAL)**
8. **Last minute cancellations by the campus may occur.**
9. All rental agreements are handled by the Facility Rental Office.
10. The following documentation must be on file with the Facility Rental Office before a rental agreement will be considered:
  - a. The Facility Rental Information packet completed and signed
  - b. A current insurance certificate with limits of at least \$1,000,000
  - c. **\$250 Advance Deposit; \$500 Advance Deposit** for continuous/long-term use (i.e. churches). All payments must be in the form of check or money order made payable to Pflugerville ISD.
  - d. A roster of all student participants for any group requesting Category A rate. **(80% or greater of participants must be Pflugerville ISD students)**
  - e. A copy of the 501(c)3 certificate from the Office of Secretary of State, if requesting non-profit status.
11. **It is the sole responsibility of the renter to provide these documents. No reminders will be issued by the Facility Rental Office.**
12. Rental agreements must be processed no later than **21 days** prior to the event.
13. Payment in full is required no later than **14 days** prior to the event. For extended rentals, monthly payments are due by the **first** of each month. All payments must be in the form of check or money order made payable to Pflugerville ISD. Temporary checks will not be accepted.
14. Any changes to the signed contract must be made **no later than one week** in advance. **A \$35.00 fee will be assessed per event date for any changes made after the invoice has been generated.** Rental fees will not be decreased after the

fact if the facility is not used for the entire contracted time. **Refunds will not be granted if cancellations are requested less than one week in advance.**

15. The renter will be assessed the rental fee from the time the facility is opened until it is closed or vacated. **No unlock time prior to 6:30 pm on days when school is in session.**
16. **Rental rates are reviewed annually and rates may be changed at the beginning of the Pflugerville ISD fiscal year, which begins July 1 of each year.**
17. Organizations providing afterschool enrichment programs are required to provide the standard rental insurance and rental fees per the contract with the District. Scheduling will be coordinated through the Facility Rental Office.
18. **All campuses will require a facilitator.** The facilitator fee will not be included in the rental fees.
19. School facilities will not be rented on school holidays or the weekend immediately preceding or following those designated holidays.
20. **School facilities will not be rented on the evening immediately preceding or during the designated State testing days (STAAR Tests).**

### **INSURANCE REQUIREMENTS**

Any organization desiring to rent a District facility must furnish evidence of liability coverage for the event(s) prior to approval for use. This evidence should consist of an original Certificate of Insurance with Pflugerville ISD named as an Additional Insured and Certificate Holder indicating a minimum \$1,000,000 Combined Single Limit of Bodily Injury and Property Damage Liability Coverage. The insurance carrier must hold a minimum "A" rating from A.M. Best Company. However, Pflugerville ISD reserves the right to determine the acceptability of a carrier regardless of its rating.

Each insurance policy must require that the insurer send notice to the District as follows:

- 30-day notice of cancellation
- 60-day notice of nonrenewal
- 30-day notice of material change

Access to the facility shall not be permitted until the application and insurance has been screened and approved. **Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the District.** The insurance requirement may be waived for school sponsored groups such as PTO or Booster Clubs.

Certificate of Insurance may be faxed to 512-594-0251 but the original copy must be sent to: Pflugerville ISD, 2021 Crystal Bend Dr., Pflugerville, Texas 78660 Attention: Sheila Saul.

### **DEPOSITS**

A **\$250/\$500** deposit is required in advance for all rentals and shall be refunded at the conclusion of the event provided the facility is returned to normal school operating condition and no damage has occurred. **All deposits must be in the form of check or money order made payable to Pflugerville ISD.**

### **CUSTODIAL REQUIREMENTS**

Custodial fees are not normally charged during regular custodial hours. These hours are from the end of school until 9:00 PM Monday - Friday. However, due to the size and purpose of the event, the district may charge for custodial services during these times for services not normally covered as part of daily duties. Organizations requesting the use of a district facility beyond these hours will be required to pay for custodial services. The number of custodians will be based on the number in attendance, the amount of square footage rented and if concessions will be sold or brought in by the organization. One custodian will be required for every 150 people in attendance. **Fees for custodial services are not included in the rental fees. Custodial charges will be \$30.00 per hour with a four-hour minimum charge.**

### **FACILITATOR REQUIREMENTS**

**All campuses will require a facilitator. Facilitator fees are not included in the rental fees.** The facilitator will be visible and in attendance for the entire length of the event. Facilitator charges will be \$30.00 per hour with a two-hour minimum charge. Facilitator responsibilities include being a responsible steward of district assets and ensuring renters obey all district regulations, policies, and procedures located within the rental agreement.

### **FOOD/HEALTH REQUIREMENTS**

PfISD is subject to Health and Human Services Department guidelines concerning food preparation and sales during the rental of a PfISD facility. All food servings must be in compliance and in accordance with Texas Health and Safety Code (HSC), Chapter 438, Subchapter G.

**PfISD will NOT provide access to kitchens, electrical appliances, or electrical outlets for preparation of and/or air conditioned storage of perishable food items. Only Aramark certified food handlers are allowed access to the kitchen areas.**

**Renters will be required to obtain and provide a temporary food permit from the City of Pflugerville or Austin/Travis County Health and Human Services to serve and/or sell any food items not listed below:**

- Prepackaged items such as individual bags of chips or crackers
- Potentially non-hazardous foods such as popcorn or coffee
- Individual cans of soda or bottled water

Aramark catering service is also available for hire.

**Food trucks will be required to have proper permits from the Cities of Austin or Pflugerville. In addition, the trucks must follow all USDA and TDA Regulations.**

**NO HOME PREPARED FOODS ARE ALLOWED to be sold/served during a rental.**



**FOOD MUST BE FROM AN APPROVED SOURCE** • Prepared on site, purchased from permitted kitchen or grocery store.

**APPROVED HANDWASHING STATION** • Soap • Towels • Approved water dispenser with “spigot spout” (not push-button) providing continuous flow • Provide watertight bucket or container to catch waste water.

**APPROVED DISHWASHING STATION** (3 basins or sink compartments required – used from left to right) • First basin/sink compartment (left-most) for washing - must have dishwashing soap. • Second/middle basin or sink compartment for rinsing - must use clean water. • Third basin/sink compartment (right-most) for sanitizing; e.g., a mixture of water & 50 ppm minimum to 100 ppm maximum Chlorine bleach.

**PROPER FOOD TEMPERATURES**

**Hot-holding:** 135° F or greater • Electric • No sterno

**Cold-holding:** 41° F or less • Pack in ice up to the rim of container or REFRIGERATED at 41° F or less.

**OVERHEAD & GROUND COVERING** • Tarp, plywood, cardboard, etc

**OTHER NEEDED ITEMS** • Thermometers (0° F to 165° F) • Sanitizer bucket with cloth • Approved wastewater disposal • Sanitizer test strips

**FACILITIES NOT AVAILABLE FOR RENT** (Board Policy GKD, Local)

The following are not available for non school use:

- \* Offices, which includes office equipment, i.e. copiers, etc.
- \* Classrooms
- \* Ice Machines
- \* Concession Stands
- \* Kitchens (**ACCESS IS STRICTLY PROHIBITED**)
- \* Libraries

**SAFETY and SECURITY**

All rental agreements are subject to safety, security and emergency management review and approval. In addition, at the District’s discretion, outside groups may be required to have security present during an event. Custodians and Facilitators will not be considered security.

In case of an emergency, facilitator will call 9-1-1 then notify Supervisor of Facility Rentals.

In non-emergency cases, the number for Pflugerville ISD Police is (512) 594-1990. Facilitator will then notify Supervisor of Facility Rentals.

**Minimum Staffing Will Be Contingent Upon Event Type and Number of Attendees:**

1-250	1 Security Officer
250-500	1 Police Officer
500-1000	1 Security Officer and 1 Police Officer
1000-1500	2 Security Officers and 2 Police Officers
1500 plus	2 Security Officers and 2 Police Officers

Spectator and event specific staffing requirements may vary and will be determined by PFISD Police Department and the Pflugerville ISD Safety and Security Department at the time of the official rental request at the renter's expense.

If traffic control is requested during the facility rental, additional charges may be accessed for the use of Police vehicles. This fee will be determined by the information contained in the facility request.

**Please do not park in fire lanes, adjacent to fire hydrants, block driveways, in handicap spaces, or in handicap accessible routes.**

**All amusement ride companies hired by renters, PTO, Booster Clubs, etc. must display a compliance sticker issued by Texas Department of Insurance. The group responsible for the event will collect the insurance, verify the sticker and provide said documentation to the Facility Rental Office.**

**For the safety of the rental groups and district facilities, all rental activities are subject to camera surveillance.**

**Procedures for:**

♦ Power Outage:

- District representative notify Supervisor, who will notify facilitator.
- Facilitator will contact designated on-call staff, if outage is reported to them.
- All facilitators required to have a flashlight with fresh batteries on hand.
- Facilitator keep all attendees in designated area, if necessary.
- Supervisor will determine and communicate to facilitator whether to terminate rental.

♦ Water Outage:

- District representative notify Supervisor who will notify facilitator.
- Facilitator will contact designated on-call staff, if outage is reported to them.
- Facilitator keep all attendees in designated area, if necessary.
- Supervisor will determine and communicate to facilitator whether to terminate rental.

**Notification Protocol:** District Facilitator contact Facility Rental Supervisor & Emergency On-Call.

**FIRE CODE COMPLIANCE**

Fire and safety code compliance will be consistent with the guidelines of the District and of the Fire Marshal's office as it applies to Educational Facilities.

- ♦ No decorations on corridor or room walls (beyond what the campus already has in place)
- ♦ Code violations include obstructing access to an exit. Exits cannot be blocked by furniture, signs, curtains, décor or other item that can impede a safe and efficient exit.

- ◆ **Fog/haze machines are prohibited.**
- ◆ Storage, even temporary, is not allowed in exit corridors or under stairs.
- ◆ No decorations may be placed on exit, room or stair doors, or measures taken to obscure or obstruct a doorway.
- ◆ Nothing may be hung on or near a sprinkler head.
- ◆ No materials on ceilings or walls of stairwells.
- ◆ Nothing may be attached directly to ceilings. Items may hang from the ceiling but must be attached by metal wire and hung by authorized District staff at least 18 inches from the ceiling.
- ◆ Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall meet the flame propagation performance criteria of NFPA 701, or be noncombustible (with documentation attached). Thus, all curtains must have a tag from the manufacturer verifying flame resistance.
- ◆ Upholstered fabrics and temporary curtains must be flame resistant or treated annually, and documentation maintained with the items. Flame retardant must be applied prior to being brought to the facility.
- ◆ The required fire-resistance rating of fire-resistance rated construction shall be maintained. Thus ceiling tiles cannot be moved or otherwise disturbed.
- ◆ Large banners on walls in assembly areas with high ceilings must terminate at least 8 feet above the floor level and be suspended at least 18-inches from the ceiling.
- ◆ Only surge protected single extension cords shall be used. Extension cords may not be plugged into one another.
- ◆ Light bulb wattage shall not exceed the rated capacity of the fixture.
- ◆ No cooking, open flames, grilling, or deep fryers are allowed in or around facility. The use is strictly prohibited.
- ◆ Neither chains nor drop bars are permitted on exit doors.
- ◆ When rooms are occupied, doors may not be blocked open.
- ◆ Candles and other open flames are not permitted.
- ◆ Participants should be informed of procedures for safely evacuating the building, and staff should be assigned the responsibility of facilitating a safe evacuation.

### **INOPERABLE EQUIPMENT**

Equipment found inoperable during a rental must be communicated by the renter to the facilitator at the time it is found, and to the Facility Rental Office, within a 24-hour period from the time the rental began. The problem will be investigated and verified. Upon verification, a refund **may** be issued.

### **GYM EQUIPMENT**

Volleyball Nets and Standards                      \$25.00 per day

Long term volleyball rentals                      \$500.00 per season per campus

Under no circumstances is any other gym equipment to be used by renters, i.e. balls, etc.

Use of scoreboard controllers is allowed during gym rentals.

### **RENTAL REGULATIONS**

- ◆ All requests to visit rental facilities must be coordinated through the Facility Rental Office.

- ◆ **No chairs, food or drinks are allowed in the gym areas. Any damage caused by these items will be assessed to the renter, and may result in loss of further use of district facilities.**
- ◆ A maximum of **two tables** are allowed in the hallways during gym rentals, and the placement of these tables must be approved by the Facility Rental Office.
- ◆ **The use of open flames, such as barbecue grills, deep fryers or candles, is strictly prohibited.**
- ◆ No equipment or supplies of the renters will be stored on school property.
- ◆ Renters will have no access to equipment that is not specified in the contract.
- ◆ **The use, sale, or possession of alcoholic beverages, illegal drugs, firearms and the use of tobacco products or e-cigarettes on any District property is strictly prohibited. (See School Board Policy GKA-LOCAL)**
- ◆ All signs, banners and reading material need prior written approval by the Facility Rental Office. See School Board Policy GKDA – LOCAL.
- ◆ All children must be supervised at all times and remain in assigned areas. There should be at least one adult per twenty children.
- ◆ District equipment, such as the public address systems, microphones, speakers, audio/video equipment, risers and projectors, is not available for use by outside organizations.
- ◆ All school areas are to be used solely for their intended occupancy.
- ◆ Use of **glitter** is prohibited.
- ◆ **No electrical appliances will be allowed in the school buildings.**

**Pflugerville ISD has the right to refuse and/or terminate a rental. Reasons include, but are not limited to the following: space availability, failure to pay in a timely fashion, failure to comply with all rules and regulations, recurring losses and/or damage, inappropriate behavior of the renter or their audience.**

## **RENTAL CATEGORIES**

### **CATEGORY A:**

#### **SCHOOL RELATED NON-PROFIT ORGANIZATIONS**

Non-profit youth athletic groups who primarily serve Pflugerville ISD students (**80% or greater of participants**) may be permitted to rent facilities at the Category A rate. A roster of all participants, with student's name, date of birth and campus attending, must be provided.

Youth scouting groups may be permitted the use of facilities without charge on days when school is in session, but no later than 9 P.M. on those days. All other policies and procedures will be enforced.

Organizations working in support of Pflugerville ISD (PTO, PTA, booster clubs, educational foundations, etc.) may be exempt from these guidelines with prior written approval from the Facility Rental Office.

**PfISD SANCTIONED EVENTS: Government Entities (City of Pflugerville; Pflugerville Fire/ESD Department)**

- Personnel Charges Apply: Custodial Fee - \$30.00 per hour/Custodian

**NON-UIL EXEMPT ORGANIZATIONS: [Capital Area Orff of AOSA, Texas Color Guard Circuit (TCGC), Austin Area Council of Teachers of Math (AACTM), Rhythmic Force, Texas Music Educators Association (TMEA)].**

- Category A Rates Will Apply
- Personnel Charges Apply: Custodial Fee - \$30.00 per hour/Custodian
- No Charge for Setup/Takedown; Charges begin at actual rehearsal/meeting time.

**CATEGORY B:**

**NON-PROFIT ORGANIZATIONS**

Non-profit groups or organizations may rent the facilities for the Category B rates if they provide the Facility Rental Office proof of their 501(c)3 status.

**LONG TERM SCHEDULED GROUPS (CHURCHES)**

The rental of school facilities for long term schedules shall be limited to a maximum of 12 months from the date the rental agreement is signed. Following the initial term, organizations may continue to apply for additional 12 month extensions.

Signs may not be displayed outside the school facility earlier than 7:00 PM on the evening prior to the scheduled meeting day. No artificial lighting may be used to illuminate outside signage. All outside signs/banners must be removed immediately after the conclusion of the scheduled meeting.

**THIRD PARTY COMPETITION DANCE COMPANIES-i.e. Crowd Pleasers**

**Dance**

Category B rates will apply if the following criteria is met:

- Entry fees are waived for all PfISD dance teams/individual. *If no PfISD teams/individuals are participating, Category C rates will apply.*
- A complete participant roster must be submitted to the Facility Rental Office.
- All concessions proceeds go to the PfISD student group hosting the event.
- District reserves the right to negotiate rates if portion of event proceeds go to the PfISD student group hosting event. All district personnel charges for rental will be covered by dance group.
- All other rental regulations, policies and procedures will apply.

**CATEGORY C:**  
**FOR PROFIT**

For profit organizations and businesses may rent facilities for the established Category C rates plus custodial and facilitator fees.

For profit organizations may not utilize District parking lots free of charge or non-gated, open areas for long term use to conduct business, i.e. boot camps, exercise groups. Parking lots may be rented out a maximum of two evenings per week after 6:30 pm. Prior to 6:30 pm, use is limited to the non-gated grassy areas of the campus.

Use cannot interfere with after hour campus events, EDP activities or traffic, nor can use impede traffic or parking, i.e. use of cones and mats. Use of sidewalks are prohibited. Use cannot conflict with school use or with district policy. GKD (LOCAL)

Advertisement is prohibited when utilizing the District's non-gated, open areas. Use of these areas may not exceed two evenings per week. GKD (LOCAL)

**MUSICAL EQUIPMENT:**

Please attach an additional sheet listing type of equipment, volts, amps and wattage.

The Facility Rental Office reserves the right to limit the quantity of equipment based on the electrical capacity of the building.

**ATTACHMENT A  
PFLUGERVILLE ISD  
FACILITY USAGE FEES**

**All fees are based on an hourly rate with a two-hour rate minimum charge unless otherwise noted.**

(A Percentage off All Rental Fees Will Be Disbursed to the Renting Campus/Department)

	Category A	Category B	Category C
<b>ELEMENTARY</b>			
Cafeteria	\$30.00	\$60.00	\$110.00
Gymnasium-Elementary Age Only	\$30.00	\$60.00	\$110.00
<b>MIDDLE SCHOOL</b>			
Cafeteria	\$35.00	\$70.00	\$145.00
Gymnasium	\$50.00	\$80.00	\$150.00
Gated Athletic Field (Hourly Rate)	\$35.00	\$50.00	\$100.00
Field Lights (Hourly Rate)	\$45.00	\$55.00	\$65.00
<b>HIGH SCHOOL</b>			
Cafeteria	\$45.00	\$80.00	\$150.00
Small Gym	\$35.00	\$58.00	\$100.00
Large Gym-UNAVAILABLE 8/1-Spring Break	\$60.00	\$110.00	\$190.00
Football Stadium (PHS,CHS,HHS,WHS) per 8 Hour Day Max; No Half Day Rates (Available After 12 Noon During Football Season); Early availability will be at the discretion of the campus athletic coordinator.	\$400.00	\$600.00	\$1500.00
Stadium Lights (Flat Fee)	\$45.00	\$100.00	\$250.00
Stadium Scoreboard (PfISD Operator Only) (Daily Rate)	\$100.00	\$125.00	\$175.00
<b>Facilitators/Stadium Staff-Pressbox &amp; Field/Custodial</b> per person/per hour (4 hr. minimum). Staffing requirements determined by PfISD	\$30.00/Hr.	\$30.00/Hr.	\$30.00/Hr.

<b>Security</b> - Please see Page 9 to determine the number of officers required.	\$52.50/hr.	\$52.50/hr.	\$52.50/hr.
<b>Campus Parking Lots (No Lights)</b>	N/A	\$15.00/Hr.	\$25.00/Hr.
<b>Materials/Equipment</b>			
Setup/Takedown Fee	N/A	\$40.00/Hr.	\$40.00/Hr.
Table-30'x72', Gray	\$3.75/Table	\$3.75/Table	\$3.75/Table
Chair-Metal Folding, Gray	\$1.00 each	\$1.00 each	\$1.00 each

**Security deposit: \$250 Advance Deposit is required for all facilities; \$500 Advance Deposit for continuous long-term use (i.e. churches).**