



PERFORMING ARTS CENTER FACILITIES RENTAL INFORMATION

FACILITY RENTAL OFFICE

Attn: Sheila Saul, Supervisor

2021 CRYSTAL BEND DR.
PFLUGERVILLE, TX 78660

Connally High School, wesley.naron@pfisd.net,
(512) 594-0860

Hendrickson High School, nicole.malone@pfisd.net,
(512) 594-1100

Pflugerville High School, brandon.marks@pfisd.net,
(512) 594-0560

Weiss High School, robert.malone@pfisd.net,
(512) 594-1465

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 nonprofit 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, nonprofit 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)

Pflugerville Independent School District

Support Services

2021 Crystal Bend Dr.

Pflugerville, TX 78660

PAC/FAC Rental Information

Activities conducted in the PfISD Performing Arts 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 Performing Art Center prior to scheduling the rental of any district performing arts facility.

- * A completed copy of the Agreement for Use form**
- * \$250.00 Advance Deposit; 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. 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.**
- * Completed Facility Request Form**
- * A signed copy of the Facility Pricing Guide**
- * Non-Profit Status Certificate for verification of rate category, when applicable – (Proof of 501©3 Status) issued by the Office of the Secretary of State**

AGREEMENT FOR USE

The renting organization agrees that all information of the Performing Arts Center Rules and Regulations has been read, understood and accepted and that any violation or deviation from those rules may result in fines or fees and loss of future rental privileges as deemed appropriate by the Pflugerville Independent School District.

In consideration of its use of the Performing Arts Center, 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 organization represents to the Pflugerville Independent School District that it has read the Agreement for Use of a Pflugerville ISD Performing Arts Center and agrees to ALL provisions contained therein.

Printed Name of Organization Representative

Signature of Organization Representative

Representative's Title

Day Time Telephone

Organization Name

Physical Address

Today's Date

City / State / Zip

Approved by: _____
Pflugerville ISD Representative

Date: _____

EVENT INFORMATION

Organization Name: _____
Event Name: _____
Mailing Address: _____
Billing Address: _____
Event Information Website Address: _____

CONTACT INFORMATION

Contact / Submitter Name: _____
Contact Person Phone Number: _____
Contact Person Cell Phone Number: _____ Fax Number: _____
Contact Person Email Address: _____

RENTAL INFORMATION

Estimated Number of Participants: _____ Estimated Attendance: _____

REHEARSAL INFORMATION

PERFORMANCE INFORMATION

Campus: _____	Performance Date(s): _____
Rehearsal Date(s): _____	Facility Unlock Time: _____
Facility Unlock Time: _____	Performance Begin Time: _____
Rehearsal Begin Time: _____	Performance End Time: _____
Rehearsal End Time: _____	Facility Lockdown Time: _____
Facility Lockdown Time: _____	

PERFORMING ARTS CENTER FACILITIES REQUESTED

- ___ Main Stage Auditorium
- ___ Box Office
- ___ Dressing Room
- ___ Lecture Hall (HHS and CHS only)
- ___ Mezzanine/Balcony Seating (HHS and CHS only)

All specific equipment requirements will be made with the designated PAC managers.

**ATTACHMENT A
PERFORMING ARTS CENTER**

FACILITY PRICING GUIDELINES

(25% of Rental Fees Will Be Disbursed to the Fine Arts Department)

MAIN STAGE AREA

**PflISD Sanctioned Events – (Government Entities-City of Pflugerville;
Pflugerville Fire/ESD Department); Any Pre-UIL Competition**

Facility Rental Fee	\$150.00 per hour
Site Manager	\$40.00 per hour
Custodial Fee	\$30.00 per hour/Custodian

Non Profit Organizations (Must provide state non-profit certificate – 501©3)

Deposit	\$250.00
Event Set-up/Take-down Fee	\$250.00
Facility Rental Fee	\$250.00 per hour
Site Manager	\$40.00 per hour
Custodial Fee	\$30.00 per hour/Custodian

For-Profit Organizations:

Deposit	\$250.00
Event Set-up/Take-down Fee	\$250.00
Facility Rental Fee	\$350.00 per hour
Site Manager	\$40.00 per hour
Custodial Fee	\$30.00 per hour/Custodian

SEATING CAPACITY:

Pflugerville High – 998

Connally High – 883

Hendrickson High – 890

Weiss High - 780

LECTURE HALL AREA (CHS AND HHS ONLY)

Non Profit Organizations (Must provide state non-profit certificate – 501©3)

Facility Rental Fee	\$75.00 per hour
Custodial Fee	\$30.00 per hour

For-Profit Organizations

Facility Rental Fee	125.00 per hour
Custodial Fee	\$30.00 per hour

Additional Charges

Additional Technicians (excl. the four included with the rental)	\$13.00/hour
Basic AV Charge: LCD Projector & Screen, Computer	\$100.00/day
Wireless Microphones	\$25.00/day per mic
Gaffers Tape or Stage Spike Tape	\$25.00/roll
Piano Tuning (available upon request with 4 weeks' notice)	\$150.00
Dressing Rooms (in addition to the one that is provided)	\$100.00/room/day
Police Security (if required)	\$52.50/per hour/person
(Please see Page 9 to determine the number of officers required)	

*** \$250.00 Advance Deposit is required at time of booking with the completed contract, certificate of liability insurance and 501c3, Certificate of Non-Profit Status.** Deposits shall be refunded/credited at the conclusion of the event provided the facility is returned to normal school operating conditions and no damage has occurred.

*** If event is cancelled within 60 days of performance, deposit is non-refundable.**

*** All payments are due 30 days before event.**

*** If booking is scheduled less than 30 days before rental date, all payments must be in the form of a money order.**

* All deposits/payments must be in the form of a check or money order and made payable to Pflugerville ISD.

The renting organization agrees to and will pay in full, all charges based on the pricing list above 30 days prior to the event.

Signature: _____

Date: _____

RENTAL GUIDELINES, RULES AND PROCEDURES

GUIDELINES

1. Groups or individuals interested in renting PflISD Performing Arts Facilities must obtain a Performing Arts Facility Rental Packet online, listed under the Community tab on the PflISD home page or at the Support Services building located at 2021 Crystal Bend Dr.
2. All rental agreements will be initiated through the Performing Arts Center manager. The completed rental packet, the \$250 advance deposit, proof of insurance and proof of nonprofit status must be on file with the Performing Arts Center before a rental agreement can be finalized.
3. After confirming availability with the requested facility, all operational details of the rental will be handled by the requested Performing Arts Center Site Manager.
4. Rental agreements must be processed no later than **60** days prior to the event.
5. 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.**
6. Rental amounts 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. If event is canceled within 60 days of performance, deposit is nonrefundable.**
7. **LAST MINUTE CANCELLATIONS BY THE CAMPUS/RENTAL OFFICE MAY OCCUR IF AN UNEXPECTED CONFLICT ARISES. Pflugerville ISD events will have priority over any outside event and last minute cancellations may be deemed necessary by giving notice at least 24 hours prior to a requested contract period. If the district determines that it must use the facility related to the operation of a District activity, a full refund will be issued. GKD (LOCAL)**
8. **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 4:30 PM WILL BE ALLOWED ON DAYS WHEN SCHOOL IS IN SESSION. IF THE EVENT RUNS OVER THE REQUESTED LOCKDOWN TIME, BILLING WILL BE ASSESSED AFTER THE FACT IN HALF HOUR INCREMENTS.**
9. **All Performing Arts Centers are closed to outside organizations from June-August. (Unless prior approval from facilities district personnel is obtained)**
10. **There will be no long term rentals of the Performing Arts Centers.**
11. All organizations sponsored by Pflugerville Independent School District are responsible for providing one (1) campus administrator that is actively supervising and easily accessible throughout the event. The campus administrator must remain onsite until all participants have vacated the PAC.
12. Renting organizations' staff and administration are responsible for their performers, students and their patrons.
13. Renting organizations are responsible for providing the following:
 - a. Ushers (8 for Main Stage Performances and 2 for Lecture Hall Rentals)

- b. Chaperones for students or participants under the age of eighteen. (Minimum 18:1); actively supervising, not in the audience, or directing students on stage.
 - c. At least one (1) Chaperone/Supervisor per dressing/holding area.
- 14. Renting organizations are responsible for adhering to safe occupancy limits. The number of participants/patrons may not exceed the authorized capacity of the facility per Fire Code Compliance.
- 15. Aisles shall be used only as passageways and shall be kept unobstructed at all times. Nothing may be attached to the arms of the aisle seating. No standing or sitting in the aisles during an event.
- 16. If tape is needed to mark the stage, appropriate stage tape may be used. Any other type of tape may not be used without prior approval of the PAC office. **NO TAPE IS ALLOWED ON WALLS OR DOORS.**
- 17. Prior approval must be given by the PAC office before signs, banners, etc are erected, and they shall not deface the property. In no event shall signs, banners, etc. be in place more than one hour prior to the rental/use period, nor more than one hour after the rental use period.
- 18. Any equipment, instruments, scenery, props, costumes, concessions, or other event related items must be removed from the premises by the final stated facility lock down time or additional rental fees will be assessed.
- 19. Groups must bring their own extension cords, power strips and all office supplies.
- 20. **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)**
- 21. **The facility curfew will be adhered to:**
 - a. **The facility must be empty and lights out no later than 11:00pm on a weekday night (Sunday through Thursday), and 12 midnight on weekends (Friday and Saturday).**
- 22. **Multi-day events must allow a minimum of eight (8) hours between one evening's end time and the following morning's open time.**
- 23. All activities shall be orderly and lawful and not of a nature to incite others to disorder. Reasonable security arrangements, as determined by the school district, shall be provided appropriate to the type of event for which the facility has been contracted. Renting organizations shall comply with all federal, state and local laws, regulations and licensing requirements.
- 24. All content and information (music, text, dialogue, etc.) presented must be "radio edit" clean, and reflect the district standards of conduct.
- 25. The PfISD Performing Arts Center employees are the only persons permitted to handle and/or operate PAC equipment. (Lighting, Sound, Stage Rigging, etc.)

The PfISD Performing Arts Centers shall be left in a neat and orderly condition. All user groups shall be held responsible for reimbursing the cost of damage, loss, or excessive cleaning charges incurred through their use of the facility.

Pflugerville ISD has the right to refuse and/or terminate a rental. Reasons include but are not limited to the following: space availability, over usage of a facility, 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.

FOOD AND DRINKS ARE NOT ALLOWED INSIDE THE PERFORMING ARTS CENTER, BACKSTAGE, INSIDE ANY DRESSING ROOM OR IN THE HOUSE.

A \$200.00 CHARGE WILL BE ASSESSED AFTER THE FACT IF FOOD/DRINKS ARE FOUND IN ANY OF THESE AREAS DURING OR AT THE CONCLUSION OF THE RENTAL.

Event Coordinators will be notified of infractions and given the opportunity to correct the issues. However, the PflISD Performing Arts Center staff is fully within their rights to refuse to continue the event until infraction(s) are corrected. If a resolution is not reached in a timely manner, PflISD PAC staff is authorized to end the event. **Billing will continue until all event equipment, personnel and the audience have left the facility.** It is the responsibility of the event organizer to interact with their guests and to address any issues of reimbursement or restitution.

INSURANCE

The organization desiring the use of a district facility must furnish evidence of liability coverage for the event(s). This evidence should consist of an original Certificate of Insurance with Pflugerville I.S.D. 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 the attention of Sheila Saul at 512-594-0251 but the original copy must be mailed to: Pflugerville ISD, 2021 Crystal Bend Dr., Pflugerville, TX 78660, Attn: Sheila Saul, Supervisor, Facility Rentals.

DEPOSITS

A \$250 advance deposit is required in advance at the time of booking with completed contract, certificate of liability insurance and 501c3, Certificate of Non-Profit Status for all rentals. The

deposit shall be refunded/credited at the conclusion of the event provided the facility is returned to normal school operating conditions and no damage has occurred. All deposits must be in the form of check or money order made payable to Pflugerville ISD.

CUSTODIAL REQUIREMENTS

Organizations requesting the use of a district facility will be required to hire district custodial staff to provide custodial services. **Fees for custodial services are not included in the rental fees.** Custodial charges will include time after the event to thoroughly clean the area and 30 minutes before the event to prepare for the rental. The number of custodians will be determined by the Performing Arts Center Site Manager and will be based on the type of events, number of participants and number of attendees. Custodial charges will be \$30.00 per hour per custodian.

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 Site Managers will not be considered security.

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.

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

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 campus already placed there)
- ◆ 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, hazer or smoke machines are strictly prohibited.**

- ◆ Candles and other open flames (e.g. pyrotechnics, matches, or lighters) are strictly prohibited.
- ◆ Glitter, confetti or any similar item are **NOT** allowed in the facility.
- ◆ 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 resistance 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.
- ◆ Combustible materials shall not be stored in boiler, mechanical or electrical rooms.
- ◆ No cooking or open flames allowed in or around facility.
- ◆ Neither chains nor drop bars are permitted on exit doors.
- ◆ When rooms are occupied doors may not be blocked open.
- ◆ Participants should be informed of procedures for safely evacuating the building and staff should be assigned responsibility for facilitating a safe evacuation.