



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

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2021 CRYSTAL BEND DR.
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Rev. 10/2015

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)

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. See the attached Rental Information Packet.

The following must be on file with the Office of Support Services prior to scheduling the rental of any district facility:

- * Completed copy of the Facility Rental Information packet with all pages initialed where indicated to indicate all rules, procedures and regulations have been read and understood.
- * \$250 deposit
- * Proof of acceptable liability insurance with Pflugerville ISD named as an additional insured and policy 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 student participants that includes student's name, date of birth and campus, as needed to verify the rate category
- * List of students that qualify for free or reduced lunch programs to verify the rate category along with proof of free or reduced lunch must be provided.

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 Information 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 I.S.D. Rental Facilities
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 or A1 rates must submit a roster of participating students.

Name of Contact: _____

Phone Number: _____

Cell Phone: _____

Fax Number: _____

E-mail: _____

Address: _____

School Requested: _____

Area of Campus Requested: _____

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 PflISD facilities must obtain a Facility Rental Information Packet found on the Pflugerville ISD website, 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 35% or greater who are on free or reduced lunch and have 50% PflISD students receive top priority, followed by other non-profit organizations. For-profit rentals will then be considered.
3. Anyone interested in renting a facility may submit documentation 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 1st 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.
4. Campuses are allotted 72 hours to respond once the request for approval is submitted.
5. Last minute cancellations by the campus may occur.
6. All rental agreements will be handled by the Office of Support Services.
7. The following documentation must be on file with the Office of Support Services before a rental agreement will be approved:
 - a. The Facility Rental Information packet completed and signed
 - b. A current insurance certificate with limits of at least \$1,000,000
 - c. \$250 deposit
 - d. A roster of student participants for any group requesting Category A or A1 rate
 - e. A copy of the 501(c)3 certificate from the Office of Secretary of State, if requesting non-profit status.
8. **It is the sole responsibility of the renter to provide these documents. No reminders will be issued from the Office of Support Services.**
9. Rental agreements must be processed no later than **21 days** prior to the event.
10. Payment in full is required no later than **14 days** prior to the event.
11. For extended rentals, monthly payments are required by the **first** of each month.
12. Any changes to the signed contract must be made **no later than one week** in advance. **A \$35.00 fee will be assessed 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.
13. 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.**
14. The need for a facilitator at an elementary campus will be determined by the Office of Support Services. Consideration will be given based on expected number in attendance, facility requested, and previous rental history within the district. **All middle and high schools require a facilitator.** The requirement of a facilitator may be waived for Category A1 organizations at some campuses. The facilitator fee will not be included in the rental fees.

15. School facilities will not be rented on school holidays or the weekend immediately preceding or following those designated holidays.
 16. **School facilities will not be rented on the evening immediately preceding or during the designated State testing days (STAAR Tests).**
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15. Organizations providing after school 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 Office of Support Services.

INSURANCE

The organization requesting 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 B+ rating from A.M. Best Company.

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.

DEPOSITS

A\$250 deposit is required 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.

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 \$20 per hour with a four hour minimum charge.**

FACILITATOR REQUIREMENTS

The need for a facilitator at an elementary campus will be determined by the Office of Support Services. **All middle and high schools require a facilitator. Their fees are not included in the rental fees.** The requirement of a facilitator may be waived for Category A1 organizations at some campuses provided the organizer/representative of the organization is an employee of Pflugerville ISD and has been granted access to the facility in the normal course of their district duties. The facilitator will be in attendance for the entire length of the event. Facilitator charges will be \$20 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. Organizers/representatives of Category A1 organizations will not receive compensation and will have the same responsibilities of those of regular facilitators and they are expected to act as such. If the size of the event is such that the Category A1 organizer/facilitator is unable to act as the facilitator then the district may require the organization to have facilitators.

FOOD REQUIREMENTS

PfISD is subject to Health and Human Services Department guidelines concerning food preparation and sales during the rental of a PfISD facility.

PfISD will not provide access to kitchens, electrical appliances, or electrical outlets for preparation of and/or conditioned storage of perishable food items. Therefore, renters will only be allowed to **serve and/or sell** food items that do not require a temporary food permit.

Foods items that do not require a temporary food permit to be sold to the public consist of the following:

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
Use Aramark catering service

No home prepared foods are allowed to be sold during a rental.

FACILITIES NOT AVAILABLE FOR RENT

The following are not available for non school use:

- * Offices, which includes office equipment, i.e. copiers, etc.
 - * Classrooms
 - * Concession Stands
 - * Kitchens
 - * Libraries
- (Board Policy GKD, Local)

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. Security services will be coordinated through the PfISD Police Department at the renter's expense. Custodians and Facilitators will not be considered security. **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 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.
- ♦ 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 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.
- ♦ 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 (if applicable) at the time it is found, and to the Office of Support Services, 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. This includes balls, bats, cones, stopwatches, etc. Use of scoreboard controllers is allowed during gym rentals.

RENTAL REGULATIONS

- ♦ All requests to visit rental facilities must be coordinated through the Office of Support Services.
- ♦ 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 Office of Support Services.
- ♦ **The use of open flames, such as barbeque grills 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 of alcohol and tobacco products on any District grounds is strictly prohibited.**
- ♦ All signs, banners and reading material need prior written approval by the Office of Support Services. 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 chairs, 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.
- ♦ **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 (50% or greater of participants) may be permitted to rent facilities at the Category A rate. A roster of participants, with student's name, date of birth and campus indicated, 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 Office of Support Services.

CATEGORY A1:

SCHOOL RELATED NON-PROFIT ORGANIZATIONS FOR ECONOMICALLY DISADVANTAGED

Must meet all Category A qualifications with the following additions:

The organizer must be an employee of Pflugerville ISD.

Have a roster of participants 35% or greater that are on free or reduced lunch programs. (A roster of participants, with student's name, date of birth and type of program must be provided.)

Have 50% of the participants from Pflugerville ISD.

The program must provide uniforms to the participants not part of their fees and dues paid to the organization.

The facilitator cannot be the head of the organization during tournaments.

The organization must provide proof of employment with Pflugerville ISD along with a roster identifying those participants as recipients of free or reduced lunch programs.

CATEGORY B:

NON-PROFIT ORGANIZATIONS

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

LONG TERM SCHEDULED GROUPS

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, the organization may apply for six 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.

CATEGORY C:
FOR PROFIT

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

MUSICAL EQUIPMENT:

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

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

PFLUGERVILLE ISD
FACILITY USAGE FEES

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

| | Category A | Category A1 | Category B | Category C |
|---|-------------|-------------|-------------|-------------|
| Elementary | | | | |
| Cafeteria | \$25.00 | \$10 | \$50.00 | \$100.00 |
| Gymnasium-Elementary Age Only | \$25.00 | \$10 | \$50.00 | \$100.00 |
| | | | | |
| Middle School | | | | |
| Cafeteria | \$30.00 | \$10 | \$65.00 | \$140.00 |
| Gymnasium | \$45.00 | \$15 | \$75.00 | \$140.00 |
| Gated Athletic Field (Hourly Rate) | \$30.00 | \$10 | \$40.00 | \$90.00 |
| Field Lights (Hourly Rate) | \$40.00 | \$10 | \$50.00 | \$60.00 |
| High School | | | | |
| Cafeteria | \$40.00 | \$15 | \$80.00 | \$150.00 |
| Small Gymnasium | \$30.00 | \$10 | \$53.00 | \$90.00 |
| Large Gymnasium-UNAVAILABLE 8/1- 3/18 | \$60.00 | \$20 | \$105.00 | \$180.00 |
| Baseball and Softball Fields | | | | |
| Setup – Take down fee for all rentals three hours or more | \$40.00 | | \$40.00 | \$40.00 |
| Softball Field-Practice Only (Hourly Rate) | \$50.00 | | \$60.00 | \$70.00 |
| (Half Day) | \$250.00 | | \$300.00 | \$350.00 |
| (Full Day) | \$500.00 | | \$600.00 | \$700.00 |
| One Hour Cleanup Fee (School Days Only) | \$20.00 | | \$20.00 | \$20.00 |
| Field Lights (Hourly Rate) | \$40.00 | \$10 | \$50.00 | \$60.00 |
| Football Stadium (Half Day Rate) | \$1,000.00 | \$350 | \$1,250.00 | \$1,500.00 |
| (Full Day Rate) | \$2,000.00 | \$700 | \$2,500.00 | \$3,000.00 |
| Stadium Lights (Hourly Rate) | \$80.00 | \$20 | \$90.00 | \$100.00 |
| Stadium Scoreboard (PfISD Operator Only) (Daily Rate) | \$100.00 | \$30 | \$125.00 | \$175.00 |
| Facilitators/Stadium Staff/Custodial per person/per hour (4 hr. minimum) Staffing requirements determined by PISD | \$20.00 | \$20.00 | \$20.00 | \$20.00 |
| Security (if required, a minimum of two (2) officers per 1,000 people in attendance or one (1) officer for less than 1,000) | \$52.50/hr. | \$52.50/hr. | \$52.50/hr. | \$52.50/hr. |

Security deposit of \$250 is required for all facilities. Rates for field rental do not include the fee for facilitators who will also do field work.