



PERFORMING ARTS CENTER FACILITIES RENTAL INFORMATION

**OFFICE OF SUPPORT SERVICES
2021 CRYSTAL BEND DR.
PFLUGERVILLE, TX 78660**

**Connally High School, Aaron Black, (512) 594-0860
Hendrickson High School, Nicole Malone, (512) 594-1100
Pflugerville High School, Dustin Parks, (512) 594-0560**

Rev. 11/14

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 (see the attached Rental Information Packet).

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 deposit**
- * Proof of acceptable liability insurance with Pflugerville ISD named as an additional insured with limits of at least \$1,000,000**
- * 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**

Initials _____

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

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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: _____

Rehearsal Date(s): _____

Performance Date(s): _____

Facility Unlock Time: _____

Facility Unlock Time: _____

Rehearsal Begin Time: _____

Performance Begin Time: _____

Rehearsal End Time: _____

Performance 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.

FACILITY PRICING GUIDELINES

MAIN STAGE AREA

Pflugerville ISD – Home Campus Sanctioned Events

If charging admission \$75.00/hr otherwise no fees will be charged.

PfISD Sanctioned Events

\$75.00 per hour

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
Custodial Fee	\$20.00 per hour

For-Profit Organizations:

Deposit	\$250.00
Event Set-up/Take-down Fee	\$250.00
Facility Rental Fee	\$350.00 per hour
Custodial Fee	\$20.00 per hour

SEATING CAPACITY:

Pflugerville High – 998

Connally High – 883

Hendrickson High - 890

LECTURE HALL AREA (CHS AND HHS ONLY)

Pflugerville ISD Sanctioned Events

Facility Rental Fee	\$30.00 per hour
Custodial Fee	\$20.00 per hour

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

Facility Rental Fee	\$75.00 per hour
Custodial Fee	\$20.00 per hour

For-Profit Organizations

Facility Rental Fee	125.00 per hour
Custodial Fee	\$20.00 per hour

Additional Charges

Additional Technicians (above the four provided with rental)	\$13.00 per hour
LCD Projector	\$100.00 per day
Wireless Microphones	\$25.00 per day per mike
Gaffers Tape or Stage Spike Tape	\$25.00 per roll
Piano Tuning (available upon request with 4 weeks notice)	\$150.00
Dressing Rooms (in addition to the one that is provided)	\$100.00 per room/day
Police Security (if required)	\$52.50 per hour/person
(A minimum of two (2) officers per 1,000 people in attendance or one (1) officer for less than 1,000)	

- * **\$250.00 Deposit is required at time of booking.**
- * **If event is cancelled within 60 days of performance, deposit is non-refundable.**
- * **All payments are due 30 days before event.**
- * **If booking is made less than 30 days before rental, all payments must be made with a money order.**

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

Signature: _____

Date: _____

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RENTAL GUIDELINES, RULES AND PROCEDURES

GUIDELINES

1. Groups or individuals wanting to rent PfISD Performing Arts Facilities must obtain a Performing Arts Facility Rental Information Packet online, listed under the Community tab on the PfISD 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 deposit, proof of insurance and proof of nonprofit status must be on file with the performing arts center before a rental agreement can be prepared.
3. After confirming availability with the requested facility, all operational details of the rental will be handled by the requested performing arts center manager.
4. Rental agreements must be processed no later than 21 days prior to the event.
5. Any changes to the signed contract must be made no later than one week in advance.
6. Rental amounts will not be decreased after the fact if the facility is not used for the entire contracted time.
7. The renter will be assessed the rental fee from the time the facility is opened until it is closed or vacated.
8. **There will be no long term rentals of the performing arts centers.**
9. 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.
10. Renting organizations staff and administration are responsible for their performers, students and their patrons.
11. 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)
12. Renting organizations are responsible for adhering to safe occupancy limits. The number of participants/patrons may not exceed the authorized capacity of the facility.
13. 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.
14. 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.**
15. 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. Initials _____

16. 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.
17. Groups must bring their own extension cords, power strips and all office supplies.
- 18. The use of tobacco, alcoholic beverages, or drugs is strictly forbidden on all school district property.**
19. The facility curfew will be adhered to:
 - The facility must be empty and lights out by 11:00pm on a weekday night (Sunday through Thursday), midnight on weekends (Friday and Saturday).
- 20. Multi-day events must allow a minimum of eight (8) hours between one evening's end time and the following morning's open time.**
21. 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.
22. All content and information (music, text, dialogue, etc.) presented must be "radio edit" clean, and reflect the district standards of conduct.
23. The PfISD performing arts center employees are the only persons permitted to handle and/or operate PAC equipment. (Lighting, Sound, Stage Rigging, etc.)
24. 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.

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.

FOOD AND DRINKS ARE NOT ALLOWED INSIDE THE PERFORMING ARTS CENTER!

Event Coordinators will be notified of infractions and given the opportunity to correct the issues. However, the PfISD 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, PfISD 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.

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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/credited at the conclusion of the event provided the facility is returned to normal school operating conditions and no damage has occurred.

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 will not be 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. Custodial charges will be \$20 per hour. The number of custodians required will be based on the number of participants and attendees.

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 PflISD Police Department at the renter's expense. Custodians and Site Managers will not be considered security. **For the safety of the rental groups and district facilities all rental activities are subject to camera surveillance.**

Initials_____

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.
- ◆ 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.
- ◆ Candles and other open flames are not permitted.
- ◆ Participants should be informed of procedures for safely evacuating the building and staff should be assigned responsibility for facilitating a safe evacuation.

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