

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(REGULATION)

- GENERAL STATEMENT    The District will permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do no conflict with school use.
- Costs involved in nonschool use of facilities will result in charges being made so that tax money will not be used in support of non-school activities.
- PURPOSE    Administrative procedures governing community use of school facilities will assure the regular school programs are not disrupted; that activities contribute to the betterment of the school program or community; that the school budget is not negatively affected; and that there is proper accounting for fees collected.
- FACILITIES    The District facilities include, but are not limited to, campuses, real property, athletic facilities, training locations, buildings housing support personnel, and the Performing Arts Center (PAC).
- Rental fees for access to high school gated facilities will be waived if two thirds of the participants are Pflugerville ISD students. Please note: The rental deposit and insurance requirements remain. This provision excludes the high school football stadiums.
- USER-GROUP DESIGNATIONS    The category designations are as follows:
- CATEGORY A    1. Category A is designated as District student/teacher groups, PTA/PTO groups, booster clubs, and youth scouting organizations.
- CATEGORY B    2. Category B is designated as not-for-profit group holding a 501(c)(3) status and desiring to use District facilities for educational, recreational, and civic activities.
- CATEGORY C    3. Category C is designated as for profit organizations and businesses.
- RENTAL PROCEDURES    The interested party should make a request through the office of support services. This initial request must include all forms in the rental packet completed and signed, a \$250 deposit, proof of liability insurance, proof of nonprofit status and a roster of student participants as needed to verify the rate category. The following rental procedure criteria will be followed at the time of the request:
1. Priority for requests will be based on the category in which the request falls:
    - a. First Priority – Category A rentals
    - b. Second Priority – Category B rentals

c. Third priority – Category C rentals

2. All requests for rentals between the second week of school and Dec. 31 shall be submitted no earlier than August 1. All rental requests for the period of January 1 through March 31 must be submitted no earlier than December 1. All rental requests for the period of April 1 through July 31 will be received no earlier than March 1. All completed rental requests will be time stamped and processed based on category of the rental and the time received.
3. This information is then entered into the School Dude Facility Use Program and routed to the campus rental coordinator. The site coordinator should then check the availability and accept or decline the rental on School Dude as soon as possible. Please note, an acceptance is not a confirmation that the event will occur.
4. The office of support services will be responsible for arranging all custodial support for rentals. This office is also responsible for HVAC for all rented areas. There is no charge for custodial during regular operational hours. Custodial rates are \$20 per hour with a four minimum charge during non operational hours. Custodial charges will include time after the event to thoroughly clean the area and 30 minutes before the event to prepare for the rental.
5. The need for a facilitator will be determined by the office of support services. Facilitator rates are \$20 per hour with a two hour minimum charge. Facilitator fees will not be included in the rental fees.
6. School facilities may be rented on school holidays or the weekend immediately preceding or following those designated holidays pending the district is able to obtain a facilitator to work a holiday weekend.
7. School facilities will not be rented on the evening immediately preceding or during the week designated for State testing (TAKS tests).
  
8. Organizations providing after school enrichment programs shall be allowed under the guidance of the campus admini-

stration. These organizations are required to provide the standard rental insurance and rental fees per the contract with the district. Scheduling will be coordinated with the campus and the department of auxiliary services.

RENTAL FEES

School sponsored events will have first priority for facility usage. Rentals are divided into the following three categories:

CATEGORY A –  
SCHOOL RELATED  
NON-PROFIT  
ORGANIZATIONS

Non-profit youth athletic groups that serve primarily Pflugerville I.S.D. students may be permitted to rent facilities at the Category A rate. A roster of participants, with P.I.S.D. students 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 I.S.D. (PTO, PTA, booster clubs, educational foundation, etc.) may be exempt from these guidelines with prior written approval from the office of support services.

CATEGORY B –  
NON-PROFIT  
ORGANIZATIONS

Non-profit groups or organizations may rent the facilities for the Category B rates if they will provide the office of support services proof of their 501(c)(3) status.

Long Term Rentals (Churches):

The rental of school facilities for long term schedules shall be limited to a maximum of 12 months from the date of the rental agreement signing. 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. Signs must be approved through the office of community relations and partnerships. 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  
GROUPS

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