

EXHIBIT A

FEES FOR FACILITY USE

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

	Category A	Category B	Category C
Elementary			
Cafeteria	\$25.00	\$50.00	\$100.00
Gymnasium	\$25.00	\$50.00	\$100.00
Middle School			
Cafeteria	\$30.00	\$65.00	\$140.00
Gymnasium	\$45.00	\$75.00	\$140.00
Gated Athletic Field (Hourly Rate)	\$30.00	\$40.00	\$90.00
Field Lights (Hourly Rate)	\$40.00	\$50.00	\$60.00
High School			
Cafeteria	\$40.00	\$80.00	\$150.00
Small Gymnasium	\$30.00	\$53.00	\$90.00
Large Gymnasium	\$60.00	\$105.00	\$180.00

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(EXHIBIT)

Baseball & Softball Stadiums			
Setup – Take down fee for all rentals three hours or more	\$40.00	\$40.00	\$40.00
Baseball & Softball Stadium (Half Day)	\$250.00	\$300.00	\$350.00
Baseball & Softball Stadium (Full Day)	\$500.00	\$600.00	\$700.00
Field Lights (Hourly Rate)	\$40.00	\$50.00	\$60.00
Football Stadium			
Half Day Rate	\$1,000.00	\$1,250.00	\$1500.00
Daily Rate	\$2,000.00	\$2,500.00	\$3,000.00
Stadium Lights (Hourly Rate)	\$80.00	\$90.00	\$100.00
Stadium Scoreboard (P.I.S.D. Operator Only)	\$100.00	\$125.00	\$175.00
Stadium Staff/Custodial per person/per hour (4 hour minimum) Staffing requirements determined by P.I.S.D.	\$20.00	\$20.00	\$20.00

- Payment in full is required no later than 14 days prior to event. For extended rentals monthly payments are required at the first of each month.
- Any changes to the signed contract must be made in writing no later than one week in advance. Facilities not available for rent: Classrooms, offices, libraries, concession stands, and kitchens.
- 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 indication 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.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(EXHIBIT)

- 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.
- The following equipment may be rented: volleyball nets and standards (\$25 per day or \$500 per season/per campus). No other equipment is to be used by a renter.

The following regulations must be followed at all times:

- No chairs, food or drink 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 Coordinator of Safety and Crisis Management
- 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.
- District equipment, such as public address systems, microphones, speakers, audio/video equipment, risers and projectors, is not available for use by outside organizations.
- 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).
- Decorations must be fireproof and must be erected and removed in a manner not destructive to school property. The use of decorations must be approved by the office of support services.
- The use of open flames, such as candles, is strictly prohibited.
- All children must be supervised at all times and remain in assigned areas. There should be at least one adult per twenty children.
- At the District's discretion, outside groups may be required to have security present during an event. Security services will be coordinated through the PISD Police Department at the renter's expense. Custodians and facilitators will not be considered security.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(EXHIBIT)

- Pflugerville I.S.D. 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.
- All school areas are to be used solely for their intended occupancy.
- No electrical appliances will be allowed in the school buildings.
- Renters are authorized to use only areas being rented.

Use of Performing Arts Centers (PAC's)

All rentals of PAC's will be initiated with the individual PAC managers.

PAC Usage Fees and regulations are as follows:

MAIN STAGE AREA

Pflugerville ISD – Home Campus Sanctioned Events

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

PISD Sanctioned Events

\$75.00 per hour

Non Profit Organizations (Must provide state non-profit certificate)

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

LECTURE HALL AREA

(CHS AND HHS ONLY)

DATE ISSUED: 7/21/08

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)

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) \$100.00 per hour /person

* \$250.00 Deposit is required at time of booking.

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

* All payment is due 30 days before event.

* If booking is made less than 30 days before rental, all payments must be made with cash or money order.

RENTAL GUIDELINES, RULES AND PROCEDURES

1. Groups or individuals wanting to rent PISD performing arts facilities must obtain a Performing Arts Facility Rental Information Packet at the Support Services building located at 2021 Crystal Bend Dr. in Pflugerville, the Administration Building, or from the Pflugerville I.S.D. website.
2. All rental agreements will be initiated through the individual PAC managers. All forms, the \$250 deposit and proof of insurance must be on file with the PAC manager before any rental agreements can be prepared

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(EXHIBIT)

3. Rental agreements must be processed no later than 21 days prior to the event.
4. Any changes to the signed contract must be made no later than one week in advance. Rental amounts will not be decreased after the fact if the facility is not used for the entire contracted time.
5. The renter will be assessed the rental fee from the time the facility is opened until it is closed or vacated.
6. There will be no long term rentals of the Performing Arts Centers.
7. 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. Campus administrator must remain onsite until all participants have vacated the PAC.
8. Renting Organizations staff and administration are responsible for their performers, students and their patrons.
9. Renting Organizations are responsible for providing the following:
 10. Ushers (8 for Main Stage Performances and 2 for Lecture Hall Rentals)
 11. 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 the 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.
 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 must be empty and lights out by 11:00pm on a weekday night (Sunday through Thursday), midnight on weekends (Friday and Saturday).

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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 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 P.I.S.D. performing arts center staff members are the only people permitted to handle and/or operate PAC equipment. (Lighting, Sound, Stage Rigging, etc.)
24. Pflugerville I.S.D. 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.
25. The P.I.S.D. 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 of the performance art centers.
26. Event coordinators will be notified of infractions and given the opportunity to correct the issues. However, the P.I.S.D. 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, P.I.S.D. 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.

Middle School use of high school PAC's:

Middle Schools are permitted performing art center usage four times per year adhering to the following guidelines:

- There is no charge for the use of the building or for technician fees for two of the scheduled events. For the remaining two events, there is no charge for the use of the PAC; however, a \$75 fee per hour is assessed for the technicians required.
- The deadline for middle schools to request scheduling in the appropriate PAC is September 1st of each year. All requests must be signed by the Principal of the middle school making the requests.
- These events are intended to showcase the accomplishments of the middle school students e.g. choir concerts, band concerts, academic recognition as-

semblies, etc.. These performances are not to exceed six hours in length per event. If the events do run over the allotted time, the middle school will be responsible for the additional technician fees.

Use of PAC's for Campus/District fund-raising events:

- When any high school club or organization requests to use a PAC for a fund-raising event, there will be no charge for use of the PAC; however, a fee of \$75.00 will be assessed per hour to cover the cost of technicians for the event.
- This applies both to events where an admission is charged (concerts, performances, etc.) or where entry fees are required (Fall/Spring Pflings, area/regional U.I.L. contests, etc).