



**THE PFIELD
RENTAL INFORMATION**

**1440 W. Pecan St.
Pflugerville, TX 78660**

For Reservations and Information Please Contact:

**FACILITY RENTAL OFFICE
2021 CRYSTAL BEND DR.
PFLUGERVILLE, TX 78660
(512) 594-0268/0270
rentals@pfisd.net**

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)

District should charge a reasonable fee for community use. The Texas Constitution prohibits school districts from spending district resources to serve non-school purposes. Arguably, charging no fees at all constitutes an improper “gift of public funds,” if the district is spending resources to keep its doors open for non-school use.

Pflugerville Independent School District

Support Services

2021 Crystal Bend Dr.

Pflugerville, TX 78660

The PFIELD Rental Information

Activities conducted at The PFIELD 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 Facility Rental Office prior to scheduling the stadium:

- * Completed copy of the Facility Rental Agreement with all pages initialed to acknowledge all rules, procedures and regulations have been reviewed and understood.
- * **\$500 Advance Deposit; Check, Money Order made payable to Pflugerville ISD or Credit Card (pflugervilleisd.revtrak.net; Click Facility Rental Tile); Temporary checks will not be accepted. Refunds will be issued in the form in which they were received.**
- * Proof of acceptable liability insurance with Pflugerville ISD named as an additional insured and certificate holder with limits of at least \$1,000,000.

STADIUM BENEFITS

- **10,000 Seats with equal seating on both home & visitor side**
- (Access to Home Side Only Depending on Event Size)
- **Large locker rooms, also equal on both home & visitor side**
- **Parking for over 2,000 plus overflow**
- **Hellas Matrix Turf**
- **State of the art scoreboard**
- **Press box, large media space with private boxes**
- **Stand-alone stadium (lack of track) allows spectators to be closer to the game.**

THE PFIELD PRICING GUIDELINES

Deposit	\$500.00
Facility Rental Fee for Athletic Events	\$200.00/Hour
Site Manager	\$40.00/Hour
Scoreboard Operator (PflISD Staff Only)	\$40.00/Hour
Custodial Fee	\$40.00/Hr./Custodian
(Number of custodians determined by number in attendance and type of event)	
Security	\$65.00/Hour/Officer
Stadium Lights	\$300.00 Flat Rate
Soccer Goals	\$40.00 per day
Under no circumstances is any other gym/field equipment to be used by renters, i.e., balls, corner flags, etc.	

Rental Fees for Camps/Non-Athletic Events Call for Pricing-Pricing will be per/hour

Parking Lots (No Lights) Non-Profit-\$15.00/hour; For Profit-\$50/hour

ADDITIONAL AREAS REQUESTED

- _____ Scoreboard (Included in Rental Fee)
- _____ Locker Rooms (Included in Rental Fee)
- _____ Pressbox (Included in Rental Fee)

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

**Pflugerville ISD PFIELD Rental
Initial Information Form**

Organization: _____

Event: _____

Primary Contact: _____

Daytime Phone Number: _____ **Cell Phone:** _____

E-mail: _____

Address: _____

Area Requested (Stadium/Field, Pressbox, Locker Rooms, Parking Lot): _____

Date(s): _____

Facility Unlock Time: _____

Lock Down Time: _____

Estimated Attendance: _____

TURF FIELD GUIDELINES AND RESPONSIBILITIES

Major areas of responsibility: Keeping the turf clean and preventing physical damage. Users are responsible for their players as well as their spectators.

CLEANLINESS: Because the turf is not regenerated like natural grass, anything left on the turf remains there, posing health and safety hazards as well as general degradation of the turf.

Prohibitions

- No tape
- No food of any kind, including seeds
- No gum!!!
- No nuts or peanuts (a serious allergy risk to others)
- No Gatorade or soda; no tobacco products; no alcohol
- No glitter or powders in the stands or on the turf field
- No disposing of ice chest or water on artificial turf fields
- No introductions of sand or fills on the field.
- No dogs or other pets (advise your spectators)
- No storage of equipment
- No golfing, javelin throwing and no use of long spike track shoes
- No open flames of any kind, including fireworks and welding, etc., allowed
- No roller blades, roller skates, skateboards, bicycles, tricycles or any other self-propelled or otherwise-propelled wheeled apparatus shall be allowed on the artificial turf field.
- Any equipment used on the field must be lifted and carried for placement - **DO NOT DRAG**. Protect the turf surface from sharp or pointed edges of objects or equipment placed on the field. When goals or other equipment are moved, they should be carried or moved on wheels. ***Dragging goals, such as lacrosse goals, will damage the turf.***
- Maximum length for cleat spikes is 1/4"; 3/16" is preferred.
- Motorized vehicles are not permitted on the turf (except approved maintenance vehicles). If an ambulance or other emergency vehicle must traverse the turf, try to caution the driver to be extremely careful when starting, stopping and turning (should make slow wide turns). A wood block should be placed at the curb to smooth the transition on and off the turf.

Violation of these guidelines may be cause for expulsion from District property and/or loss of rental privileges. Any repair cost will be billed to the renter.

Clean-up

1. You are responsible to leave the field as clean as you found it. When you are done, you must police the field and remove anything left by your players or spectators, such as trash, athletic tape or equipment. Be very careful to remove all mouth guards left by players (a biological hazard). Have your players police the field in a line at the end of their event. Ask the visiting team to assist.
2. Cleaning spills and human waste: Spills of foreign substances should be removed as quickly as possible. Thoroughly rinse any cleaning attempts to avoid slippery areas that could result in injury.

Other Notes

3. Please encourage your players to try to avoid spitting.
4. Spilled drinks should be thoroughly rinsed into the turf with clean water (no risk to the turf).
5. If a custodian is assigned to your event, contact the custodian for assistance.

INSURANCE REQUIREMENTS

All organizations desiring to rent a district facility must furnish evidence of liability coverage for the event(s) prior to approval for use.

Proof of insurance must consist of:

- ◆ Certificate of Insurance provided by your insurance provider licensed in Texas
- ◆ Pflugerville ISD must be named as Additional Insured and Certificate Holder, as listed below:

**Pflugerville Independent School District
2021 Crystal Bend Drive
Pflugerville, TX 78660
Attn: Facility Rental Office**

- ◆ Effective dates must cover the date of the event(s)

Minimum insurance limits:

- ◆ Minimum of \$1,000,000 for general liability, each occurrence.
- ◆ Minimum of \$500,000 for automobile liability, each occurrence. Required if organization will be using vehicles to transport anything onto our school property.
- ◆ Minimum of \$100,000 for worker's compensation, each occurrence. Required if organization hires any staff or contracts out any service that will be performing any manual labor on our school property.
- ◆ Minimum of \$25,000 for medical expense (any one person). Required if event includes physical activity, such as but not limited to baseball, football, basketball, camps, etc.

- ♦ 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.

Notice of cancellation of policy:

- ♦ 30-day notice of cancellation
- ♦ 60-day notice of nonrenewal
- ♦ 30-day notice of material changes

Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the district.

Access to the facility shall not be permitted until the insurance has been screened and approved. The insurance requirement may be waived for school sponsored groups such as PTO or Booster Clubs.

Certificate of Insurance may be emailed but the original copy must be sent to:

Pflugerville ISD, 2021 Crystal Bend Dr., Pflugerville, TX 78660 Attention: Facility Rental Office.

DEPOSITS

A **\$500** 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. **All deposits must be in the form of check, money order made payable to Pflugerville ISD or Credit Card (pflugervilleisd.revtrak.net; Click Facility Rental Tile).** A refund will be issued in the same form in which it was received.

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 be \$40 per hour per custodian with a four-hour minimum. Custodial charges will include time after the event to thoroughly clean the area and 30 minutes before the event to prepare for the rental, if deemed necessary.

The number of custodians required will be determined by the number of participants, number of attendees and type of event.

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 Site Managers will not be considered security.

In case of an emergency, facilitator will call 9-1-1 then notify Supervisor of Facility Rentals.

In non-emergency cases, the number for Pflugerville ISD Police is (512) 594-1990. Facilitator will then notify Supervisor of Facility Rentals.

Minimum Staffing Will Be Contingent Upon Event Type and Number of Attendees:

1-250	1 Officer
250-500	2 Officers
500-1000	3 Officers
1000-1500	4 Officers
1500 plus	4 Officers minimum, plus 1 per additional 500 attendees

Spectator and event specific staffing requirements may vary and will be determined by the PfISD Police Department at the time of the official rental request at the renter's expense.

If traffic control is requested or required 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.

PARKING GUIDELINES

All groups using any PfISD facilities and grounds are responsible for keeping all emergency access clear at all times. Remember, an illegally parked vehicle may impede medical emergency access. Don't be responsible for any delays; it could be for your child or family member.

Parking in fire lanes, adjacent to fire hydrants, in handicap spaces, in handicap accessible routes or blocking driveways is strictly prohibited.

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 in locker rooms, on corridor or room walls (beyond what has already been placed there)
- ♦ Code violations include obstructing access to an exit. Exits cannot be blocked by furniture, signs, décor or other items that can impede a safe and efficient exit.
- ♦ Storage, even temporary, is not allowed in exit corridors or under stairs.

- ◆ Only surge protected single extension cords shall be used. Extension cords may not be plugged into one another.
- ◆ No cooking or open flames allowed in or around facility.
- ◆ Participants should be informed of procedures for safely evacuating the stadium and staff should be assigned responsibility for facilitating a safe evacuation.

FOOD/HEALTH REQUIREMENTS

PfISD is subject to Health and Human Services Department guidelines concerning food preparation and sales during the rental of a PfISD facility. All food servings must be in compliance and in accordance with Texas Health and Safety Code (HSC), Chapter 438, Subchapter G.

Renters will be required to obtain and provide a temporary food permit from the City of Pflugerville or Austin/Travis County Health and Human Services to serve and/or sell any food items not listed below:

Prepackaged items such as individual bags of chips, crackers, candy, individual cans of soda, bottled water and potentially non-hazardous food such as popcorn or coffee are allowed to be sold.

Organization is responsible for their own tables.

Aramark catering service is also available for hire.

***Food trucks will be required to have proper permits from the Cities of Austin or Pflugerville. In addition, the trucks must follow all USDA and TDA Regulations. Food truck vendors will be responsible for removal of any grease or spills on paved areas, or will be assessed a \$100 cleaning fee for PfISD maintenance to remove the spill. ***

NO HOME PREPARED FOODS ARE ALLOWED to be sold/served during a rental.

FOOD MUST BE FROM AN APPROVED SOURCE • Prepared on site, purchased from permitted kitchen or grocery store. If prepared on-site, additional requirements apply.

FACILITIES NOT AVAILABLE FOR RENT (Board Policy GKD, Local)

The following are not available for non-school use:

- ◆ Concession Stands
- ◆ Ice Machines

RENTAL REGULATIONS

- ♦ All requests to visit **The PFIELD** must be coordinated through the Facility Rental Office.
- ♦ Rental requests may be submitted no earlier than **August 1** for the Fall semester (after the third week of school) and **December 1** for the Spring semester.
- ♦ **No rentals are allowed from Aug 1st through Labor Day.**
- ♦ There will be no rentals on dates PfISD is closed which includes, but is not limited to, all district holidays (days when both students and staff are off), weekends preceding and following district holidays.
- ♦ 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.** Rental fees 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.**
- ♦ Rental agreements must be processed no later than **21 days** prior to the event.
- ♦ Payment in full is required no later than **14 days** prior to the event.
- ♦ **A ten percent (10%) late fee may be added to the total rental cost for payments received more than three days after the due date.**
- ♦ **There will be no rentals on the evening immediately preceding or during the designated State testing days (STAAR Tests).**
- ♦ **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. Board Policy GKA (LOCAL)**
- ♦ The renter will be assessed the rental fee from the time the facility is opened until it is closed or vacated.
- ♦ **The use of open flames, such as barbeque grills, deep fryers or candles, is strictly prohibited.**
- ♦ All rental agreements are processed by the Facility Rental Office.
- ♦ No equipment or supplies of the renters will be stored on school property.
- ♦ No pets (except service animals), including dogs, are allowed at events
- ♦ Renters will have no access to equipment that is not specified in the contract.
- ♦ **Rental rates are reviewed annually and rates may change at the beginning of Pflugerville ISD's fiscal year, which begins July 1st of each year.**
- ♦ No PfISD employee is authorized to accept tips, gratuities, or wages directly from the applicant or renter.
- ♦ No portable toilets are allowed when renting the parking lot.

Procedures for:

- ♦ Power Outage:
 - District representative notify Supervisor, who will notify facilitator.
 - Facilitator will contact designated on-call staff (512-594-0250), if outage is reported to them.
 - Facilitator keep all attendees in designated area, if necessary.
 - Supervisor will determine and communicate to facilitator whether to terminate rental.

◆ Water Outage:

- District representative notify Supervisor who will notify facilitator.
- Facilitator will contact designated on-call staff, if outage is reported to them.
- Facilitator keep all attendees in designated area, if necessary.
- Supervisor will determine and communicate to facilitator whether to terminate rental.

Notification Protocol: District Facilitator will contact Facility Rental Supervisor & Emergency On-Call (512-594-0250).

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.

PROPERTY DAMAGE

Damages to PfISD property shall be the responsibility of the renting group. Misuse or abuse of PfISD equipment and/or facilities can result in the immediate denial for future use.

FACILITY USE AGREEMENT

This agreement is a license to use **The PFIELD** of the Pflugerville Independent School District (PfISD) as described in Exhibit A during the times, for the purpose and upon consideration of the performance of the conditions set out herein and the payment of certain fees.

The undersigned User agrees that all information of the **PFIELD** 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.

The undersigned User understands that PfISD facilities are reserved each day and at all times for use by PfISD students and the User is granted only a license to use the facilities as set out in Exhibit A for such a period, as the facility is not scheduled for use by PfISD.

Conditions of granting license for use:

1. User agrees to use the facility at the times, for the purpose and to meet all PfISD requirements set out herein and as described in Exhibit A and to the payment of the fee as described in Exhibit A.
2. Use of PfISD facility is contingent upon the requirements set out in policies and regulations of PfISD governing facility use, each of which policy and regulation is incorporated in this license agreement.
3. User agrees to comply with all applicable policies and regulations of PfISD and laws and regulations of the State of Texas and of the United States.
4. Limitations on PfISD responsibility:
 - a. Each PfISD facility is licensed for use in its current AS IS, WHEREAS condition, subject to all faults and defects, whether known or unknown to PfISD or User.
 - b. Interruption or loss of use of the PfISD facility based on such events as adverse weather, loss of utilities, acts beyond the control of PfISD, negligence or other action or inaction by PfISD or its officers and employees or other similar causes shall not cause any liability to PfISD other than a refund of any fees paid to PfISD for use of the facility at the time scheduled, subject to a deduction by PfISD for expenses actually incurred prior to the interruption or loss of use.
5. Only the uses permitted by PfISD in this agreement shall be conducted at the PfISD facility. The User may bring in only the personal property specifically permitted by PfISD.
6. If required by PfISD, User will at its cost provide security personnel by Pflugerville ISD Police Department to provide for security and safety of persons during the use of the PfISD facility.

7. In the event User cancels the use of the facility, User will be entitled to a refund of fees paid for the planned use if such cancellation is received two weeks prior to the planned event in writing unless the User's reservation has resulted in PfISD declining to make available the facility for other uses. To the extent that PfISD has lost revenue because of being unable to license the use of the facility, no refund will be granted. If PfISD has incurred expenses, the expense incurred will be deducted before any fees are refunded.

8. In the event that PfISD cannot secure the custodial staff necessary for the use of the facility, PfISD reserves the right to cancel the existing contract with a 60-day notice.

9. **In consideration of its use of the PfiELD, 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.**

10. This organization represents to the **Pflugerville Independent School District** that it has read the Agreement for Use of the **Pflugerville ISD PfiELD** 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 Code

 Approved by PfISD Representative

 Date

SPECIAL CONSIDERATIONS REQUESTS

The Pflugerville ISD Facility Rentals Department prides itself on transparency and equal access to the use of district facilities. However, Pflugerville ISD also understands special circumstances will occur, and; the district sometimes receives requests to use district facilities outside of normal published operating procedures. Therefore, the following section is provided to allow prospective renters to request exceptions to or additional consideration to be given to individual rental requests.

Requesting Entity _____

Authorized Representative _____

Special Request(s) _____

Reason for Request(s) _____

The requested exception has been approved by Pflugerville ISD.

**Craig Pruett, Executive Director
of Facilities & Support Services**

Victor Valdez, Chief Operating Officer

Conditions of Approval _____
