ROCK GYM
RENTAL INFORMATION

702 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)

The 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.

LIABILITY INSURANCE:

User group(s) shall purchase, provide and keep in effect during the use period licensed pursuant to this regulation a liability insurance policy, or rider to an existing policy, naming as additional insured "Pflugerville Independent School District, its officers, employees and agents", which will provide coverage in the amount of $1,000,000 for property damage and $1,000,000 per person and $1,000,000 per occurrence for personal injury (including death). Coverage provided by such policy or rider must apply to the death or injury of any person and the damage to property that result, directly or indirectly, from the intentional or negligent act or omission of the user's officers, agents, employees, guests or invitees during the use or occupancy of District. Such insurance shall be with an insurance company or companies authorized to do business in Texas, under policy or policies acceptable to the district and provided no later than 14 calendar days prior to the use. The User must provide the district with a certificate of insurance attesting the existence of a policy or policies providing coverage required or, if requested by District, a certified copy of the policy or policies. If a policy contains deductible provisions, User shall be responsible for payment of the deductible amount for any claim(s).

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

Pflugerville Independent School District
Support Services
2021 Crystal Bend Dr.
Pflugerville, TX 78660

Acknowledgement of Rental Information

Activities conducted at The ROCK GYM 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 gym:

* 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 or Money Order made payable to Pflugerville ISD or Credit Card (pflugervilleisd.revtrak.net; Click Facility Rental Tile); Temporary checks will not be accepted.**
* Deposit refund will be issued in the same form in which it was 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.
* 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 all student participants that includes student's name, date of birth and campus, as needed to verify the rate category. To obtain Category A, **80% or greater of all participants must be Pflugerville ISD students.**

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 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 Pflugerville Independent School District.**

Signature:_____ Title: _____
Date: _____ Phone: _____
Address: _____
Approved by:_____ Date: _____
Pflugerville ISD Representative

THE ROCK GYM PRICING GUIDELINES

(DISTRICT USE WILL TAKE PRECEDENCE OVER ALL OUTSIDE USAGE)

Deposit $500.00
Facility Rental Fee: (Please refer to Page 10 for explanation of categories)
Category A: $45.00/hr.
Category B: $100.00/hr.
Category C: $150.00/hr.
Site Manager $40.00/Hour
Custodial Fee $40/Hour/Custodian
(Number of custodians determined by type of event and estimated number of attendees)
Security (Please refer to Page 9) $65/Hour/Officer

Additional Equipment Available for Use (included in rental fee)

__Wireless Internet
__Pull-down Projector Screen (Technology support may be required at renter's expense)
__ (20) 2' x 6' Folding Tables (2) Table Dollies
__ (100) Chairs with (5) Chair Dollies
__ (2) Wood benches
__ (3) Large trash cans
__ (1) Ice machine
__ (3) 2' x 6' tables
__ (2) 6' round tables

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

Signature: _____

Date: _____

ROCK GYM GUIDELINES, RULES & PROCEDURES

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.

- The activities of The PACE Building next door are primary and the use of the Rock Gym cannot interfere with their usage.
- There are approximately 65 parking spaces. Staff and visitors at PACE require most of these spaces. Some parking may be allowed on the original football field if it has not been raining. The gate is kept unlocked, but is secured with a carabiner clip.
- If the open field behind the gate is used for additional parking, please designate someone to be responsible for closing the gate and securing it with the carabiner at the conclusion of your usage.
- All requests to visit **The ROCK GYM** must be coordinated through the Facility Rental Office.
- **A certificate of liability insurance will be required for all usage.**
- A Site Manager and custodial support will be required for all usage at the renter's expense.
- Usage for athletic events is prohibited.
- Usage for political rallies is prohibited.
- Usage is limited to weekends only.
  Rental requests may be submitted no earlier than: **August 1** for the fall semester; **December 1** for the spring semester.
- **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)**
- No pets (except service animals, including dogs) are allowed inside campuses or football stadiums.
- The renter will be assessed the rental fee from the time the facility is unlocked until it is closed or vacated.
- **THE RENTAL OFFICE/CAMPUS SHALL HAVE AUTHORITY TO CANCEL A SCHEDULED NON-SCHOOL USE IF AN UNEXPECTED CONFLICT ARISES WITH A DISTRICT ACTIVITY. GKD (LOCAL)**
- **LAST MINUTE CANCELLATIONS BY THE CAMPUS MAY OCCUR. IN THE EVENT PFISD MUST CLOSE CAMPUSES FOR ANY REASON (I.E., BAD WEATHER, EMERGENCY REPAIRS, ETC.), ALL EVENTS WILL BE CANCELLED. ANY PREPAID FEES MAY BE REIMBURSED.**
- 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.**
- **The use of open flames, such as barbeque grills, deep fryers 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.
- All signs, banners and reading material need prior written approval by the Facility Rental Office. 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.
- **No electrical appliances will be allowed in the gym**.
- **Rental rates are reviewed annually and rates may be changed at the beginning of the Pflugerville ISD fiscal year, which begins July 1 of each year.**

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.

INSURANCE

Any organization 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, Texas 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. The number of custodians required is based on the estimated number of attendees and type of event. **Fees for custodial services are not included in the rental fees. Custodial charges will be $40.00 per hour with a four-hour minimum charge.**

SITE MANAGER REQUIREMENTS

All rentals will require a Site Manager. F**ees are not included in the rental fees.** The Site Manager will be visible and in attendance for the entire length of the event. Site Manager charges will be $40.00 per hour with a two-hour minimum charge. Site Manager responsibilities include being a responsible steward of district assets and ensuring renters obey all district regulations, policies, and procedures located within the rental agreement. **Site Manager's time will consist of 15 minutes prior to the unlock time and 15 minutes after the lockdown time.**

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, Site Manager 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. Site Manager will then notify Supervisor of Facility Rentals.

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

1-100	1 Police Officer

No parking is allowed in fire lanes, adjacent to fire hydrants, in or around driveways, in handicap spaces, or in handicap accessible routes.

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.

- Maximum **BUILDING CAPACITY – 100**
- 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 on the property.
- 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 gym and staff should be assigned responsibility for facilitating a safe evacuation.
- **Fog, hazer or smoke machines are strictly prohibited.**
- Candles and other open flames (e.g., pyrotechnics, matches, or lighters) are strictly prohibited.
- Glitter, confetti or any similar item are **NOT** allowed in the facility.
- No decorations may be placed on exit or room doors or measures taken to obscure or obstruct a doorway.
- Nothing may be hung on or near a sprinkler head.
- No materials on ceilings.

- Nothing may be attached directly to ceilings.
- Neither chains nor drop bars are permitted on exit doors.
- When the gym is occupied, doors may not be propped open.

MUSICAL EQUIPMENT:

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

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

INOPERABLE EQUIPMENT

Equipment found inoperable during a rental must be communicated by the renter to the site manager at the time it is found and to the Facility Rental Office, 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.

RENTAL CATEGORIES

CATEGORY A:
SCHOOL RELATED NON-PROFIT ORGANIZATIONS

Non-profit youth athletic groups who primarily serve Pflugerville ISD students **(80% or greater of participants)** may be permitted to rent the gym at the Category A rate. A roster of all participants, with student's name, date of birth and campus attending, must be provided.

PfISD MANAGED EVENTS: Department/Campus Related Meeting/Event

- Personnel Charges Apply: Custodial Fee - $40.00 per hour/Custodian

PfISD SANCTIONED EVENTS: Government Entities (City of Pflugerville; Pflugerville Fire/Travis County ESD)

- Personnel Charges Apply: Site Manager Fee - $40.00 per hour;
- Custodial Fee - $40.00 per hour/Custodian

CATEGORY B:
NON-PROFIT ORGANIZATIONS

Non-profit groups or organizations may rent the gym for the Category B rates if they provide the Facility Rental Office proof of their 501(c)3, Certificate of Non-Profit status.

CATEGORY C:
FOR PROFIT

For profit organizations and businesses may rent the gym for the established Category C rates plus custodial and site manager fees.

EVENT INFORMATION

Organization Name:

_____

Event Name:

_____

Mailing Address/Billing Address:

_____

Event Information Website Address, if applicable:

_____

Non-Profit Status: _____

Groups requesting non-profit rates must provide proof of 501(c)3 status.
Groups requesting Category A rates must submit a roster of all participating students. 80% of participants must be PfISD students.

CONTACT INFORMATION

Primary Contact: _____
Primary Telephone Number: _____
Email Address: _____

RENTAL INFORMATION

Estimated Number of Attendees (100 maximum): _____

Event Date(s): _____
Facility Unlock Time: _____
Event Begin Time:_____
Event End Time: _____
Facility Lockdown Time: _____

All specific equipment requirements will be coordinated with the Office Facility Rentals.