



**FACILITIES RENTAL INFORMATION  
ALL FACILITIES EXCLUDING  
PERFORMING ARTS CENTERS**

For Reservations and Information Please Contact:

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

Rev. 07/2025

## **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 non-profit 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, non-profit 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  
**Acknowledgement of Rental Information**

Activities conducted in school facilities 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 reserving any district facility:

- \* Completed copy of the Facility Rental Agreement with all pages initialed to acknowledge all rules, procedures and regulations have been read and understood.
- \* **\$250 Advance Deposit; \*\* \$500 Advance Deposit for continuous long-term use (i.e., churches); Forms of Payment: Check, 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 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 Facility Rental  
Initial Information Form**

**Organization:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**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.**

**Name of Contact:** \_\_\_\_\_

**Primary Telephone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Campus Requested:** \_\_\_\_\_

**Area Requested (Large Gym, Small Gym, Cafeteria, HS/MS Football Stadium,  
Parking Lot, etc.):** \_\_\_\_\_

**Equipment for Rent (See Page 17 for Rates) - Chairs\_\_\_\_; Qty\_\_\_\_;  
Tables\_\_\_\_; Qty\_\_\_\_**

**Date(s):** \_\_\_\_\_

**Facility Unlock Time:** \_\_\_\_\_

**Facility Lockdown Time:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Volleyball Nets and Standards (Gym Rentals Only):** \_\_\_\_\_

**Soccer Goals:** \_\_\_\_\_

**Bleachers Retracted (Gym Rental)** \_\_\_\_\_

**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

## **RENTAL GUIDELINES, RULES AND PROCEDURES**

1. Groups or individuals interested in renting PfISD facilities must obtain a Facility Rental Agreement found on the Pflugerville ISD website under the Community tab.
2. Priority for rental requests will be based on the category in which the request falls. Non-profit organizations whose participants consists of **80%** PfISD students receive top priority, followed by other non-profit organizations. For-profit rentals will then be considered.
3. **Repeated Use-The district shall permit repeated use by any group or organization for non-school purposes no more frequently than twice per week. Exception: Does not apply to any organization when the primary participants are PfISD students.**
4. Rental requests may be submitted no earlier than: **August 1** for rentals beginning after Labor Day through the end of the Fall semester; **December 1** for the Spring semester. **No rentals are allowed from Aug 1<sup>st</sup> through Labor Day (with the exception of long-term rentals at an elementary campus).** All completed requests will be time and date stamped. Rental requests will be prioritized based on rental category.
5. Campuses are allotted 72 hours to respond once the request for approval is submitted, but confirmation is contingent upon campus schedules.
6. **New campuses will not be available to rent the first 12 months they are open.**
7. **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)**
8. **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. GKD (LOCAL)**
9. All usage will be coordinated through and agreements processed by the Facility Rental Office.
10. The following documentation must be on file with the Facility Rental Office before a rental agreement will be considered and processed:
  - a. The Facility Rental Information Agreement completed and signed.
  - b. A current insurance certificate with limits of at least \$1,000,000
  - c. **\$250 Advance Deposit; \$500 Advance Deposit** for continuous/long-term use (i.e., churches). All payments must be in the form of check, money order made payable to Pflugerville ISD or Credit Card (pflugervilleisd.revtrak.net; Click Facility Rental Tile). Deposit refund will be issued in the same form in which it was received.
  - d. A roster of all student participants for any group requesting Category A rate. **(80% or greater of participants must be Pflugerville ISD students)**
  - e. A copy of the 501(c)3 certificate from the Office of Secretary of State, if requesting non-profit status.
11. **It is the sole responsibility of the renter to provide these documents. No reminders will be issued by the Facility Rental Office.**
12. Rental agreements must be processed no later than **21 days** prior to the event.

13. Payment in full is required no later than **14** days prior to the event. For extended rentals, monthly payments are due by the **first** of each month. All payments must be in the form of check or money order made payable to Pflugerville ISD. To pay via **credit card, go to (pflugervilleisd.revtrak.net; Click Facility Rental Tile)**. Temporary checks will not be accepted.
14. 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.**
15. **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.**
16. Rental time shall be charged from the time the lessee enters the premises (or contracted time – whichever is earlier) until the lessee exits the premises (or contracted time – whichever is later). **No unlock time prior to 6:30 pm on days when school is in session.**
17. **Rental rates are reviewed annually and rates may be updated at the beginning of the Pflugerville ISD fiscal year, which begins July 1 of each year.**
18. Organizations providing afterschool enrichment programs are required to provide the standard rental insurance and rental fees per the contract with the district. Scheduling will be coordinated through the Facility Rental Office.
19. **All campuses will require a facilitator.** The facilitator fee will not be included in the rental fees.
20. **A PfISD operator will be required to operate all scoreboard controllers during gym rentals at renter's expense.**
21. 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.
22. **All middle and high school gyms are closed during the month of July for floor refinishing.**
23. **There will be no rentals on the evening immediately preceding or during the designated State testing days (STAAR Tests).**
24. **Baseball and softball fields at Connally HS are available to rent during June and July only.**
25. **Tennis courts at Hendrickson HS are available to rent on the 1<sup>st</sup> and 3<sup>rd</sup> weekends only. No Friday rentals. No restroom access.**
26. There are no summer rentals of classrooms. During the school year, classrooms are rented on a case-by-case basis.
27. No PfISD employee is authorized to accept tips, gratuities, or wages directly from the applicant or renter.

### **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 Rentals 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 \$250/\$500 deposit is required in advance for all rentals and shall be refunded at the conclusion of the event provided the facility is returned to normal school operating condition 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](http://pflugervilleisd.revtrak.net); Click Facility Rental Tile). A refund will be issued in the same form in which it was received.

### **CUSTODIAL REQUIREMENTS**

Custodial fees are not normally charged during regular custodial hours. These hours are from the end of school until 9:00 PM Monday - Friday. However, due to the size and purpose of the event, the district may charge for custodial services during these times for services not normally covered as part of daily duties. Organizations requesting the use of a district facility beyond these hours will be required to pay for custodial services. The number of custodians will be based on the number in attendance, the amount of square footage rented and if concessions will be sold or brought in by the organization. One custodian will be required for every 150 people in attendance. Custodial support may begin 30 minutes prior to unlock time or two hours after, if a facilitator is present. Staff are allotted one and a half hours after the lockdown time depending on the event type. **Fees for custodial services are not included in the rental fees. Custodial charges will be \$40.00 per hour with a four-hour minimum.**

### **FACILITATOR REQUIREMENTS**

**All campuses will require a facilitator. Facilitator fees are not included in the rental fees.** The facilitator will be visible and in attendance for the entire length of the event. Facilitator charges will be \$40.00 per hour with a two-hour minimum charge. Facilitator responsibilities include being a responsible steward of district assets and ensuring renters obey all district regulations, policies, procedures located within the rental agreement. Use of any stadium scoreboard will require an additional facilitator to operate the scoreboard at the renter's expense. **Facilitator's time will consist of 15 minutes prior to the unlock time and 15 minutes after the lockdown time.**

### **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.

**PfISD will NOT provide access to kitchens, electrical appliances, or electrical outlets for preparation of and/or air-conditioned storage of perishable food items. Only Aramark certified food handlers are allowed access to the kitchen areas.**

**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 FOR RENT** (Board Policy GKD, Local)

The following spaces are not available for non-school usage and are not available for rent:

- \* Offices, which includes office equipment, i.e., copiers, etc.
- \* Classrooms (with the exception of grandfathered afterschool enrichment programs)
- \* Ice Machines
- \* Locker Rooms
- \* Weight Rooms
- \* Concession Stands
- \* Kitchens (**ACCESS IS STRICTLY PROHIBITED**)
- \* Libraries

**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. Custodians and Facilitators 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:**

<b>1-250</b>	<b>1 Officer</b>
<b>250-500</b>	<b>2 Officers</b>
<b>500-1000</b>	<b>3 Officers</b>

**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 PFISD Police Department and the PfISD Safety and Security Department at the time of the official rental request at the renter's expense.

If traffic control is requested 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.

**PARKING GUIDELINES**

**All groups using any PfISD facilities and grounds are responsible for keeping all emergency access clear at all times.**

Please do not park on grass, in fire lanes, by fire hydrants, blocking driveways, in handicap spaces, or in handicap accessible routes. 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.

**All amusement ride companies hired by renters, PTO, Booster Clubs, etc. must display a compliance sticker issued by Texas Department of Insurance. The group responsible for the event will collect the insurance, verify the sticker and provide said documentation to the Facility Rental Office.**

**For the safety of the rental groups and district facilities, all rental activities are subject to camera surveillance.**

**Procedures for:**

◆ Power Outage:

- District representative will notify Supervisor, who will notify facilitator.
- Facilitator will contact designated on-call staff (512-748-0431/512-594-0250), 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 will 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 (512-748-0431/512-594-0250).

## **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 the campus already has in place)
- ♦ Code violations include obstructing access to an exit. Exits cannot be blocked by furniture, signs, curtains, décor or other items that can impede a safe and efficient exit.
- ♦ **Fog/haze machines are prohibited.**
- ♦ 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 resistant 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.
- ♦ No cooking, open flames, grilling, or deep fryers are allowed in or around facility. The use is strictly prohibited.
- ♦ 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.
- ♦ Do not cover/block exit signs, doorways, fire extinguishers, strobe lights, or smoke alarms
- ♦ Do not move or place anything in the hallways
- ♦ Use only the room/rooms you requested
- ♦ No pets (except service animals), including dogs, are allowed at events
- ♦ If the fire alarm goes off, please evacuate everyone in the building immediately; do not reset alarm

## **PROPERTY DAMAGE**

Damage 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.

## **INOPERABLE EQUIPMENT**

Equipment found inoperable during a rental must be communicated by the renter to the facilitator 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.

## **GYM EQUIPMENT/SOCCER GOALS**

Volleyball Nets and Standards/Soccer Goals	\$40.00 per day
Long term volleyball/field rentals	\$500.00 per season per campus

Under no circumstances is any other gym/field equipment to be used by renters, i.e., balls, corner flags, etc. A PfISD operator will be required to operate all scoreboard controllers during gym rentals at renter's expense.

## **RENTAL REGULATIONS**

- ♦ All requests to tour rental facilities must be coordinated through the Facility Rental Office. A maximum of 3 people is allowed during the tour. Photo IDs are required.
- ♦ Personal use of facilities is prohibited (reunions, parties, weddings, showers, personal practices, etc.)
- ♦ Organization must appoint one representative to communicate with PfISD personnel.
- ♦ **No chairs, food or drinks 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 Facility Rental Office.
- ♦ **A PfISD operator will be required to operate all scoreboard controllers during gym rentals at renter's expense.**
- ♦ **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.
- ♦ No pets (except service animals, including dogs) are allowed inside campuses or football stadiums.
- ♦ Renters will have no access to equipment that is not specified in the contract.
- ♦ **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. (See School Board Policy GKA-LOCAL)**
- ♦ 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.

- ◆ District equipment, such as the public address systems, microphones, speakers, audio/video equipment, risers and projectors, is not available for use by outside organizations.
- ◆ All school areas are to be used solely for their intended occupancy.
- ◆ Use of **glitter and paint** is prohibited.
- ◆ **No electrical appliances will be allowed in the school buildings.**
- ◆ Portable toilets are not allowed when renting a parking lot.

**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, outstanding balances, failure to comply with all rules and regulations, recurring losses and/or damage, inappropriate behavior of the renter or their audience.**

## **RENTAL CATEGORIES**

### **CATEGORY A:**

#### **SCHOOL RELATED NON-PROFIT ORGANIZATIONS**

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

Youth scouting groups may be permitted the use of facilities without charge on days when school is in session, but no earlier than 6:30 pm and no later than 9 P.M. on those days. All other policies and procedures will be enforced.

Organizations working in support of Pflugerville ISD (PTO, PTA, booster clubs, educational foundations, etc.) may be exempt from these guidelines with prior written approval from the Facility Rental Office.

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

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

### **CATEGORY B:**

#### **NON-PROFIT ORGANIZATIONS**

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

#### **LONG TERM SCHEDULED GROUPS (CHURCHES)**

The rental of school facilities for long term schedules shall be limited to a maximum of 12 months from the date the rental agreement is signed. Following the initial term, organizations may continue to apply for additional 12-month extensions. Long term usage is only allowed at elementary campuses and only on Sundays.

Signs may not be displayed outside the school facility earlier than 7:00 PM on the evening prior to the scheduled meeting day. 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**

For profit organizations and businesses may rent facilities for the established Category C rates plus custodial and facilitator fees. The term “**For-profit Organization**” shall be any, partnership, association, organization, or corporation engaged in a business for profit which desires to use a school facility to engage in a profit-making enterprise for its owners, members, officers, directors or stockholders. Any group or individual who does not have nonprofit status (i.e., 501c3) will be in the for-profit category.

For profit organizations may not utilize District parking lots free of charge or non-gated, open areas for long term use to conduct business, i.e., boot camps, exercise groups. Parking lots may be rented out a maximum of two evenings per week after 6:30 pm. Prior to 6:30 pm, use is limited to a designated non-gated, grassy areas of the campus.

Use cannot interfere with after hour campus events, EDP activities or traffic, nor can use impede traffic or parking, i.e., use of cones and mats. Use of sidewalks are prohibited. Use of campus electrical outlets are prohibited. Use of music must comply with City ordinances. Use cannot conflict with school use or with district policy. GKD (LOCAL)

Advertisement is prohibited when utilizing the district’s non-gated, open areas. Use of these areas may not exceed two evenings per week. GKD (LOCAL)

**MUSICAL EQUIPMENT:**

Please attach an additional sheet listing type of equipment, volts, amps and wattage to be reviewed and approved by PfISD electricians.

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

**Transfer of Contract**

Organization acknowledges it does not have permission to assign, sublet or transfer any part of the rental agreement to a third party. If it is determined that an assignment, sublet or transfer has occurred, the organization will be billed for the event at the for-profit rate as posted in this agreement and could result in the loss of rental privileges in the future if not paid in full. \_\_\_\_\_ (Signature)

**PFLUGERVILLE ISD**  
**FACILITY USAGE FEES**

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

	Category A	Category B	Category C
<b>ELEMENTARY</b>			
Cafeteria (Hourly Rate)	\$30.00	\$80.00	\$110.00
Gymnasium-Elementary Age Only (Hourly Rate)	\$40.00	\$85.00	\$125.00
<b>MIDDLE SCHOOL</b>			
Cafeteria (Hourly Rate)	\$40.00	\$95.00	\$145.00
Gym (CMS, DMS, KLMS, PCMS, PMS, WMS) (Hourly Rate)	\$50.00	\$100.00	\$175.00
Bohls MS Small Gym	\$50.00	\$100.00	\$150.00
Bohls MS Large Gym	\$70.00	\$135.00	\$220.00
Gated Athletic Field (Hourly Rate)	\$50.00	\$100.00	\$150.00
<b>Bohls Middle School Turf Field - 8 Hour Day Max; No Half Day Rates</b>	<b>\$400.00</b>	<b>\$600.00</b>	<b>\$1500.00</b>
Field Lights (Hourly Rate)	\$45.00	\$55.00	\$65.00
Stadium Scoreboard Operator (PfISD Staff Required-See Stadium Staff Rates Below)	-	-	-
<b>HIGH SCHOOL</b>			
Cafeteria (Hourly Rate)	\$45.00	\$105.00	\$150.00
Small Gym (Hourly Rate)	\$50.00	\$100.00	\$150.00
Large Gym-UNAVAILABLE 8/1-Spring Break	\$70.00	\$135.00	\$220.00
Football Stadium (PHS, CHS, HHS, WHS) per 8 Hour Day Max; No Half Day Rates (Available After 12 Noon During Football Season); Early availability will be at the discretion of the campus athletic coordinator.	\$400.00	\$600.00	\$1500.00
Practice Field (No Facilitator; No Restroom Access) (Practice Only-No Games)	No Charge	\$25.00/Hr.	\$50.00/Hr.
Stadium Lights (Hourly Rate-2 Hour Minimum)	\$55.00	\$125.00	\$250.00
Stadium Scoreboard (PfISD Operator Only) (Daily Rate)	\$100.00	\$125.00	\$175.00
<b>HENDRICKSON HIGH TENNIS COURTS- Available to Rent-1<sup>st</sup> &amp; 3<sup>rd</sup> Weekends ONLY; Saturday &amp; Sunday ONLY; NO RESTROOM ACCESS</b>		\$50/Hr./Court	\$75/Hr./Court
<b>CONNALLY BASEBALL/SOFTBALL FIELD Available to Rent – June and July ONLY</b>			
Setup/Take down Fee (All rentals 3 hours or longer)	\$40.00/Hr.	\$40.00/Hr.	\$40.00/Hr.
Field (Hourly Rate)	\$50.00/Hr.	\$80.00/Hr.	\$150.00/Hr.
Field Lights (Hourly Rate)	\$55.00/Hr.	\$125.00/Hr.	\$250.00/Hr.

<b>FACILITATOR/STADIUM STAFF</b> -Pressbox & Field/ <b>CUSTODIAL</b> /per person/per hour (4-hour minimum). Staffing requirements determined by PfISD.	\$40.00/Hr.	\$40.00/Hr.	\$40.00/Hr.
<b>SECURITY</b> - Please see Page 10 to determine the number of officers required. Final determination will be determined by the PfISD PD Department.	\$65.00/Hr.	\$65.00/Hr.	\$65.00/Hr.
<b>Campus Parking Lots (No Lights)</b>	N/A	\$15.00/Hr.	\$50.00/Hr.
<b>MATERIALS/EQUIPMENT</b>			
<b>Table</b> -30'x72', Gray	\$5.00/Table	\$5.00/Table	\$5.00/Table
<b>Chair</b> -Metal Folding, Gray	\$2.00 each	\$2.00 each	\$2.00 each

**Security deposit: \$250 Advance Deposit is required for all facilities; \$500 Advance Deposit for continuous long-term use (i.e., churches).**

## 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) \_\_\_\_\_

\_\_\_\_\_

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**The requested exception has been approved by Pflugerville ISD.**

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

\_\_\_\_\_

**Victor Valdez, Chief Operating Officer**

Conditions of Approval \_\_\_\_\_

\_\_\_\_\_