GEORGETOWN INDEPENDENT SCHOOL DISTRICT

2026-27

Facility Usage Handbook

(Rentals)

***MISSION**: Inspiring and Empowering every learner to Lead, Grow, and Serve.*

***VISION**: Home of the most inspired students, served by the most empowered leaders.*

August 7, 2026
Georgetown ISD
507 E. University Ave., Georgetown, TX 78626

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STATEMENT OF PURPOSE

The primary purpose of public school facilities is to provide quality educational environments for the students they serve. Georgetown Independent School District welcomes the use of District facilities by the community for educational, recreational, civic, and cultural activities, so long as such use does not conflict with District educational programs or activities, state or federal laws, local ordinances, or the proper care and maintenance of facilities and grounds. All facility use terms and conditions will adhere to District board policies, specifically GKD (LEGAL) and GKD (LOCAL).

TERMS & CONDITIONS

The terms and conditions listed below pertain to the use of all GISD facilities. Failure to adhere to these conditions could result in additional fees and/or denial of future use.

DEADLINES

The following items are due no later than indicated below:

Facility usage requests:	14 days prior to event date
Required documentation:	Insurance required prior to facility request
Revisions/cancellations:	5 weekdays prior to event date
Tour request with list of attendees:	14 days in advance
Payment:	5 days prior to event date for Org Types 2 & 3

AGREEMENT

GISD reserves the right to refuse the use of facilities at any time based upon, but not limited to: conflicts with GISD activities, space availability, over usage of facilities, lack of or invalid insurance, lack of or delayed payment, failure to comply with the terms and conditions, property damage, safety concerns. If an organization is categorized as “Do Not Rent” by GISD, they will be ineligible to rent facilities for a minimum of a 1 year probation period.

The external organization agrees to:

1. pay the required facility usage fees.
2. waive all defects that may exist on the premises.
3. not hold Georgetown ISD liable for any losses resulting from a lack of electricity, lighting, or heating/cooling due to power outages, inclement weather, or failure of equipment.
4. not hold Georgetown ISD liable for damage to persons or property regardless of whose negligence or acts of omission cause such injury or damage.
5. indemnify and save harmless Georgetown ISD, its Board of Trustees, Agents, Employees and Representatives from all suits, actions, and claims expenses (including attorney fees and damages of character) arising out of the use of facilities by the organization, its agents, patrons, visitors, guests, representatives, employees, or other persons allowed on premises by the organization.
6. prohibit employees, agents, or others who have been convicted of: (a) a felony under Penal Code Title V; (b) an offense requiring registration as a sex offender under Code of Criminal Procedure, Chapter 62; or (c) an offense under the laws of another state equivalent to (a) or (b), above, from providing services, programs or training to public school age children in connection with use of GISD property.

FACILITY GUIDELINES

1. Facilities are to be used solely for their intended purpose.
2. External organizations may submit facility requests AFTER INSURANCE APPROVAL for each school year beginning August 1 for events beginning August 15. Rental events are not accepted for the first 14 days of August. This allows time for facility requests to be processed as our staff prioritize school-related events first.
3. Permission of use shall not be transferred to a third party.
4. The following are prohibited on GISD property: fog/haze/mist machines or pyrotechnics; gambling; firearms; open flames (including candles); alcohol, tobacco, or drugs in any form in accordance with Texas State Laws and Drug Free Schools policy.
5. Personal use of facilities is prohibited (family reunions, parties, weddings, showers, personal practices, etc.).
6. FOOD/BEVERAGE:
    a. GYMS - **NO** food or beverages permitted in the gyms.
    b. PARKING LOTS - **NO** food or beverages permitted.
    c. FOOD TRUCKS/BOXED LUNCHES, ETC. - **NOT** permitted. Exception: School sponsored clubs (PTA, boosters, project graduation and student clubs only) are permitted to have food trucks. These groups are responsible for all documentation (city permit with background checks and insurance). Must follow USDA and TDA regulations. School sponsored clubs are responsible for damages & spills from food trucks.
    d. CAFETERIA - **NO** cafeteria rentals for Org Types 2 (non profit) & 3 (for profit) are permitted. Food & beverage permitted only for org type 1.
    e. GYM LOBBY - Food & beverage permitted for approved athletic events in the gyms.
    f. BLEACHERS (outside) - Food & beverage permitted for approved athletic events.
7. District property is not to be removed from facilities.
8. Heating/ventilation/air-conditioning (HVAC) equipment may only be operated by authorized GISD personnel.
9. Signage and decorations must not deface District property and must be removed immediately after an event.
10. Facilities must be left in a clean and orderly condition. Fees for damages & excessive cleanup/trash will be invoiced after the event. See Other Fees page.
11. In the event of an incident that requires medical attention or any time that public safety personnel have been called onsite, the organization contact must complete an Accident/Incident form (found online) and email it to the District Scheduler within 24 hours.
12. Sales of any products or services of any kind are not allowed on GISD property without documented approval.
13. The District retains all concession rights for sale of food or drinks.
14. District equipment (such as gym equipment, public address systems, microphones, speakers, A/V equipment, risers, projectors) is not available for use by outside organizations without documented approval. Use of scoreboard controllers is allowed for middle and high school gym rentals. See Other Fees page.
15. Outside electrical appliances are not allowed within District facilities.
16. Do not prop open exterior doors.
17. Equipment or supplies of the organization are not to be stored on GISD property.
18. TOURS: See Other Fees page.
19. Each organization must appoint ONLY ONE representative to communicate with GISD personnel.
20. Distribution of flyers (posting, emailing, etc.) are not permitted without GISD approval.

ATHLETICS - Facility Guidelines also apply (page 3)

1. **TURF FIELD USER'S 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 sunflower seeds - $200 fee. No nuts/peanuts, soda, gum
   - No fog, mist, or pyrotechnics, open flames of any kind including fireworks, welding, smoke canisters, etc.
   - No tobacco/alcohol
   - No glitter/powders
   - No dogs/pets
   - No metal spikes allowed on baseball/softball fields. $200 fine and possible Do Not Rent list
   - Maximum length for cleat spikes is ¼" but 3/16" is preferred (football field only)
   - No storage of equipment
   - No disposing of ice chest or water chest on artificial turf fields
   - No introductions of sand or fills on the field.
   - No golfing, javelin throwing and no use of long spike track shoes.
   - 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 (i.e. hurdles). 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 and track. Do not drag anything on turf and track.
   - 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.
   - GISD is not responsible for painting lines on grass fields.

   VIOLATION/REPAIRS: Violations 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:
   - You are responsible to leave the field as clean as you found it. When you are done, you must inspect the field and remove anything left by your players or spectators, such as trash, athletic tape or equipment.

2. **GYMNASIUM USER'S GUIDELINES AND RESPONSIBILITIES:**

Prohibitions:

- Food and beverages are not allowed in gyms.
- Items that could damage gym floors are prohibited.
- You are responsible to leave the gym as clean as you found it. When you are done, you must inspect it and remove anything left by your players or spectators, such as trash, athletic tape or equipment.

3. **ATHLETIC FACILITIES NOT AVAILABLE FOR RENT:**
   - Concessions
   - Locker Rooms
   - Weight Rooms

FINE ARTS - Facility Guidelines also apply (page 3)

1. **THEATER GUIDELINES AND RESPONSIBILITIES:**

Prohibitions:

- Food and beverages are not allowed in theaters or theater lobbies. A Cafeteria should be rented (when permitted) if food/drinks are desired for a theater rental; however, no cafeteria rentals are permitted this year for Org Types 2 & 3 (non-profit & for-profit). This includes no food trucks, boxed lunches, etc.
- No fog, mist, or pyrotechnics.
- Glitter is not allowed in theaters.
- A child to adult ratio of 20:1 is required for all theater rentals.
- No admissions for theater use are to be sold unless purchases are provided a seat. Standing room and extra chairs are prohibited.
- Both the EVT and PAC theaters are closed during the months of July and August.
- East View Theater (EVT) capacity: 372, Klett Performing Arts Center (PAC) capacity: 1,191

NUTRITION - Facility Guidelines also apply (page 3)

1. **KITCHEN GUIDELINES AND RESPONSIBILITIES:**

Prohibitions:

- Cooking is prohibited outside of kitchen facilities.
- Kitchens must be sanitized during and after use.
- High heel, open-toed, or flip-flop shoes are not permitted within kitchens.
- Children under 12 are not permitted in kitchen facilities; children 12 and older must be supervised.

AVAILABILITY

FACILITIES & HOURS The following facilities are available for request by external organizations. No Rentals at elementary schools except for PTA's. No Rentals at new campuses for two years except for PTA's.

ELEMENTARY SCHOOLS	ADDRESS	SCHOOL DAYS	NON-SCHOOL DAYS
		6:30pm - 10pm	7am - 11pm
Carver ES	4901 Scenic Lake Dr.	No Rentals	
Cooper ES	1921 NE Inner Loop	No Rentals	
Ford ES	210 Woodlake Dr.	No Rentals	
Frost ES (NEW 2025-26)	3407 Northwest Blvd.	No Rentals	
McCoy ES	401 Bellaire Dr.	No Rentals	
Mitchell ES	1601 Rockride Ln.	No Rentals	
Purl ES	1953 Maple St.	No Rentals	
San Gabriel ES (NEW 2024-25)	880 Tierra Rosa Blvd.	No Rentals	
Village ES	400 Village Commons	No Rentals	
Williams ES	4101 S. Western Blvd.	No Rentals	
Wolf Ranch ES	1201 Jay Wolf Dr.	No Rentals	

MIDDLE & HIGH SCHOOLS	ADDRESS	SCHOOL DAYS	NON-SCHOOL DAYS
		6pm - 10pm	7am - 11pm
Benold MS (NEW 2024-25)	1401 N. Palmer Ranch Rd.		
Forbes MS	1911 NE Inner Loop		
Old Benold MS	3407 Northwest Blvd.	Field (turf) only	
Tippit MS	1601 Leander Rd.		
Wagner MS	1621 Rockride Ln.		
East View HS (EVHS)	4490 E. University Ave.		
Future Ready Ctr. (NEW 2024-25)	5001 Airport Rd.	Cafeteria only	
Georgetown HS (GHS)	2211 N. Austin Ave.		
GHS Annex	2295 N. Austin Ave.		

OTHER	ADDRESS	SCHOOL DAYS	NON-SCHOOL DAYS
Athletic Stadium/Birkelbach Field	2275 N. Austin Ave.		
East View Theater (EVT)	4490 E. University Ave.	5pm-10pm	7am-11pm
Klett Theater Performing Arts Ctr. (PAC)	2211 N. Austin Ave.	8am-10pm	7am-11pm

~ Non-School Days: Dependent upon summer school, camp schedules, district events and staff hours.

~ Athletic Stadium: Contact Athletic Director, Jason Dean, deanja@georgetownisd.org, 512-943-5106.

~ Theaters: Unavailable during the months of July & August.

RESTRICTIONS

- Campus facilities are not available on evenings preceding or days of STATE TESTING.
- Facilities are not available on dates designated as No Rental, Unavailable, & Closed within the online system.
- New facilities - No rentals for two (2) years due to warranty & new instructional facility allotment.
- Rentals may submit requests for the current school year beginning August 1 AFTER COI approval (pgs. 11 & 12).
- Long-term rentals are available to "non-profits" only. A review will be conducted every 6 months to determine support staff availability. GISD may need to cancel at any time.

ORGANIZATION TYPES

External organizations requesting the use of GISD facilities will be categorized into one of three Organization Types. GISD activities are given first priority, then priority for external usage will be applied as follows: Organization Types 1, 2, & 3. Organization Type will dictate documentation requirements and associated fees for facility usage (pgs. 10 - 15).

ORG TYPE 1: School Related/Youth Groups 80-100% GISD Students

Includes: School sponsored clubs are to promote the general welfare, education, and morale of the student body **(Booster Clubs, PTA parent/teacher organizations, Project Graduation)**. Class reunions, educational foundations, and youth groups comprising 80-100% GISD students (scouting groups, athletic groups, camps/clinics that charge a fee). Required: Proof of 501c3 non profit status (page 11) and student roster (page 10).

ORG TYPE 2: Non-Profit

Includes: Non-profit youth groups comprising less than 80% GISD students, non-profit religious groups, county/state/national government, service clubs, professional societies, etc. Required: Proof of 501c3 non profit status (page 11).

ORG TYPE 3: For-Profit

Includes: For-profit youth groups comprising less than 80% GISD students, corporate and personal businesses, etc. Org Type 1 & 2 pricing is not offered to For-Profit groups.

***Note**:*
GISD staff are not permitted to request facility use for rental groups. All Rentals (including Booster, PTA, and Project Graduation groups) need to register (Step 2) in the online facility scheduling system to ensure the required documentation is accurate.

BLOCKED DATES

The following dates are listed as No Rental dates. Please be sure to review the Organization Types on the previous page. The online facility scheduling system will automatically deny requests on blocked dates.

Work-around Method: PTA, Boosters, and Project Graduation groups may submit a facility request on Org Type 2 & 3 blocked dates. To do this, please submit a request on a non-blocked date but clarify which blocked date you need in the Event Description section. Example: *"Don't need 8/15 (non-blocked date) but need 8/8 (blocked date)."* We'll adjust your request(s) accordingly.

Dates	No Rentals for Org Types	Reason
June 29, 30, July 1, 2, 3	1,2,3	Closed Campuses/Buildings (July 4th Week)
August 1 - July 31	1,2,3	No Rentals (Elementary Schools)
August 1, 2025 - July 31, 2027	1,2,3	No Rentals New Buildings (Frost)
August 1 - 14	1,2,3	No Rentals (First Two Weeks)
August 15 & 16	2,3	No Rentals
8/17, 9/22, 10/29, 11/16, 12/14, 1/25, 2/16, 3/22, 4/19, 5/17, 6/21	1	No Rentals Games, Concerts, etc. (Board Meeting Nights)
September 5, 6, 7	1,2,3	No Rentals (Labor Day Weekend)
September 12, 13, 26, 27	2,3	No Rentals
October 10, 11	2,3	No Rentals
October 16, 17	1, 2, 3	No Rentals (Wilco EMS)
November 23 - 27	1,2,3	Closed Campuses/Buildings (Thanksgiving Week)
November 28, 29	1,2,3	No Rentals
December 5, 6, 12, 13, 19, 20	2,3	No Rentals
December 21 - 25	1,2,3	Closed Campuses/Buildings (Christmas Week)
December 26 - January 1	1,2,3	No Rentals (including New Year's Day)
January 2 & 3	2,3	No Rentals
March 15 - 19	1,2,3	Closed Campuses/Buildings (Spring Break)
March 20 & 21	2,3	No Rentals
May 26 - 28	1,2,3	No Rentals (Easter Weekend)
April 8 - 10	1,2,3	Unavailable (UIL Soccer @ GHS/Stadium/Annex/PAC)
April 16 - 18	1,2,3	Unavailable (Two Step @ GHS/Stadium/Annex/PAC & EVHS/EVT)
April 24 & 25	1,2,3	Unavailable (Red Poppy @ GHS/Stadium/Annex/PAC & EVHS/EVT)
May 29 & 30	2,3	No Rentals
May 31.	1,2,3	No Rentals (Memorial Day)
June 4, 11, 18, 25, July 2, 9, 16, 23, 30	1,2,3	Closed Campuses/Buildings (Summer Fridays)
June 28 - July 3	1,2,3	Closed Campuses/Buildings (July 4th Week)
July 4	1,2,3	Closed Campuses/Buildings (July 4th)

BOOSTER, PTA, AND PROJECT GRADUATION GROUPS

1. Facility requests need to be submitted by a group member, not GISD staff.
2. **INSURANCE IS REQUIRED prior to submitting a facility request** (detailed insurance requirements outlined on pages 10-11).
3. All updates/changes/table diagrams need to be finalized no later than two weeks prior to the event.
4. Custodial fees and Other fees apply (pages 12-15). Room rental fees are waived.
5. Payment is due upon receipt. An invoice will be emailed after the event (page 15).
6. Student Rosters are not required.
7. **Please answer the following questions** within the custodial section of the facility request:
    a. For Booster events, please provide the first and last name of the coach/teacher?
    b. Will food be served?
    c. How many tables and chairs do you need?
    d. Table Diagram: (see table inventory list below). Please provide detailed info. Note where the stage is located on the diagram (hand drawn is fine). Email the table diagram to oconnork1@georgetownisd.org at least two weeks prior to the event date.
    e. Do you need access to the kitchen (nutrition space)?
    f. Do you need the following: Microphone, Podium, Screen, Speakers, Genie Lift, WiFi?

EVHS

Lunch Tables:

- 55 - 12' long x 2-1/2' wide, 12 chairs per table (unattached)

Folding Tables (stored on campus):

- 38 – Rectangular 6' long x 2-1/2' wide, 6-8 chairs per table
- 16 – Round 4.11' dimensions, 6 chairs per table

GHS

Lunch Tables:

- 25 – Round 4-1/4' x 5' dimensions, 8 chairs (attached)
- 32 – Oval 10-1/2' x 3-7/8', 12 chairs (attached)

Folding Tables (stored on campus):

- 250 – Rectangular 6' long x 2-1/2' wide, 6-8 chairs per table, white

FRC

Lunch Tables:

- 6 – Round 5', 6-8 chairs = 36
- 15 – Round Tall 3', 4 chairs = 60
- 16 - 3' Square, 4 chairs = 64

Total Chairs = 160

Folding Tables (stored on campus):

- 22 - Rectangular 6' long x 2-1/2' wide, 6-8 chairs

Total Chairs = 132

REQUIRED DOCUMENTATION

STUDENT ROSTER (Org Type 1)

To qualify for Org Type 1 pricing, youth organizations must complete the GISD Student Roster form identifying 80-100% GISD students. (The form is available on the website under Rentals then Resources). An organization may submit their own form but it must include the student's first & last name and GISD student ID number. School sponsored clubs (PTA, boosters, project graduation and student clubs) are not required to provide a student roster.

- For events at secondary athletic facilities (middle or high school), email rosters to: williamsv@georgetownisd.org
- For all other events, email rosters to: oconnork1@georgetownisd.org

PROOF OF NON-PROFIT (Org Types 1 & 2)

To qualify for Org Type 1 & 2 pricing, an organization must provide proof of 501(c)(3) non-profit status by emailing oconnork1@georgetownisd.org the **IRS Determination Letter (one-page document)**. GISD will keep non-profit documentation on file. Organizations that are unable to provide non-profit documentation will be invoiced as an Org Type 3.

INSURANCE (Org Types 1, 2, 3)

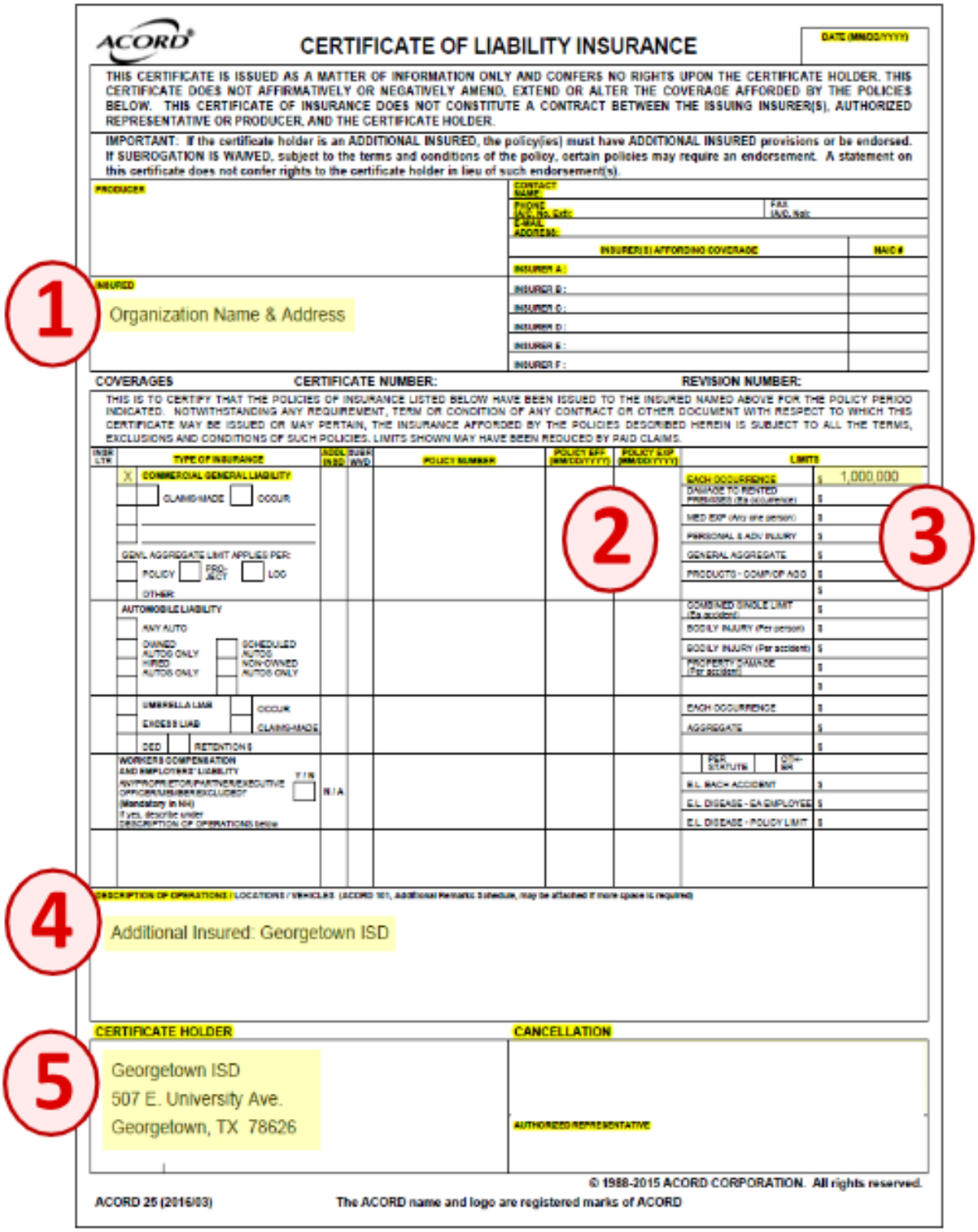
INSURANCE IS REQUIRED FOR ALL RENTALS INCLUDING BOOSTERS, PTA'S AND PROJECT GRADUATION. Insurance (COI) must be approved PRIOR to submitting a facility request. Requests submitted without insurance approval will be denied/canceled. All external/rental organizations are required to provide proof of insurance. Coverage must be documented on an original ACORD Certificate of Liability Insurance (COI) form completed by a licensed insurance agent. Failure to provide insurance or submission of fraudulent insurance will result in cancellation. GISD reserves the right to deny proposed coverage. GISD will keep insurance certificates on file. Please email the one-page ACORD Certificate of Liability Insurance form to oconnork1@georgetownisd.org.

Insurance Requirements

The COI must meet the following 5 requirements (see examples on page 12):

1. **Section 1 (Insured)**: The insured section must name the organization that was registered within the GISD facility scheduling & rental system. If it names a parent organization, the registered organization should also be named within this section or within the Description of Operations section. Example: If you registered as *XYZ Sports* but the Insured name on the COI is *ABC Sports* then both names need to be listed on the insurance form.
2. **Section 2 (Policy Effective/Expiration)**: Policy dates must cover the requested event dates. Many groups have changed their policy dates to align with the school year. This allows events from August 15 through July 31. Example: Policy dates 8/1/2026 - 8/1/2027.
3. **Section 3 (Limits)**: A minimum of $1,000,000 under Commercial General Liability for Each Occurrence required.
4. **Section 4 (Description of Operations)**: Georgetown ISD is to be named as an Additional Insured.
5. **Section 5 (Certificate Holder)**: Georgetown ISD is to be named as the Certificate Holder. Please use 507 E. University Ave., Georgetown, TX 78626 - this address covers ALL Georgetown ISD properties.

Example: ACORD Certificate of Liability Insurance form (see pages 11 & 12)



ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER — CONTACT NAME: — PHONE (A/C, No, Ext): — FAX (A/C, No): — E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE — NAIC #

INSURER A: — INSURER B: — INSURER C: — INSURER D: — INSURER E: — INSURER F:

1 INSURED: Organization Name & Address

COVERAGES — CERTIFICATE NUMBER: — REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC OTHER:				2		EACH OCCURRENCE $ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) $ MED EXP (Any one person) $ PERSONAL & ADV INJURY $ GENERAL AGGREGATE $ PRODUCTS - COMP/OP AGG $ 3
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) $ BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $						EACH OCCURRENCE $ AGGREGATE $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE / OTH-ER E.L. EACH ACCIDENT $ E.L. DISEASE - EA EMPLOYEE $ E.L. DISEASE - POLICY LIMIT $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

4 Additional Insured: Georgetown ISD

CERTIFICATE HOLDER

5 Georgetown ISD
507 E. University Ave.
Georgetown, TX 78626

CANCELLATION

AUTHORIZED REPRESENTATIVE

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FEES (pages 12 - 14)

ROOM RENTAL FEES

Rates have not increased since 2024-25 (includes utility costs and insurance premiums). The hourly rate begins when the facility is opened until it is closed. Events that exceed the approved time will be charged accordingly, theater events are doubled. No rentals at the elementary schools except for PTA groups. School sponsored clubs (PTA, boosters, project graduation, student clubs) are waived from room rental fees.

ELEMENTARY SCHOOLS	ORG TYPE 1	ORG TYPE 2	ORG TYPE 3
Cafeteria	$35	$TBD	$TBD
Classroom (single)	$35	$TBD	$TBD
Field	$45	$TBD	$TBD
Gym	$40	$TBD	$TBD
Kitchen	$35	$TBD	$TBD
Learning Stairs	$35	$TBD	$TBD
Library	$35	$TBD	$TBD
Parking Lots	$TBD	$TBD	$TBD

MIDDLE SCHOOLS	ORG TYPE 1	ORG TYPE 2	ORG TYPE 3
Cafeteria	$35	$90	$125
Classroom (single)	$35	$60	$75
Field/Track (turf)	$45	$60	$140
Gym (aux or main)	$40	$50	$125
Kitchen	$35	$105	$135
Learning Stairs	$35	$35	$50
Library	$35	$60	$125
Parking Lots	$TBD	$TBD	$TBD
Tennis Courts	$25	$50	$125

HIGH SCHOOLS	ORG TYPE 1	ORG TYPE 2	ORG TYPE 3
Cafeteria	$35	$110	$125
Classroom (single)	$35	$60	$75
Field (baseball or Softball)	$45	$60	$140
Field (practice grass at GHS Annex)	$40	$55	$135
Field (practice turf)	$45	$60	$140
Gym EVHS (aux)	$50	$60	$185
Gym EVHS (main)	$65	$90	$280
Gym GHS (main or aux)	$50	$60	$185
Gym GHS Annex (main or aux)	$50	$60	$185
Kitchen	$35	$110	$135
Lecture Hall	$35	$90	$125
Library	$35	$90	$125
Parking Lots	$TBD	$TBD	$TBD
Stadium EVHS (field/track)	$60	$70	$155
Tennis Courts (no partial court rate)	$40	$60	$140
Theater EVT (4 hrs. min. weekends)	$40	$120	$250
Theater PAC (4 hrs. min. weekends)	$75	$250	$500
Track	$45	$60	$140

PERSONNEL FEES

These are the same rates as 2024-25. These hourly rates are for GISD personnel to support the use of facilities by external organizations. GISD requires that a staff member, acting as a representative of the District, be onsite for all external events to assure the proper use of facilities and equipment. *Note: Staff members that are present in a personal capacity do not fulfill this requirement.*

Custodial

Custodial support is required for ALL events. GISD custodial staff will be assigned to work the duration of events (setup/breakdown/restock, etc.) from start to finish. AFTER the completion of the event, custodians will clean/sanitize/trash/restock, etc. Custodial staffing (quantity of personnel, assigned shifts) will be based upon: type of event, length of event, square footage, and expected number in attendance. Cleanup by event organizers does not substitute for GISD custodial services. If custodial staff are unavailable or not assigned to work the duration of an event, fees will be based upon event cleanup after the event. Custodial needs (tables/chairs layout, food served, etc.) must be requested in the custodial section of the online facility request at least two weeks prior to the event. Additional requests during events will be denied. Table/chair setup & breakdown service is provided only by the GISD custodial department. See also Other Fees.

Custodial Staff: $30 per hour, per custodian. School Sponsored Clubs (Booster, PTA, project graduation) will be charged custodial fees dependent upon if it's a school day or non-school day as outlined below. Meetings are waived from custodial fees if held on a school day before 8pm. School sponsored clubs (student clubs) are waived from custodial fees.

- **Org Type 1** - On school days, 2 hour minimum begins at 8pm. Non-school days, 4 hour minimum. Fees are usually waived between 6pm-8pm on school days only. Custodial fees begin at 8pm with a required 2 hour minimum including after-event clean up. Custodial fees apply on non-school days including after-event clean up.
    - Example: School night - Event hours are 6pm-9pm. Custodial cleanup ends at 9:45pm.
    - Invoice: Custodial 6-8pm (waived). Custodial 8pm-9:45pm. $30 x 2 (2 hr min.) = $60.
- **Org Types 2 & 3** - On school days, 2 hour minimum. Non-school days, 4 hours minimum. Custodial fees apply on school days and non-school days beginning with setup, duration of the event, and after-event clean up.

Nutrition

Nutrition services support is required for all kitchen usage by external organizations. GISD nutrition staff will be assigned to oversee kitchen activities and provide guidance on equipment use, food handling, and safety. Nutrition staff are onsite to assure proper use of facilities, not to assist in food preparation, serving, or cleaning. Note: Custodians are not permitted to allow access to kitchen facilities; nutrition staff are required for any kitchen use.

Nutrition Staff (2 hour minimum)**:** $30 per hour.

Athletics

Athletic staff support (facilitator) is required to work all external organization events at middle/high school athletic facilities. They will aid in the setup and teardown of GISD equipment. Facilitators will act as the primary contact for external organizations and ensure renters follow the terms & conditions, guidelines, etc. outlined in Facility Usage Handbook.

Athletic Facilitator (2 hour minimum)**:** $30 per hour.

Fine Arts

Technical director & stage crew are required for all theater events. Quantity of personnel will be based upon the size of the event. Events that go over the approved end time will be doubled per hour.

Technical Theater Director (2 hrs. min. school days/4 hrs. min. non-school days)**:** $50 per hour, per director plus 2 hours for setup/breakdown. (One director is usually required except for large/high demand events). $100 per hour plus 2 hours for setup/breakdown on holidays & weekends preceding/following holidays; $110 per hour plus 2 hours for setup/breakdown during summer/off-contract hours (May 24, 2027 - June 30, 2027).

Student Stage Crew (2 hrs. min. school days/4 hrs. min. non-school days)**:** $15 per hour, per student plus 2 hours for setup/breakdown. $30 per hour plus 2 hours for setup/breakdown on holidays & weekends immediately preceding/following holidays; $40 per hour plus 2 hours for setup/breakdown during summer hours (May 24, 2027 - June 30, 2027).

OTHER FEES

Rates have not increased since 2024-25 except the Jumbotron in 2025-26.

1. **Alarm System**: A $200+ reset fee will be charged if a fire alarm is pulled without due cause.
2. **Attending Number:** Additional hours needed for cleaning, etc. due to the attending number being greater than previously approved will be invoiced after the event.
3. **Cancellations/No Show**: $100 fee if an event is canceled within 3 days of the approved dates or an organization doesn't show for their scheduled event. Weather issues & loss of electricity do not apply.
4. **Chain/Field Markers**: $25 flat fee.
5. **Chairs/Tables Folding/Podium**: Flat rate - $30 setup/breakdown.
6. **Damages/Excessive Trash**: Additional fees will be invoiced for any damages or excessive cleaning required.
7. **Genie Lift (cherry picker)**: $150 flat rate.
8. **Jumbotron**: $500 fee per event.
9. **Metal Spikes**: $200 fine on baseball/softball fields.
10. **Microphone Wireless**: $25 per day.
11. **Parking Lot Events**: Fees TBD for each parking lot usage. External organizations are not to charge event attendees for parking.
12. **Production Companies:** Room rental fees are doubled per hour.
13. **Scoreboard Usage**: $25 per day/flat rate.
14. **Security & Safety**: $60 per hour, 3 hr. min. At the district's discretion, security services may be required for certain events and are to be coordinated through the Georgetown Police Depart. at the organization's expense. GISD staff including custodians and facilitators are not considered security staff.
15. **Staff Event Support (GISD)**: $15-30 per game, per worker, additional support may be provided for athletic events needing EMTs/trainers, announcers, cashiers, scoreboard workers, ticket takers, gate attendees, or other type of event staff. $50-60 per game, per worker for high school playoff games.
16. **Sunflower Seeds**: $200 fee on turf fields.
17. **Table delivery (maintenance)**: $150 flat fee.
18. **Tours of Facility**: $30 per hour. Please contact the theater technical directors or the athletic department if you're interested in a tour. One hour tour with a maximum of 3 people (additional tours not provided, theater tours not available in the summer). Check-in instructions will be provided. Photo IDs are required for all attendees.
19. **Volleyball Nets**: Flat rate - $25 per day.

PAYMENTS & DONATIONS

Org Type 1: Invoices will be emailed **after** the event to the contact of the organization. An invoice is typically generated for each Schedule ID (which may have a single or multiple event dates). For events at middle/high school athletic facilities, a quote will be generated upon approval of request and an invoice will be sent upon completion of event(s). Deposits are required from new groups requesting a secondary athletic space.

Org Type 2 & 3: Invoices will be emailed **prior** to the event to the contact of the organization. Payment is due at least 5 days **prior** to the event. An additional invoice will be emailed after the event if there were damages or excessive cleanup required.

1. A processing fee assessed on payments as of August 1, 2024. Payments are not accepted onsite by facilitators, custodians, or other GISD staff.

    - **CHECKS:** Physical/Paper checks are no longer accepted beginning August 1, 2024.

    - **CREDIT CARDS or eCHECKS**: Credit Card or eCheck payments must be made via the RevTrak secure site. An account needs to be created at https://georgetownisd.revtrak.net/ then click on facility rental.
      The following information is REQUIRED with payment:
        - Organization Name
        - Schedule Number (5 digit facility request number)
        - Invoice Number (4 digit number)

2. Donations: If you would like to give a donation, please include both the Schedule Number and the word "Donation" on your credit card or eCheck payment.

3. Non-payment of invoices will result in suspension of facility use.

HOW TO SUBMIT A FACILITY REQUEST:

Prior to saving/submitting an online facility request form, you will be asked to agree to the terms & conditions, fees, etc. outlined in this Facility Usage Handbook. **This serves as a contract between Georgetown ISD and the rental organization.** You'll receive email notifications from SchoolDude. Be sure to check your spam folder.

- www.georgetownisd.org
- Menu (top right corner)
- Click on Community then select Facility Scheduling & Rental.
- Under Rental Events, please follow the step-by-step instructions in numerical order.
    - Step 1 - Facility Usage Handbook
    - Step 2 - Registration
    - Step 3 - Insurance
    - Step 4 - Facility Request Form
    - Step 5 - Student Roster and Non Profit Documentation
    - Step 6 - Payment

CONTACT INFORMATION

Last Minute Cancellations or Adjustments
If last minute cancellations or schedule adjustments are needed AFTER normal business hours, please contact the designated personnel below. *Note: Contact information is provided for urgent situations only.*

Events at secondary (middle or high school) athletic facilities:
Contact the GISD facilitator assigned to your event.

Events at theater facilities:
Contact the GISD technical director.

- PAC: Dean Baker - bakerd@georgetownisd.org
- EVT: Thomas DeLaurier - delauriert@georgetownisd.org

Events at other facilities:
Contact a GISD custodial coordinator at (512) 630-7347 or (512) 635-6437.

General Contact Information

Athletic Secondary Spaces (high schools & middle schools)
- Vickie Williams - Athletic Secondary Facility Scheduler / Student Rosters / Invoices
  512-943-6105; williamsv@georgetownisd.org

Athletic Stadium
- Jason Dean - Director of Athletics
  512-943-5106; deanja@georgetownisd.org

Fine Arts Theater Facilities
- Katie Lischka - Fine Arts Secretary / Invoices Fine Arts Spaces
  512-943-7549; parkerg@georgetownisd.org
- Dean Baker - PAC Klett Technical Theater Director / Tours / Theater Questions
  bakerd@georgetownisd.org
- Thomas DeLaurier - EVT Technical Theater Director / Tours / Theater Questions
  delauriert@georgetownisd.org

Nutrition Kitchen Facilities
- Amanda Nickerson - Nutrition Services Secretary
  512-943-5193; nickersona@georgetowisd.org

Additional Info: Instructions, Scheduling System, Documents, Invoices, Payment, etc.
- Kathy O'Connor - District Scheduler
  oconnork1@georgetownisd.org (email preferred), 512-943-5000 x7623