

SECONDARY ATHLETIC FACILITY RENTAL INFORMATION

Information regarding Georgetown ISD secondary athletic facilities available for rental can be found in the files below available for download.

CONTACTS

For the rental of secondary athletic facilities, please contact Rhonda Farney at farneyr@georgetownisd.org or 512-943-5117.

For information regarding renting secondary athletic facilities for UIL playoffs, please contact Todd York, Director of Athletics, at yorkt@georgetownisd.org or 512-943-5106.

- **Athletic Facility Use Request (AUR) Form**
[Revised GSD Athletic Facility Use Request.pdf](#)

GEORGETOWN ISD RENTAL POLICY

The Georgetown 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.

INSURANCE

The organization requesting the use of a district facility must furnish evidence of liability coverage for the event(s). This evidence should consist of an original Certificate of Insurance with Georgetown ISD named as an Additional Insured and Certificate Holder indication of a minimum \$1,000,000 Combined Single Limit of Bodily Injury and Property Damage Liability Coverage. The insurance carrier must hold a minimum B+ rating from A.M. Best Company. Each insurance policy must require that the insurer send notice to the District as follows: 30-day notice of cancellation 60-day notice of nonrenewal 30-day notice of material change Access to the facility shall not be permitted until the application and insurance has been screened and approved. Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the District. The insurance requirement may be waived for school sponsored groups such as PTO or Booster Clubs.

CUSTODIAL REQUIREMENTS

There will be no custodial fees during regular operational hours. These hours are from the end of school until 9:00 PM on days when students are present. Organizations requesting the use of a district facility

beyond these hours will be required to hire district employees to provide custodial services. Fees for custodial services are not included in the rental fees. Custodial charges will be \$24 per hour. The number of custodians will be based on the number in attendance and the amount of square footage rented.

FACILITATOR REQUIREMENTS

The need for a facilitator will be determined by the GISD Athletics Office. Their fees are not included in the rental rate. The facilitator will be in attendance for the entire length of the event. Facilitator charges will be \$20 per hour. Facilitator responsibilities include being a responsible steward of district assets and ensuring renters obey all district regulations, policies, and procedures located within the rental agreement.

SECURITY

At the District's discretion, outside groups may be required to have security present during an event. Security services will be coordinated through the Georgetown Police Department at the renter's expense. Custodians and Facilitators will not be considered security.

GYM EQUIPMENT

Under no circumstances is any other gym equipment to be used by renters. This includes balls, bats, cones, stopwatches, etc. Use of scoreboard controllers is allowed during gym rentals.

RENTAL GUIDELINES

PROCEDURES

1. Groups or an individual wanting to rent GISD facilities must obtain an Athletic Facility Use Request (AUR) form found on the Georgetown ISD website.
2. AUR must be submitted digitally to Rhonda Farney via email at farneyr@georgetownisd.org. No paper copies will be accepted.
3. Priority for rental request will be based on the category in which the request falls. The priority order will be Groups 1, 2, and 3.
4. The following documentation must be on file with the Facilities Coordinator before a rental agreement will be prepared.
 - a. Athletic Facility Use Request (AUR) form submitted digitally via email;
 - b. Current insurance certificate with limits of at least \$1,000,000;
 - c. Roster of student participants for any group requesting Athletic Group 1;
 - d. Copy of the 501(c)3 status from the Office of Secretary of State, if requesting nonprofit status.
5. Rental agreements must be submitted no later than 7 days prior to the event.
6. Invoices will be submitted to the renter at the time that the rental agreement is processed.
7. Deposits may be required.
8. Payment in full is required within 7 days of the completion of event
9. For extended rentals, monthly payments are required by the first Monday of each month.

10. Any changes must be submitted to the Facilities Coordinator no later than one week in advance. Rental amounts will not be decreased after the fact if the facility is not used for the contracted time.
11. The renter will be assessed the rental fee from the time the facility is opened until it is closed or vacated.
12. The need for a facilitator will be determined by the District. Consideration will be given based on expected number in attendance, facility requested, and previous rental history within the district. If a facilitator is required, the fee for that facilitator will be in addition to the rental fees.
13. School facilities may be rented on school holidays or the weekend immediately preceding or following those designated holidays pending the district is able to obtain a facilitator to work a holiday weekend.

REGULATIONS

1. School facilities will not be rented on the evening immediately preceding or during the designated State testing days.
2. Rental fees will be refunded due to weather conditions or GISD imposed cancellations.
3. No chairs, food or drink are allowed in the gym areas. Any damage caused by these items will be assessed to the renter and may result in loss of further use of District facilities.
4. 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.
5. The use of alcohol, tobacco, and/or vaping products on any District ground is strictly prohibited.
6. Decorations must be fireproof and must be erected and removed in a manner not destructive to school property. The use of open flames, such as candles, is strictly prohibited.
7. All children must be supervised at all times.
8. Georgetown ISD has the right to refuse and/or terminate a rental agreement. 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.
9. All facilities are to be used solely for their intended purpose and occupancy.

RENTAL CATEGORIES

Group 1 Non-profit youth organizations who are comprised of a minimum of 75% GISD students are included in this group, as well as, GISD related organizations such as booster clubs and parent teacher organizations, etc. Also included in Group 1 are clinics that charge a fee and are comprised of 75% GISD students.

Group 2 All other non-profit organizations that do not fall under Group 1 are included in this category.

Group 3 For profit organizations and businesses are included in this group.

RENTAL FEES

Facility	Group 1	Group 2	Group 3
Middle School			
Competition Gym	\$10 per court (max \$100/day)	\$20 per court (max \$200/day)	\$50 per court (max \$500/day)
Auxiliary Gym	\$10 per court (max \$100/day)	\$20 per court (max \$200/day)	\$50 per court (max \$500/day)
* Football Field	\$20 (max \$200/day)	\$40 (max \$400/day)	\$100 (max \$1000/day)
All-Weather Track	\$20 (max \$200/day)	\$40 (max \$400/day)	\$100 (max \$1000/day)
Tennis Courts	\$20 (max \$200/day)	\$40 (max \$400/day)	\$100 (max \$1000/day)
Weight Room	\$20 (max \$200/day)	\$40 (max \$400/day)	\$100 (max \$1000/day)
High School			
Competition Gym	\$15 per court (max \$150 day)	\$25 per court (max \$250/day)	\$75 per court (max \$750/day)
Auxiliary Gym	\$15 per court (max \$150 day)	\$25 per court (max \$250/day)	\$75 per court (max \$750/day)
Practice Field Grass	\$25 (max \$250/day)	\$45 (max \$450/day)	\$110 (max \$1100/day)
Practice Field Turf	\$30 (max \$300/day)	\$50 (max \$500/day)	\$115 (max \$1150/day)
EVHS Stadium	\$40 (max \$400/day)	\$60 (max \$600/day)	\$125 (max \$1250/day)
GISD Athletic Stadium	\$50 (max \$500/day)	\$70 (max \$700/day)	\$150 (max \$1500/day)
All-Weather Track	\$30 (max \$300/day)	\$50 (max \$500/day)	\$115 (max \$1150/day)
Tennis Courts	\$30 (max \$300/day)	\$50 (max \$500/day)	\$115 (max \$1150/day)
Weight Room	\$30 (max \$300/day)	\$50 (max \$500/day)	\$115 (max \$1150/day)
Baseball Field	\$30 (max \$300/day)	\$50 (max \$500/day)	\$115 (max \$1150/day)
Softball Field	\$30 (max \$300/day)	\$50 (max \$500/day)	\$115 (max \$1150/day)

*These fields are only available from January 1st through March 1st and can be scheduled no more than two days a week.

All rental fees are based on an hourly rate. The maximum per day charge applies to tournament rentals for each campus site and becomes applicable at 10 hours.

The fee for lighting is \$15 per hour at all outdoor facilities. The fee for Facilitators will be \$20 per hour. Custodial Staff will be \$24 per hour per person.

UIL PLAYOFF RENTAL

Contact the GISD Athletic Director at 512-943-5106.