



GEORGETOWN INDEPENDENT SCHOOL DISTRICT

Facility Usage Handbook

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

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

September 14, 2023

Georgetown ISD

507 E. University Ave., Georgetown, TX 78626

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Facility Usage Handbook



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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:	7 days prior to event date
Required documentation:	Insurance required prior to facility request
Revisions/cancellations:	3 days prior to event date
Tour requests with list of attendees:	7 days in advance
Payment:	Immediately upon receipt of invoice

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.

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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 machines; 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: No food trucks. No food/beverage rentals for Organization Types 3 & 4 (nonprofit and for-profit) this school-year.
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.
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.
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: Please contact the theater technical directors if you're interested in a tour of one of our theaters. See the Contact Information page in this handbook. An organization may receive one tour with a maximum of 3 people (tour length no greater than 1 hour, additional tours not provided, theater tours not available in the summer). Check-in instructions will be provided and photo IDs are required for all attendees.
19. Each organization must appoint ONLY ONE representative to communicate with GISD personnel.
20. DEPOSIT: A 50% deposit is required for all secondary athletic spaces for rental groups new to Georgetown ISD.
21. Distribution of flyers (posting, emailing, etc.) are not permitted without GISD approval.
22. Please see the Facility Scheduling & Rental website for instructions on how to submit a facility request within the online scheduling system called FSDirect: www.georgetownisd.org, Community, Facility Scheduling & Rental, Scroll to Rental Events.

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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 gum
- No nuts/peanuts
- No soda
- 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 open flames of any kind, including fireworks, welding, smoke canisters, etc.
- 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.

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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 if food/drinks are desired for a theater rental.
- 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.
- EVT capacity: 372
- 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.

		<u>SCHOOL DAYS</u>	<u>NON-SCHOOL DAYS</u>
Elementary	NO RENTALS THIS SCHOOL YEAR	6:30 pm - 11:45pm	7:00 am - 11:45pm
Carver Elementary	4901 Scenic Lake Dr.		
Cooper Elementary	1921 NE Inner Loop		
Ford Elementary	210 Woodlake Dr.		
Frost Elementary	711 Lakeway Dr.		
McCoy Elementary	401 Bellaire Dr.		
Mitchell Elementary	1601 Rockride Ln.		
Purl Elementary	1953 Maple St.		
Village Elementary	400 Village Commons		
Williams	4101 S. Western Blvd.		
Wolf Ranch	1201 Jay Wolf Dr.		
Middle & High School		6:00 pm - 11:45pm	7:00 am - 11:45pm*
Benold Middle School	3407 Northwest Blvd.		
Forbes Middle School	1911 NE Inner Loop		
Tippit Middle School	1601 Leander Rd.		
Wagner Middle School	1621 Rockride Ln.		
East View High School (EVHS)	4490 E. University Ave.		
Georgetown High School (GHS)	2211 N. Austin Ave.		
GHS Annex / Richarte	2295 N. Austin Ave.		
Other			
Athletic Stadium/Birkelbach Field	2275 N. Austin Ave.	**	**
East View Theater (EVT)	4490 E. University Ave.	5:00 pm - 11:45pm	7:00 am - 11:45pm***
Klett Theater Performing Art Center (PAC)	2211 N. Austin Ave.	8:00 am - 11:45pm	7:00 am - 11:45pm***

- * *Non-School Days: Dependent on summer school, camp schedules, district events and staff hours*
- ** *Athletic Stadium: Available thru Jason Dean, Director of Athletics (deanja@georgetownisd.org, 512-943-5106)*
- *** *Theaters: Unavailable 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**” within the online system.
- New facilities - not available to ext. orgs. 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 9 & 10).
- Long-term rental is not available for all facilities and is not permitted for “for-profit” organizations. 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 four Organization Types. GISD activities are given first priority, then priority for external usage will be applied as follows: Organization Type 1, 2, 3, & 4. Organization Type will dictate documentation requirements and associated fees for facility usage.

ORG TYPE 1: **School Related, Exclusively 100% GISD Students**

Includes: **parent/teacher organizations, booster clubs**, school sponsored clubs, class reunions, educational foundations, youth groups comprising 100% GISD students (scouting groups, athletic groups, camps/clinics that charge a fee), etc.

ORG TYPE 2: **Youth Groups, 75 - 99% GISD Students**

Includes: youth groups comprising 75% - 99% GISD students (scouting groups, athletic groups, camps/clinics that charge a fee, etc.)

ORG TYPE 3: **Non-Profit**

Includes: non-profit youth groups comprising less than 75% GISD students, non-profit religious groups, county/state/national government, service clubs, professional societies, etc.

ORG TYPE 4: **For-Profit**

Includes: for-profit youth groups comprising less than 75% GISD students, corporate and personal businesses, etc.

Note: *GISD activities (school-related) are categorized under Organization Type “Internal: GISD”. Employees are not permitted to request facility use for rentals (external organizations) using the “Internal: GISD.” Rental groups, including booster and PTA groups, must submit their own facility requests to ensure the required documentation is accurate.*



BLOCKED DATES 2023-24

The following dates have been designated as either no rentals, allowed rentals dependent upon the org type, or allowed rentals with an increased rate. The online system will automatically block requests for no rental dates. **Allowed dates have an increased room rental rate.* Please be sure to review the Organization Type descriptions on the previous page.

Org Types 1 & 2 are exempt from the non-holiday blocked dates listed below. (Does not include August 1 - 14). There's a work-around method you will need to use. You'll need to submit a request for a non-blocked date, clarifying the needed blocked date. Please use the Normal Schedule type. We'll adjust your request accordingly. (Example: "This request is for the blocked date Dec. 2 & 3. I don't need Dec. 4").

2023 - 24: There are no cafeteria rentals for Organization Types 3 & 4 this year. We are unable to support events with food & beverages. Also, there are no rentals at the elementary schools. PTA groups will need to use the work-around method.

<u>Date</u>	<u>Note</u>	<u>Org Type</u>
July 4	No Rentals (4th of July)	1, 2, 3, 4
Aug 1 - 14	No Rentals (First 2 weeks)	1, 2, 3, 4
Aug 19 & 20	No Rentals	3, 4
Sept 2 - 4	No Rentals (Labor Day Weekend)	1, 2, 3, 4
Sept 9, 10, 16, 17, 30	No Rentals	3, 4
Oct 1, 14, 15	No Rentals	3, 4
Nov 18, 19	No Rentals	3, 4
Nov 23 & 24	No Rentals (Thanksgiving)	1, 2, 3, 4
Nov 25 & 26	No Rentals (Thanksgiving Weekend)	3, 4
*Nov 25 & 26	*Allowed @ 1.5 x normal rate	1, 2
Dec 2, 3, 9, 10	No Rentals	3, 4
Dec 21, 22	No Rentals	3, 4
Dec 23 - 31	No Rentals (Christmas week)	1, 2, 3, 4
Jan 1	No Rentals (New Year's Day)	1, 2, 3, 4
Jan 2, 3	No Rentals	3, 4
Mar 11 - 17	No Rentals (Spring break)	3, 4
*Mar 14 - 17	*Allowed @ 1.5 x normal rate	1, 2
Mar 29 - 31	No Rentals (Easter weekend)	1, 2, 3, 4
April 1	No Rentals (Easter weekend)	1, 2, 3, 4
May 25 - 27	No Rentals (Memorial weekend)	3, 4
*May 25 - 27	*Allowed @ 1.5 x normal rate	1, 2
July 1, 2, 3, 4, 5, 6, 7	No Rentals (4th of July week)	1, 2, 3, 4



REQUIRED DOCUMENTATION

It is the responsibility of the organization to upload any required documentation at the time of request.

STUDENT ROSTER (Org Types 1 & 2)

To qualify for Org Type 1 or 2 discounted pricing, youth organizations must provide a complete roster of event participants identifying 75-100% GISD students. A student roster form is provided [online](#). An organization may submit their own form as long as it includes the same information. If unable to provide a roster at the time of request, submit via email prior to or immediately following the event. If rosters are not submitted, the organization will be invoiced as Org Type 3 or 4.

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

PROOF OF NON-PROFIT (Org Type 3)

To qualify for Org Type 3 discounted pricing, an organization must provide proof of non-profit status by providing to oconnork1@georgetownisd.org the IRS Determination Letter (one-page document). GISD will keep non-profit documentation on file, so it does not need to be resubmitted unless requested. If proof of non-profit documentation is not submitted, the organization will be invoiced as Org Type 4 pricing.

INSURANCE (Org Types 1, 2, 3, 4) Please see the COI requirements and example on the next page.

All external organizations are required to provide proof of insurance.

- Exception: Parent/teacher organizations and booster clubs are typically waived from providing insurance. Insurance may be required for large events and is always required for events in which these groups partner with other external organizations (such as non-profit or for-profit athletic organizations, etc.).

Insurance (COI) must be approved PRIOR to submitting a facility request. Please email the one-page COI to oconnork1@georgetownisd.org. You'll receive an email stating if your insurance is approved or denied. If approved, you will receive an email stating you may submit a facility request. Facility requests submitted prior to COI approval will be denied/canceled.

If insurance is approved, please make sure your requested event dates are within the covered policy dates before submitting a facility request. Insurance approval is required only once if all requested dates are covered on the policy. (You won't need to email your COI each time). GISD will keep insurance certificates on file.

Insurance requirements are listed below. Feel free to forward the requirements to your insurance agent. Failure to provide insurance or submission of fraudulent insurance will result in cancellation. GISD reserves the right to deny proposed coverage.

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COI Certificate Requirements

Coverage should be documented on an original **ACORD Certificate of Liability Insurance form** that has been completed by an insurance agent.

COI sections must be completed as follows:

- Insured:** The insured should name the organization that has been registered within the GISD scheduling 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 is *ABC Sports* then both names need to be listed on the COI.
- Policy Effective/Expiration:** Certificate dates should show coverage for all requested dates of facility usage. Many groups have changed their policy dates to align with the school year. This allows them to submit their facility requests on August 1 for the entire school year. **Example:** Policy dates are 8/1/23 - 8/1/24.
- Limits:** A minimum of \$1,000,000 under Commercial General Liability for Each Occurrence is required.
- Description of Operations:** Georgetown ISD is to be named as an Additional Insured. **Example:** See section 4 on the next page.
- Certificate Holder:** Georgetown ISD is to be named as the Certificate Holder. Please use address **507 E. University Ave., Georgetown, TX 78626** - this address covers ALL Georgetown ISD properties.
- Cancellation:** Policy must require that the insurer send notice to Georgetown ISD as follows: 30-day notice of cancellation, 60-day notice of non-renewal, 30-day notice of material change.

COI Example: ACORD Certificate of Liability Insurance form

The image shows a sample ACORD Certificate of Liability Insurance form. Red circles with numbers 1 through 6 highlight specific sections:

- 1:** Organization Name & Address (Insured section)
- 2:** Policy Number (Coverages section)
- 3:** Limits (Coverages section, specifically the \$1,000,000 limit)
- 4:** Additional Insured: Georgetown ISD (Description of Operations section)
- 5:** Certificate Holder (Georgetown ISD, 507 E. University Ave., Georgetown, TX 78626)
- 6:** Cancellation (Cancellation section)

The form includes sections for: PRODUCER, INSURED, CERTIFICATE NUMBER, REVISION NUMBER, COVERAGES, DESCRIPTION OF OPERATIONS, CERTIFICATE HOLDER, and CANCELLATION. It also contains a table for COVERAGE LIMITS and a section for ADDITIONAL INFORMATION.



FEES (pages 11 - 14) Fees increased August 2022 and may increase again August 2024

ROOM RENTAL FEES

Room fees are charged at an hourly rate and apply from facility open to close. You will be invoiced for actual time used. Theater events that go overtime will be billed at double the rate. Please see the list of Blocked Dates on the previous pages. **Deposits:** Required for new groups who are new to Georgetown ISD requesting secondary athletic spaces.

Parking Lot fees: Required for events held in a parking lot. Price TBD.

	Org Type 1	Org Type 2	Org Type 3	Org Type 4
<u>Elementary</u> NO RENTALS 2023-24				
Cafeteria	\$0	\$0	\$81	\$108
Classroom (single)	\$0	\$0	\$54	\$65
Field	\$0	\$0	\$0	\$0
Gym	\$0	\$0	\$81	\$108
Kitchen	\$0	\$0	\$92	\$119
Learning Stairs	\$0	\$0	\$22	\$44
Library	\$0	\$0	\$54	\$108
<u>Middle School</u>				
Cafeteria	\$0	\$0	\$81	\$108
Classroom (single)	\$0	\$0	\$54	\$65
Field/Track (turf)	\$11	\$33	\$54	\$125
Gym (main or aux)	\$6	\$17	\$44	\$108
Kitchen	\$0	\$0	\$92	\$119
Learning Stairs	\$0	\$0	\$22	\$44
Library	\$0	\$0	\$54	\$108
Tennis Courts	\$6	\$22	\$44	\$108
<u>High School</u>				
Cafeteria	\$0	\$0	\$98	\$108
Classroom (single)	\$0	\$0	\$54	\$65
Field - Baseball/Softball	\$11	\$33	\$54	\$125
Field - Practice (<i>grass</i> , at GHS Annex)	\$11	\$27	\$49	\$119
Field - Practice (turf)	\$11	\$33	\$54	\$125
Gym - EVHS (main)	\$17	\$49	\$81	\$243
Gym - EVHS (aux), GHS (main or aux)	\$11	\$33	\$54	\$162
Gym - GHS Annex (main or aux)	\$6	\$17	\$44	\$108
Kitchen	\$0	\$0	\$108	\$119
Lecture Hall	\$0	\$0	\$81	\$108
Library	\$0	\$0	\$81	\$108
Stadium - EVHS (field/track)	\$17	\$44	\$65	\$135
Tennis Courts	\$11	\$33	\$54	\$125
Theater - EVT	\$0	\$27	\$108	\$216
Theater - PAC	\$0	\$54	\$216	\$432
Track	\$11	\$33	\$54	\$125
<u>Admin / Other</u>				
Conference Room	\$0	\$0	\$44	\$65
All Parking	\$0	\$0	\$TBD	\$TBD

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PERSONNEL FEES

These fees are the charges applied for GISD personnel to support the use of facilities by external organizations. These are charged at an hourly rate. GISD requires that a staff member who is on duty and 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 not on duty and 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/restocking, etc.) from start to finish. They will clean/sanitize facilities upon completion of all events. 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 attendees does not substitute for 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. In most cases, custodial fees are waived for Org Types 1 & 2 before 9 pm on school days; however, the guidelines above may still apply. Please note that custodial fees apply on weekends, non-school days, and after 9pm on school days. Please see the list of Blocked Dates list in this handbook.

Fee: \$30 per hour, per custodian; 4 hour minimum during off-shift hours

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.

Fee: \$30 per hour; 2 hour minimum

Athletics

Facilitator: An athletic facilitator is required for the use of all middle/high school athletic facilities by external organizations. GISD athletic staff will be assigned to work events and may 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. Please see the list of Blocked Dates on page 7.

Fee: \$30 per hour; 2 hour minimum

GISD support: 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.

Fee: \$15 - \$30 per game, per worker (\$50 - \$60 per game, per worker for high school playoff games)

Safety & Security: At the district's discretion, external organizations may be required to have security present during the event. Security services will be coordinated by GISD through the Georgetown Police Department at the renter's expense. GISD staff is not considered security.

Fee: \$60 per hour; 3 hour minimum



PERSONNEL FEES - continued

Personnel fees are the charges applied for GISD personnel to support the use of facilities by external organizations. These are charged at an hourly rate. GISD requires that a staff member who is on duty and 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 not on duty and are present in a personal capacity do not fulfill this requirement.*

Fine Arts

A technical director and stage crew support are required for all theater usage by external organizations. *Note: A second technical director may be required for events that are especially large and/or have a high technical demand.* GISD fine arts staff will be assigned to work events. Quantity of personnel will be based upon the size of the event. Staffing fees: include 2 hours beyond the event hours to allow for setup/breakdown; are doubled on holidays and weekends immediately preceding/following holidays; are doubled for events that go overtime. Please see the list of Blocked Dates on page 7.

QUOTES: Quotes will not be provided due to fees outlined in the handbook (room rental, custodial, theater technical director and stage crew).

Fee: \$50 per hour - technical theater director, in some cases, two directors will be required based upon the technical requirements requested by the organization (\$110 per hour during summer/off-contract hours).

Fee: \$15 per hour, per student stage crew employee; 2 hour minimum

OTHER FEES

Additional fees may apply.

1. Athletic Field Lighting: \$18/hr fee for events requiring the use of athletic field lighting.
2. Alarm System: A \$200+ reset fee will be charged if a fire alarm is pulled without due cause.
3. Jumbotron: A \$300 fee per event will be charged for use of the Jumbotron.
4. Security: Security services may be required for certain events and are to be coordinated through the Georgetown Police Department at the organization's expense. Custodians and facilitators are not considered security staff.
5. Damages/Excessive Trash: Additional fees will be charged for any damages or excessive cleaning required.
6. Parking: GISD charges for parking lot usage. Fee TBD. External organizations are not to charge event attendees for parking.
7. Attendance Number that exceeds the approved requested number. Fee will be based upon additional hours needed for cleaning.
8. Sunflower seeds on turf fields - \$200 fee.
9. Metal spikes on baseball/softball fields is a \$200 fine.
10. Penalty for not canceling three-days prior to the event (unless weather related) \$100.
11. Deposits required for new organizations requesting secondary athletic spaces - 50% of quoted amount.

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PAYMENTS & DONATIONS

Invoices will be emailed to the contact of the organization upon completion of event(s). 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.

1. Deposit - A 50% deposit is required, from all new groups to Georgetown ISD, for use of secondary athletic spaces.
2. Payment in full is due upon receipt of invoice. For long-term use, monthly payments are required in advance by the first of each month.
3. Payments must be submitted via check or credit card to the GISD Business Office and will not be accepted onsite by facilitators, custodians, or other staff.
 - **CHECKS:** Make checks payable to Georgetown ISD and mail to the Business Office (Payments), c/o Georgetown ISD, 507 E. University Ave., Georgetown, TX 78626. **The following information MUST be provided on the check: Organization Name, Schedule Number, Invoice Number, Daytime Phone Number.**
 - **CREDIT CARDS:** There is NO service fee. Payments can be made via the RevTrak secure site. Go to <https://georgetownisd.revtrak.net/> and click on Facility Rental. **The following information MUST be provided with payment: Organization Name, Schedule Number, Invoice Number, Daytime Phone Number.**
4. Donations: If you would like to give a donation, please include both the Schedule Number and the word "Donation" on your check or credit card payment.
5. Non-payment of invoices will result in suspension of facility use.

HOW TO SUBMIT A FACILITY REQUEST:

Please visit the Facility Scheduling & Rental website for updated links.

- www.georgetownisd.org
- Click on Community.
- Select Facility Scheduling & Rental.
- Scroll to Rental Events.
- Please follow the step-by-step instructions in numerical order.



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 middle or high school athletic facilities:

Contact the GISD facilitator assigned to your event.

Events at theater facilities:

Contact the GISD technical director for the facility.

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

Events at other facilities:

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

General Contact Information

Athletic Facilities (high schools & middle schools)

- Vickie Williams - Athletic Facility Scheduler / Student Rosters / Invoices Secondary Athletic Spaces
512-943-5000 ext 6105; williamsv@georgetownisd.org

Athletic Stadium

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

Fine Arts Theater Facilities

- Gretchen Parker - Fine Arts Secretary / Invoices Theater Events
512-943-5000 ext 7549; parkerg@georgetownisd.org
- Dean Baker - PAC Technical Theater Director / Tours / Theater Questions
bakerd@georgetownisd.org
- Thomas DeLaurier - EVT Technical Theater Director / Tours / Theater Questions
delauriert@georgetownisd.org

Nutrition Kitchen Facilities

- Jennifer Reyes - Nutrition Services Secretary
512-943-5193; reyesj1@georgetownisd.org

Other, Additional Info

- Kathy O'Connor - District Scheduler / Insurance / Non-profits / Invoices Events
512-943-7623; oonnork1@georgetownisd.org (email preferred)