



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.*

January 8, 2019
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.

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 terms and conditions, property damage, safety concerns.

The external organization agrees to:

- pay the required facility usage fees.
- waive all defects that may exist on the premises.
- not hold Georgetown ISD liable for any losses resulting from a lack electricity, lighting, or heating/cooling due to power outages, inclement weather, or failure of equipment.
- not hold Georgetown ISD liable for damage to persons or property regardless of whose negligence or acts of omission cause such injury or damage.
- indemnify and save harmless Georgetown ISD, its Board of Trustees, Agents, Employees and Representatives from all suits, actions, and claims expenses (including attorney’s 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.
- 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 District property.

Deadlines

The following items are due no later than indicated below:

Facility usage requests:	7 days prior to event date
Required documentation:	at time of 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

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Facility Usage Guidelines

- Facilities are to be used solely for their intended purpose.
- Permission of use shall not be transferred to a third party.
- The following are prohibited on GISD property: gambling; firearms; open flames including candles; alcohol, tobacco, or drugs in any form in accordance with Texas State Laws and Drug Free Schools policy.
- Personal use of facilities is prohibited (family reunions, parties, weddings, showers, personal practices, etc.).
- GISD activities are given first priority. Priority for external usage will be as follows: Organization Type 1, 2, 3, 4.
- Food and beverages are only allowed in designated areas and must be properly disposed of.
- District property is not to be removed from facilities.
- Heating/ventilation/air-conditioning (HVAC) equipment may only be operated by authorized GISD personnel.
- Signage and decorations must not deface District property and must be removed immediately after an event.
- Facilities must be left in a clean and orderly condition.
- 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 and email it to the District Scheduler within 24 hours.
- Sales of any products or services of any kind are not allowed on GISD property without documented approval.
- The opening of concessions is at the discretion of GISD. The District retains all concession rights for sale of food or drinks.
- 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.
- Outside electrical appliances are not allowed within District facilities.
- Equipment or supplies of the organization are not to be stored on GISD property.
- Tours must be arranged in advance with the District Scheduler. An organization may receive 1 tour for 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.
- Gyms:
 - Food and beverages are not allowed in gyms.
 - Items that could damage gym floors are prohibited.
- Theaters:
 - Food and beverages and 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.
 - Each organization will appoint one representative to communicate with GISD personnel.
 - A child to adult ratio of 20:1 is required for all theater events.
 - No admissions for theater use are to be sold unless the purchasers are provided with a seat (standing room and extra chairs are prohibited).
- Kitchens:
 - 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.
 - Children under 12 are not permitted in kitchen facilities; children 12 and older must be supervised.

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AVAILABILITY - FACILITIES & HOURS

The following facilities are available for use by external organizations.

		General Hours of Availability for External Use		
		School Days	Non-School Days	Summer Break
Elementary Facilities				
Carver Elementary	4901 Scenic Lake Dr.	6:30 pm - midnight	7:00 am - midnight	7:00 am - midnight <i>Dependent on summer school, camp schedules, & staff hours.</i>
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.			
Pickett Elementary	1100 Thousand Oaks Blvd.			
Village Elementary	400 Village Commons			
Middle School Facilities				
Benold Middle School	3407 Northwest Blvd.	6:00 pm - midnight	7:00 am - midnight	7:00 am - midnight <i>Dependent on summer school, camp schedules, & staff hours.</i>
Forbes Middle School	1911 NE Inner Loop			
Tippit Middle School	1601 Leander Rd.			
Wagner Middle School	1621 Rockride Ln.			
High School Facilities				
Georgetown High School	2211 N Austin Ave.	6:00 pm - midnight	7:00 am - midnight	7:00 am - midnight <i>Dependent on summer school, camp schedules, & staff hours.</i>
GHS Annex / Richarte HS	2295 N Austin Ave.			
East View High School	4490 E University Ave.			
Other Facilities				
Klett Center for Performing Arts (PAC)	2211 N Austin Ave.	8:00 am - midnight	7:00 am - midnight	7:00 am - midnight <i>June only (unavailable July, Aug)</i>
East View Theater (EVT)	4490 E University Ave.	5:00 pm - midnight	7:00 am - midnight	7:00 am - midnight <i>June only (unavailable July, Aug)</i>
Athletic Stadium*	2275 N Austin Ave.	-	-	-

* only available through Director of Athletics (512-943-7180; yorkt@georgetownisd.org)

Restrictions

- Only rooms listed within the online system are available for use by external organizations. *For events requiring an entire campus, please contact the District Scheduler to determine the appropriate campus personnel to discuss details with, as special approval will be required.*
- Campus facilities are not available on evenings preceding or days of **state testing**.
- Facilities are not available on dates designated as “**Holiday / No Rental**” within the online system.
- New facilities are not available for external use during the first year of operation.
- External organizations may only submit requests for the current school year.
- Long-term use, defined as weekly use exceeding one month, is not available for all facilities and is not permitted for “for-profit” organizations.

ORGANIZATION TYPES

External organizations requesting the use of GISD facilities will be categorized into one of four External Organization Types. This allows the District to prioritize requests. Organization Type will dictate what documentation is required for facility use (if any), as well as any associated fees.

Organization Type 1: School Related, Exclusively GISD

This category covers school related organizations exclusively serving GISD.

Types of organizations included: **parent/teacher organizations, booster clubs**, school sponsored clubs, class reunions, youth groups comprised of 100% GISD students (scouting groups, athletics groups, camps/clinics that charge a fee).

Organization Type 2: Youth Groups, 75-99% GISD Students

This category covers youth groups comprised of 75% - 99% GISD students.

Types of organizations included: scouting groups, athletics groups, camps/clinics that charge a fee, etc.

Organization Type 3: Non-Profit

This category covers non-profit organizations.

Types of organizations included: non-profit youth groups comprised of less than 75% GISD students, non-profit religious and church organizations, county/state/national government, service clubs, professional societies, etc.

Organization Type 4: For-Profit

This category covers all for-profit organizations.

Types of organizations included: for-profit youth groups comprised of less than 75% GISD students, for-profit religious organizations, corporate and personal businesses, etc.

Note: GISD activities will be categorized under Organization Type "Internal: GISD". No documentation is required. Employees are not allowed to request facility use for external organizations using this Organization Type. This assures that GISD requests receive top priority and that all required documentation is submitted for non-GISD use of facilities.

REQUIRED DOCUMENTATION

It is the responsibility of the organization to upload any required documentation at the time of request. Reminders will not be issued.

- If rosters or proof of non-profit are not submitted, the organization will be invoiced as an Organization Type 4.
- If insurance is not submitted showing coverage for the requested dates, the request will not be granted final approval by the District Scheduler. Failure to provide insurance or submission of fraudulent insurance will result in cancellation. GISD reserves the right to deny proposed coverage. *Note: GISD will keep insurance certificates on file. Insurance on file showing coverage for requested dates is acceptable and does not need to be resubmitted. If you would like to provide an updated insurance certificate, email it to occonnork1@georgetownisd.org with the your name and the organization name.*

Student Roster

To qualify for Organization Types 1 or 2, youth organizations must provide a complete roster of event participants identifying all GISD students. A student roster form is provided online (an organization can 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: athleticfacilities@georgetownisd.org for events at middle or high school athletic facilities; occonnork1@georgetownisd.org for all other events.

Proof of Non-Profit Status

To qualify for Organization Type 3, an organization must provide proof of non-profit status.

Certificate of Liability Insurance

All external organizations are required to provide proof of insurance.

The following exception applies:


- 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.).

Coverage should be documented on an original **ACORD Certificate of Liability Insurance form** that has been completed by an insurance agent. An example is provided on the following page. Sections must be completed as indicated:

1. **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.
2. **Policy Effective/Expiration:** Dates should show coverage for all requested dates of facility usage.
3. **Limits:** A minimum of \$1,000,000 under Commercial General Liability for Each Occurrence is required.
4. **Description of Operations:** Georgetown ISD is to be named as an Additional Insured.
5. **Certificate Holder:** Georgetown ISD is to be named as the Certificate Holder (address 507 E. University Ave., Georgetown, TX 78626).
6. **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.

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Example: ACORD Certificate of Liability Insurance form

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)																						
<p>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.</p>																										
<p>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).</p>																										
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ACORD 25 (2016/03)		The ACORD name and logo are registered marks of ACORD		© 1988-2015 ACORD CORPORATION. All rights reserved.																						

FEES & PAYMENTS

This section covers facility usage fees and payment information.

Room Rental Fees

Room rental fees are the charges applied for the use of the room(s)/space(s) reserved for an event. These are charged at an hourly rate and apply from the time the facility is opened until it is vacated/closed. Fees will not be reduced if the facility is not used for the entire scheduled time. Theater events that go overtime will be billed at double the rate.

Personnel Fees

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.*

Custodial Services:

Custodial support is required for all facility usage by external organizations. GISD custodial staff will be assigned to work events and are required to clean and sanitize facilities upon completion of all events. Custodial staffing (quantity of personnel, assigned shifts) will be based upon: type of event, length of event, expected number in attendance, square footage. 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.

Fee: \$24 per hour, per custodian; 2 hour minimum.

The following exception applies:

- Custodial fees are waived for Organization Types 1 and 2 before 9 pm on school days. (Standard fees apply after 9pm on school days and for anytime on non-school days, such as weekends, breaks, etc.).

Nutrition Services:

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.

Fee: \$25 per hour; 2 hour minimum.

Athletics:

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.

Fee: \$20 per hour.

Additional GISD 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.

Fee: \$50 - \$60 per game, per worker for high school playoff games.

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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/teardown; are doubled on holidays and weekends immediately preceding/following holidays; are doubled for events that go overtime.

Fee: \$40 per hour - primary technical director (\$100 per hour during summer/off-contract hours)

Fee: \$20 per hour - secondary technical director (\$50 per hour during summer/off-contract hours)

Fee: \$10 per hour, per stage crew employee; 2 hour minimum.

Other Fees

Additional fees may apply for the use of District facilities.

- Athletic Field Lighting: A \$15/hr fee may be charged for events requiring the use of athletic field lighting.
- Alarm System: A \$100 reset fee will be charged if a fire alarm is pulled without due cause.
- Jumbotron: A \$200 fee per event will be charged for use of the Jumbotron.
- 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.
- Damages, Excessive Cleaning: Additional fees will be charged for any damages or excessive cleaning required.
- Parking: GISD does not charge for use of the parking lots. External organizations are not to charge event attendees for parking.

Payment Guidelines

Invoices will be emailed to the organization contact 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).

- 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.
- 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), % Georgetown ISD, 507 E. University Ave., Georgetown, TX 78626. **Invoice(s) MUST be included with payment.**
 - Credit Cards: Payments can be made via the RevTrak secure site (no service fee). Go to <https://georgetownisd.revtrak.net/> and click on Facility Rental. **The following information MUST be provided with payments: Organization Name, FSDirect Schedule ID #, Invoice #, Daytime Phone #.**
- Non-payment of invoices will result in future suspension of facility use.

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ORGANIZATION TYPE 1										
School-Related, Exclusively GISD										
Facility	Room Fee Per Rm, Per Hr	Personnel Fees Per Personnel, Per Hr					Other Fees See pgs. 8 & 9	Required Documentation		
		Custodial	Athletics	Theaters		Kitchens		Insurance	Non Profit	Student Roster
				Tech. Dir.	Stage Crew					
General										
Parking Lot	\$0	\$24*					X	X	X*	
Admin Annex										
Conference Room #15 (Library)	\$0	\$24					X	X	X	
Field	\$0	\$24*					X	X	X*	
ELEMENTARY SCHOOLS										
Cafeteria w/ Stage	\$0	\$24					X	X	X	
Classroom (single)	\$0	\$24					X	X	X	
Field	\$0	\$24*					X	X	X*	
Gym	\$0	\$24					X	X	X	
Kitchen	\$0	\$24			\$25		X	X	X	
Learning Stairs	\$0	\$24					X	X	X	
Library	\$0	\$24					X	X	X	
MIDDLE SCHOOLS										
Cafeteria w/ Stage	\$0	\$24					X	X	X	
Classroom (single)	\$0	\$24					X	X	X	
Field - Football	\$5	\$24	\$20				X	X	X	
Gym - Auxiliary	\$5	\$24	\$20				X	X	X	
Gym - Main	\$5	\$24	\$20				X	X	X	
Kitchen	\$0	\$24			\$25		X	X	X	
Learning Stairs	\$0	\$24					X	X	X	
Library	\$0	\$24					X	X	X	
Tennis Courts	\$5	\$24	\$20				X	X	X	
Track	\$5	\$24	\$20				X	X	X	
HIGH SCHOOLS										
Cafeteria w/ Stage	\$0	\$24					X	X	X	
Classroom (single)	\$0	\$24					X	X	X	
Field - Baseball	\$10	\$24	\$20				X	X	X	
Field - Softball	\$10	\$24	\$20				X	X	X	
Field - Practice (grass)	\$10	\$24	\$20				X	X	X	
Field - Practice (turf)	\$10	\$24	\$20				X	X	X	
Gym EVHS - Auxiliary	\$10	\$24	\$20				X	X	X	
Gym EVHS - Main	\$15	\$24	\$20				X	X	X	
Gym GHS - Auxiliary	\$10	\$24	\$20				X	X	X	
Gym GHS - Main	\$10	\$24	\$20				X	X	X	
Gym GHS Annex - Auxiliary	\$5	\$24	\$20				X	X	X	
Gym GHS Annex - Main	\$5	\$24	\$20				X	X	X	
Kitchen	\$0	\$24			\$25		X	X	X	
Lecture Hall	\$0	\$24					X	X	X	
Library	\$0	\$24					X	X	X	
Stadium - EVHS	\$15	\$24	\$20				X	X	X	
Tennis Courts	\$10	\$24	\$20				X	X	X	
Theater - East View Theater	\$0	\$24		prim. \$40-100 sec. \$20-50	\$10		X	X	X	
Theater - Performing Arts Center	\$0	\$24		prim. \$40-100 sec. \$20-50	\$10		X	X	X	
Track	\$10	\$24	\$20				X	X	X	
Weight Room	\$10	\$24	\$20				X	X	X	

* may be waived

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Facility Usage Handbook

ORGANIZATION TYPE 2										
Youth Groups, 75-99% GISD Students										
Facility	Room Fee Per Rm, Per Hr	Personnel Fees Per Personnel, Per Hr					Other Fees See pgs. 8 & 9	Required Documentation		
		Custodial	Athletics	Theaters		Kitchens		Insurance	Non Profit	Student Roster
				Tech. Dir.	Stage Crew					
General										
Parking Lot	\$0	\$24*					X	X	X*	
Admin Annex										
Conference Room #15 (Library)	\$0	\$24					X	X	X	
Field	\$0	\$24*					X	X	X*	
ELEMENTARY SCHOOLS										
Cafeteria w/ Stage	\$0	\$24					X	X	X	
Classroom (single)	\$0	\$24					X	X	X	
Field	\$0	\$24*					X	X	X*	
Gym	\$0	\$24					X	X	X	
Kitchen	\$0	\$24				\$25	X	X	X	
Learning Stairs	\$0	\$24					X	X	X	
Library	\$0	\$24					X	X	X	
MIDDLE SCHOOLS										
Cafeteria w/ Stage	\$0	\$24					X	X	X	
Classroom (single)	\$0	\$24					X	X	X	
Field - Football	\$20	\$24	\$20				X	X	X	
Gym - Auxiliary	\$15	\$24	\$20				X	X	X	
Gym - Main	\$15	\$24	\$20				X	X	X	
Kitchen	\$0	\$24				\$25	X	X	X	
Learning Stairs	\$0	\$24					X	X	X	
Library	\$0	\$24					X	X	X	
Tennis Courts	\$20	\$24	\$20				X	X	X	
Track	\$20	\$24	\$20				X	X	X	
HIGH SCHOOLS										
Cafeteria w/ Stage	\$0	\$24					X	X	X	
Classroom (single)	\$0	\$24					X	X	X	
Field - Baseball	\$30	\$24	\$20				X	X	X	
Field - Softball	\$30	\$24	\$20				X	X	X	
Field - Practice (grass)	\$25	\$24	\$20				X	X	X	
Field - Practice (turf)	\$30	\$24	\$20				X	X	X	
Gym EVHS - Auxiliary	\$30	\$24	\$20				X	X	X	
Gym EVHS - Main	\$45	\$24	\$20				X	X	X	
Gym GHS - Auxiliary	\$30	\$24	\$20				X	X	X	
Gym GHS - Main	\$30	\$24	\$20				X	X	X	
Gym GHS Annex - Auxiliary	\$15	\$24	\$20				X	X	X	
Gym GHS Annex - Main	\$15	\$24	\$20				X	X	X	
Kitchen	\$0	\$24				\$25	X	X	X	
Lecture Hall	\$0	\$24					X	X	X	
Library	\$0	\$24					X	X	X	
Stadium - EVHS	\$40	\$24	\$20				X	X	X	
Tennis Courts	\$30	\$24	\$20				X	X	X	
Theater - East View Theater	\$25	\$24		prim. \$40-100 sec. \$20-50	\$10		X	X	X	
Theater - Performing Arts Center	\$50	\$24		prim. \$40-100 sec. \$20-50	\$10		X	X	X	
Track	\$30	\$24	\$20				X	X	X	
Weight Room	\$30	\$24	\$20				X	X	X	

* may be waived

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Facility Usage Handbook

ORGANIZATION TYPE 3										
Non-Profit										
Facility	Room Fee Per Rm, Per Hr	Personnel Fees Per Personnel, Per Hr					Other Fees See pgs. 8 & 9	Required Documentation		
		Custodial	Athletics	Theaters		Kitchens		Insurance	Non Profit	Student Roster
				Tech. Dir.	Stage Crew					
General										
Parking Lot	\$0	\$24*					X	X	X	
Admin Annex										
Conference Room #15 (Library)	\$40	\$24					X	X	X	
Field	\$0	\$24*					X	X	X	
ELEMENTARY SCHOOLS										
Cafeteria w/ Stage	\$75	\$24					X	X	X	
Classroom (single)	\$50	\$24					X	X	X	
Field	\$0	\$24*					X	X	X	
Gym	\$75	\$24					X	X	X	
Kitchen	\$85	\$24				\$25	X	X	X	
Learning Stairs	\$0	\$24					X	X	X	
Library	\$50	\$24					X	X	X	
MIDDLE SCHOOLS										
Cafeteria w/ Stage	\$75	\$24					X	X	X	
Classroom (single)	\$50	\$24					X	X	X	
Field - Football	\$40	\$24	\$20				X	X	X	
Gym - Auxiliary	\$40	\$24	\$20				X	X	X	
Gym - Main	\$40	\$24	\$20				X	X	X	
Kitchen	\$85	\$24				\$25	X	X	X	
Learning Stairs	\$0	\$24					X	X	X	
Library	\$50	\$24					X	X	X	
Tennis Courts	\$40	\$24	\$20				X	X	X	
Track	\$40	\$24	\$20				X	X	X	
HIGH SCHOOLS										
Cafeteria w/ Stage	\$90	\$24					X	X	X	
Classroom (single)	\$50	\$24					X	X	X	
Field - Baseball	\$50	\$24	\$20				X	X	X	
Field - Softball	\$50	\$24	\$20				X	X	X	
Field - Practice (grass)	\$45	\$24	\$20				X	X	X	
Field - Practice (turf)	\$50	\$24	\$20				X	X	X	
Gym EVHS - Auxiliary	\$50	\$24	\$20				X	X	X	
Gym EVHS - Main	\$75	\$24	\$20				X	X	X	
Gym GHS - Auxiliary	\$50	\$24	\$20				X	X	X	
Gym GHS - Main	\$50	\$24	\$20				X	X	X	
Gym GHS Annex - Auxiliary	\$40	\$24	\$20				X	X	X	
Gym GHS Annex - Main	\$40	\$24	\$20				X	X	X	
Kitchen	\$100	\$24				\$25	X	X	X	
Lecture Hall	\$75	\$24					X	X	X	
Library	\$75	\$24					X	X	X	
Stadium - EVHS	\$60	\$24	\$20				X	X	X	
Tennis Courts	\$50	\$24	\$20				X	X	X	
Theater - East View Theater	\$100 (\$50 Gtown orgs)	\$24		prim. \$40-100 sec. \$20-50	\$10		X	X	X	
Theater - Performing Arts Center	\$200 (\$100 Gtown orgs)	\$24		prim. \$40-100 sec. \$20-50	\$10		X	X	X	
Track	\$50	\$24	\$20				X	X	X	
Weight Room	\$50	\$24	\$20				X	X	X	

* may be waived

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Facility Usage Handbook

ORGANIZATION TYPE 4										
For-Profit										
Facility	Room Fee Per Rm, Per Hr	Personnel Fees Per Personnel, Per Hr					Other Fees See pgs. 8 & 9	Required Documentation		
		Custodial	Athletics	Theaters		Kitchens		Insurance	Non Profit	Student Roster
				Tech. Dir.	Stage Crew					
General										
Parking Lot	\$0	\$24*					X	X		
Admin Annex										
Conference Room #15 (Library)	\$60	\$24					X	X		
Field	\$0	\$24*					X	X		
ELEMENTARY SCHOOLS										
Cafeteria w/ Stage	\$100	\$24					X	X		
Classroom (single)	\$60	\$24					X	X		
Field	\$0	\$24*					X	X		
Gym	\$100	\$24					X	X		
Kitchen	\$110	\$24				\$25	X	X		
Learning Stairs	\$20	\$24					X	X		
Library	\$100	\$24					X	X		
MIDDLE SCHOOLS										
Cafeteria w/ Stage	\$100	\$24					X	X		
Classroom (single)	\$60	\$24					X	X		
Field - Football	\$100	\$24	\$20				X	X		
Gym - Auxiliary	\$100	\$24	\$20				X	X		
Gym - Main	\$100	\$24	\$20				X	X		
Kitchen	\$110	\$24				\$25	X	X		
Learning Stairs	\$30	\$24					X	X		
Library	\$100	\$24					X	X		
Tennis Courts	\$100	\$24	\$20				X	X		
Track	\$100	\$24	\$20				X	X		
HIGH SCHOOLS										
Cafeteria w/ Stage	\$100	\$24					X	X		
Classroom (single)	\$60	\$24					X	X		
Field - Baseball	\$115	\$24	\$20				X	X		
Field - Softball	\$115	\$24	\$20				X	X		
Field - Practice (grass)	\$110	\$24	\$20				X	X		
Field - Practice (turf)	\$115	\$24	\$20				X	X		
Gym EVHS - Auxiliary	\$150	\$24	\$20				X	X		
Gym EVHS - Main	\$225	\$24	\$20				X	X		
Gym GHS - Auxiliary	\$150	\$24	\$20				X	X		
Gym GHS - Main	\$150	\$24	\$20				X	X		
Gym GHS Annex - Auxiliary	\$100	\$24	\$20				X	X		
Gym GHS Annex - Main	\$100	\$24	\$20				X	X		
Kitchen	\$110	\$24				\$25	X	X		
Lecture Hall	\$100	\$24					X	X		
Library	\$100	\$24					X	X		
Stadium - EVHS	\$125	\$24	\$20				X	X		
Tennis Courts	\$115	\$24	\$20				X	X		
Theater - East View Theater	\$200 (\$150 Gtown orgs)	\$24		prim. \$40-100 sec. \$20-50	\$10		X	X		
Theater - Performing Arts Center	\$400 (\$250 for Gtown orgs)	\$24		prim. \$40-100 sec. \$20-50	\$10		X	X		
Track	\$115	\$24	\$20				X	X		
Weight Room	\$115	\$24	\$20				X	X		

* = may be waived

