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.

July 2022
Georgetown ISD
507 E. University Ave., Georgetown, TX 78626
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATEMENT OF PURPOSE</td>
<td>2</td>
</tr>
<tr>
<td>TERMS &amp; CONDITIONS</td>
<td>2-5</td>
</tr>
<tr>
<td>DEADLINES</td>
<td></td>
</tr>
<tr>
<td>AGREEMENT</td>
<td></td>
</tr>
<tr>
<td>FACILITY GUIDELINES</td>
<td></td>
</tr>
<tr>
<td>ATHLETICS</td>
<td></td>
</tr>
<tr>
<td>FINE ARTS</td>
<td></td>
</tr>
<tr>
<td>NUTRITION</td>
<td></td>
</tr>
<tr>
<td>AVAILABILITY</td>
<td>6-7</td>
</tr>
<tr>
<td>FACILITIES &amp; HOURS</td>
<td></td>
</tr>
<tr>
<td>RESTRICTIONS</td>
<td></td>
</tr>
<tr>
<td>BLOCKED DATES</td>
<td></td>
</tr>
<tr>
<td>ORGANIZATION TYPES</td>
<td>8</td>
</tr>
<tr>
<td>ORG TYPE 1: School Related, 100% GISD Students</td>
<td></td>
</tr>
<tr>
<td>ORG TYPE 2: Youth Groups, 75 - 99% GISD Students</td>
<td></td>
</tr>
<tr>
<td>ORG TYPE 3: Non-Profit</td>
<td></td>
</tr>
<tr>
<td>ORG TYPE 4: For-Profit</td>
<td></td>
</tr>
<tr>
<td>REQUIRED DOCUMENTATION</td>
<td>8-10</td>
</tr>
<tr>
<td>STUDENT ROSTER</td>
<td></td>
</tr>
<tr>
<td>PROOF OF NON-PROFIT</td>
<td></td>
</tr>
<tr>
<td>INSURANCE</td>
<td></td>
</tr>
<tr>
<td>Certificate Requirements</td>
<td></td>
</tr>
<tr>
<td>Example: ACORD Certificate of Liability Insurance form</td>
<td></td>
</tr>
<tr>
<td>FEES</td>
<td>11-13</td>
</tr>
<tr>
<td>ROOM RENTAL FEES</td>
<td></td>
</tr>
<tr>
<td>PERSONNEL FEES</td>
<td></td>
</tr>
<tr>
<td>Custodial</td>
<td></td>
</tr>
<tr>
<td>Nutrition</td>
<td></td>
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<tr>
<td>Athletics</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
</tr>
<tr>
<td>OTHER FEES</td>
<td></td>
</tr>
<tr>
<td>PAYMENTS &amp; DONATIONS</td>
<td>14</td>
</tr>
<tr>
<td>CONTACT INFORMATION</td>
<td>14-15</td>
</tr>
</tbody>
</table>
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.

Revised: July 2022
507 E. University Ave., Georgetown, TX 78626
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 and beverages are only allowed in the cafeterias and must be properly disposed of.
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 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.
19. Each organization must appoint ONLY ONE representative to communicate with GISD personnel.
20. No food trucks.
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.
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 baseball cleats
   - 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.**
   - Maximum length for cleat spikes is ¼” but 3/16” is preferred.
   - 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 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.

**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.

<table>
<thead>
<tr>
<th>Facilities</th>
<th>ADDRESS</th>
<th>SCHOOL DAYS</th>
<th>NON-SCHOOL DAYS</th>
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</thead>
<tbody>
<tr>
<td><strong>Elementary</strong></td>
<td></td>
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<tr>
<td>Carver Elementary</td>
<td>4901 Scenic Lake Dr.</td>
<td>6:30 pm - 11:45pm</td>
<td>7:00 am - 11:45pm*</td>
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<tr>
<td>Cooper Elementary</td>
<td>1921 NE Inner Loop</td>
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<tr>
<td>Ford Elementary</td>
<td>210 Woodlake Dr.</td>
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<tr>
<td>Frost Elementary</td>
<td>711 Lakeway Dr.</td>
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<tr>
<td>McCoy Elementary</td>
<td>401 Bellaire Dr.</td>
<td></td>
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<tr>
<td>Mitchell Elementary</td>
<td>1601 Rockride Ln.</td>
<td></td>
<td></td>
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<tr>
<td>Purl Elementary</td>
<td>1953 Maple St.</td>
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<tr>
<td>Village Elementary</td>
<td>400 Village Commons</td>
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<tr>
<td>Williams</td>
<td>4101 S. Western Blvd.</td>
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<tr>
<td>Wolf Ranch</td>
<td>1201 Jay Wolf Dr.</td>
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<tr>
<td><strong>Middle &amp; High School</strong></td>
<td></td>
<td>6:00 pm - 11:45pm</td>
<td>7:00 am - 11:45pm*</td>
</tr>
<tr>
<td>Benold Middle School</td>
<td>3407 Northwest Blvd.</td>
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<tr>
<td>Forbes Middle School</td>
<td>1911 NE Inner Loop</td>
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<tr>
<td>Tippit Middle School</td>
<td>1601 Leander Rd.</td>
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<tr>
<td>Wagner Middle School</td>
<td>1621 Rockride Ln.</td>
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<tr>
<td>East View High School (EVHS)</td>
<td>4490 E. University Ave.</td>
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<tr>
<td>Georgetown High School (GHS)</td>
<td>2211 N. Austin Ave.</td>
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<tr>
<td>GHS Annex / Richarte</td>
<td>2295 N. Austin Ave.</td>
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<tr>
<td><strong>Other</strong></td>
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<tr>
<td>Athletic Stadium/Birkelbach Field</td>
<td>2275 N. Austin Ave.</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>East View Theater (EVT)</td>
<td>4490 E. University Ave.</td>
<td>5:00 pm - 11:45pm</td>
<td>7:00 am - 11:45pm***</td>
</tr>
<tr>
<td>Klett Theater Performing Art</td>
<td>2211 N. Austin Ave.</td>
<td>8:00 am - 11:45pm</td>
<td>7:00 am - 11:45pm***</td>
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<tr>
<td>Center (PAC)</td>
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- * Non-School Days: Dependent on summer school, camp schedules, district events and staff hours
- ** Athletic Stadium: Only available through Jason Dean, Director of Athletics ([deanja@georgetownisd.org](mailto: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.
- External organizations may only submit requests for the current school year.
- 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.
BLOCKED DATES

The following dates have been designated “No Rental.” The online system will automatically block rental requests for these dates. Please read the information below to see if your organization type is exempt.

● **BLOCKED DATES: No Rentals**
  ○ Orgs 1 & 2 (supports 75-100% GISD students): You are exempt from these blocked dates. Please submit your request for a non-blocked date, but within the request please note the blocked date needed. We’ll adjust your request accordingly. *Example: “This request is for the blocked date August 6, not August 5.”*
  ○ Orgs 3 (non-profit) & Orgs 4 (for-profit): We truly apologize for the inconvenience, but due to the continuous staffing shortage, we are unable to support the following weekend dates.
  ○ Orgs 3 (non-profit) & Orgs 4 (for-profit): Until further notice, we are unable to support cafeteria requests that include another room/space.
    ■ August 6, 7, 20, 21
    ■ September 10, 11, 17, 18, 24, 25
    ■ October 1, 2, 22, 23
    ■ November 19, 20, 26, 27
    ■ December 3, 4, 10, 11

● **BLOCKED DATES: Holidays/No Rentals**

The following dates have been designated “Holiday/No Rental.” The online system will automatically block rental requests for these dates. If you’re requesting multiple dates that span over any of these holidays, please use the Normal Schedule Type and do not include these dates within your facility request.

**No Rentals:**

■ July 3 - 4, 2022 (4th of July)
■ September 3 - 5, 2022 (Labor Day weekend)
■ November 24 - 25, 2022 (Thanksgiving)
■ December 17 - 26, 2022 (Christmas week)
■ December 31 - January 1, 2023 (New Year's)
■ April 7 - 10, 2023 (Easter weekend)

**Rentals Allowed at an increased rate of 1.5 times the normal rate:**

■ November 26 - 27, 2022 (Thanksgiving weekend)
■ March 16 - 19, 2023 (Spring break)
■ May 27 - 29, 2023 (Memorial weekend)
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 GISD
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 are categorized under Organization Type “Internal: GISD”. Employees are not allowed to request facility use for external organizations using this Organization Type to assure 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.

STUDENT ROSTER

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

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

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 - NEW FOR 2022-23:

The rental 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 it’s approved, you’ll receive the okay to submit a facility request beginning August 1. If it’s denied, an explanation will be provided.

Facility requests submitted prior to COI approval will be denied/canceled.

If insurance is approved, please make sure the dates requested in FSDirect (online facility scheduling system) are within the policy dates on the insurance form. Do not submit facility requests that overlap insurance coverage. Overlaps will be denied. Insurance approval is required only once if all facility requests 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.

Certificate Requirements

Coverage should be documented on an original ACORD Certificate of Liability Insurance form that has been completed by an insurance agent. See example on the next page.

Sections must be completed as follows:

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:** Certificate 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 (please use address 507 E. University Ave., Georgetown, TX 78626 - this address covers ALL Georgetown ISD properties).

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.
Example: ACORD Certificate of Liability Insurance form
FEES

ROOM RENTAL FEES
Room rental fees increased as of August 1, 2022. Room fees are charged at an hourly rate and apply from facility open to close. 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. Please see the list of Blocked Dates on page 7.

<table>
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<tr>
<th></th>
<th>Org Type 1</th>
<th>Org Type 2</th>
<th>Org Type 3</th>
<th>Org Type 4</th>
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</thead>
<tbody>
<tr>
<td><strong>Elementary</strong></td>
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</tr>
<tr>
<td>Cafeteria</td>
<td>$0</td>
<td>$0</td>
<td>$81</td>
<td>$108</td>
</tr>
<tr>
<td>Classroom (single)</td>
<td>$0</td>
<td>$0</td>
<td>$54</td>
<td>$65</td>
</tr>
<tr>
<td>Field</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Gym</td>
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<td>$0</td>
<td>$81</td>
<td>$108</td>
</tr>
<tr>
<td>Kitchen</td>
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<td>$0</td>
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<td>$119</td>
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<tr>
<td>Learning Stairs</td>
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<td>Library</td>
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<td><strong>Middle School</strong></td>
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<tr>
<td>Cafeteria</td>
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<td>$0</td>
<td>$81</td>
<td>$108</td>
</tr>
<tr>
<td>Classroom (single)</td>
<td>$0</td>
<td>$0</td>
<td>$54</td>
<td>$65</td>
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<td>Field/Track (turf)</td>
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<td>$33</td>
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<td>Gym (main or aux)</td>
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<tr>
<td>Library</td>
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<td>$108</td>
</tr>
<tr>
<td>Classroom (single)</td>
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<td>$0</td>
<td>$54</td>
<td>$65</td>
</tr>
<tr>
<td>Field - Baseball/Softball</td>
<td>$11</td>
<td>$33</td>
<td>$54</td>
<td>$125</td>
</tr>
<tr>
<td>Field - Practice (grass)</td>
<td>$11</td>
<td>$27</td>
<td>$49</td>
<td>$119</td>
</tr>
<tr>
<td>Field - Practice (turf)</td>
<td>$11</td>
<td>$33</td>
<td>$54</td>
<td>$125</td>
</tr>
<tr>
<td>Gym - EVHS (main)</td>
<td>$17</td>
<td>$49</td>
<td>$81</td>
<td>$243</td>
</tr>
<tr>
<td>Gym - EVHS (aux), GHS (main or aux)</td>
<td>$11</td>
<td>$33</td>
<td>$54</td>
<td>$162</td>
</tr>
<tr>
<td>Gym - GHS Annex (main or aux)</td>
<td>$6</td>
<td>$17</td>
<td>$44</td>
<td>$108</td>
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<tr>
<td>Kitchen</td>
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<td>$0</td>
<td>$108</td>
<td>$119</td>
</tr>
<tr>
<td>Lecture Hall</td>
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<td>$0</td>
<td>$81</td>
<td>$108</td>
</tr>
<tr>
<td>Library</td>
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<td>$81</td>
<td>$108</td>
</tr>
<tr>
<td>Stadium - EVHS (field/track)</td>
<td>$17</td>
<td>$44</td>
<td>$65</td>
<td>$135</td>
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<tr>
<td>Tennis Courts</td>
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<td>$33</td>
<td>$54</td>
<td>$125</td>
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<tr>
<td>Theater - EVT</td>
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<td>$108</td>
<td>$216</td>
</tr>
<tr>
<td>Theater - PAC</td>
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<td>$216</td>
<td>$432</td>
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<tr>
<td>Track</td>
<td>$11</td>
<td>$33</td>
<td>$54</td>
<td>$125</td>
</tr>
<tr>
<td><strong>Admin / Other</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Room</td>
<td>$0</td>
<td>$0</td>
<td>$44</td>
<td>$65</td>
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<tr>
<td>All Parking</td>
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</table>

Revised: July 2022
PERSONNEL FEES

Personnel fees increased as of August 1, 2022. 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 by external organizations. 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 on page 7.

Fee: $30 per hour, per custodian; 2 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

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: $50 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.

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 does not charge for use of the parking lots. 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. Penalty for not canceling three-days prior to the event (unless weather related) $100.
10. Deposits required for new organizations - 50% of quoted amount.
PAYMENTS & DONATIONS

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). Deposits (50% of quoted amount) are required for new organizations.

1. 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.

2. 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. **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/](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 #.**

3. Donations: If you would like to give a donation, please included both the FSDirect Schedule ID # and the word “Donation” on your check or credit card payment.

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

CONTACT INFORMATION

GISD Facility Scheduling & Rental website: [http://www.georgetownisd.org/Page/18751](http://www.georgetownisd.org/Page/18751)

**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
  512-943-5000 ext 6105; williamsv@georgetownsoid.org

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

Fine Arts Theater Facilities
- Gretchen Parker - Fine Arts Secretary
  512-943-5000 ext 7549; parkerg@georgetownsoid.org
- Dean Baker - PAC Technical Director
  bakerd@georgetownsoid.org
- Thomas DeLaurier - EVT Technical Director
  delauriert@georgetownsoid.org

Nutrition Kitchen Facilities
- Jennifer Reyes - Nutrition Services Secretary
  512-943-5193; reyesj1@georgetownsoid.org

Other, Additional Info
- Kathy O’Connor - District Scheduler
  512-943-7623; oconnork1@georgetownsoid.org (email preferred)