



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.*

April 7, 2021
Georgetown ISD
507 E. University Ave., Georgetown, TX 78626



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STATEMENT OF PURPOSE

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

TERMS & CONDITIONS

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

DEADLINES

The following items are due no later than indicated below:

| | |
|---------------------------------------|-------------------------------------|
| Facility usage requests: | 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 |

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. Permission of use shall not be transferred to a third party.
3. 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.
4. Personal use of facilities is prohibited (family reunions, parties, weddings, showers, personal practices, etc.).
5. Food and beverages are only allowed in designated areas and must be properly disposed of.
6. District property is not to be removed from facilities.
7. Heating/ventilation/air-conditioning (HVAC) equipment may only be operated by authorized GISD personnel.
8. Signage and decorations must not deface District property and must be removed immediately after an event.
9. Facilities must be left in a clean and orderly condition.
10. 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.
11. Sales of any products or services of any kind are not allowed on GISD property without documented approval.
12. The opening of concessions is at the discretion of GISD. The District retains all concession rights for sale of food or drinks.
13. 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.
14. Outside electrical appliances are not allowed within District facilities.
15. Equipment or supplies of the organization are not to be stored on GISD property.
16. 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.
17. Each organization must appoint one representative to communicate with GISD personnel.
18. Gyms:
 - a. Food and beverages are not allowed in gyms.
 - b. Items that could damage gym floors are prohibited.
19. Theaters:
 - a. 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.
 - b. Glitter is not allowed in theaters.
 - c. A child to adult ratio of 20:1 is required for all theater events.
 - d. No admissions for theater use are to be sold unless purchasers are provided a seat (standing room and extra chairs are prohibited).
20. Kitchens:
 - a. Cooking is prohibited outside of kitchen facilities.
 - b. Kitchens must be sanitized during and after use.
 - c. High heel, open-toed, or flip-flop shoes are not permitted within kitchens.
 - d. 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 request by external organizations.

| | | <u>SCHOOL DAYS</u> | <u>NON-SCHOOL DAYS</u> |
|-----------------------------------|--------------------------|---------------------------|----------------------------|
| Elementary | | 6:30 pm - midnight | 7:00 am - midnight* |
| 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. | | |
| Pickett Elementary | 1100 Thousand Oaks Blvd. | | |
| Purl Elementary | 1953 Maple St. | | |
| Village Elementary | 400 Village Commons | | |
| Middle & High School | | 6:00 pm - midnight | 7:00 am - midnight* |
| 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 | 4490 E. University Ave. | | |
| Georgetown High School | 2211 N. Austin Ave. | | |
| GHS Annex / Richarte | 2295 N. Austin Ave. | | |
| Other | | | |
| Athletic Stadium | 2275 N. Austin Ave. | TBD** | TBD** |
| East View Theater (EVT) | 4490 E. University Ave. | 5:00 pm - midnight | 7:00 am - midnight*** |
| Klett Center for Perf. Arts (PAC) | 2211 N. Austin Ave. | 8:00 am - midnight | 7:00 am - midnight*** |
| Tech. & Nutr. Services Center | 603 Lakeway Dr. | 7:00 am - midnight | 7:00 am - midnight |

* *Dependent on summer school, camp schedules, and staff hours*

***Only available through Jason Dean - Director of Athletics (deanja@georgetownisd.org, 512-943-5106)*

****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 “**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 (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 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 comprised of 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 comprised of 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 comprised of 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 comprised of 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, youth organizations must provide a complete roster of event participants identifying all 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

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PROOF OF NON-PROFIT

To qualify for Org Type 3, 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.

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.).

If insurance is not submitted showing coverage for all requested dates, the request will either not be granted final approval by the District Scheduler or the dates without coverage will be removed from the request prior to approval. Failure to provide insurance or submission of fraudulent insurance will result in cancellation. GISD reserves the right to deny proposed coverage.

GISD will keep insurance certificates on file. 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 oconnork1@georgetownisd.org with your contact information and organization name.

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.

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Example: ACORD Certificate of Liability Insurance form

| ACORD | | 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> | | | | | | |
| <p>PRODUCER</p> | | <p>CONTACT NAME:</p> <p>PHONE (A/C, No. Ext): FAX (A/C, No):</p> <p>E-MAIL ADDRESS:</p> | | | | |
| <p>INSURED</p> <p>1 Organization Name & Address</p> | | <p>INSURER(S) AFFORDING COVERAGE</p> <p>NAIC #</p> <p>INSURER A:</p> <p>INSURER B:</p> <p>INSURER C:</p> <p>INSURER D:</p> <p>INSURER E:</p> <p>INSURER F:</p> | | | | |
| <p>COVERAGES</p> | | <p>CERTIFICATE NUMBER:</p> | | <p>REVISION NUMBER:</p> | | |
| <p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p> | | | | | | |
| INSR LTR | TYPE OF INSURANCE | ADOL. RISK | SUBR. WVR. | POLICY EFF. (MM/DD/YYYY) | POLICY EXP. (MM/DD/YYYY) | LIMITS |
| X | COMMERCIAL GENERAL LIABILITY | | | | | EACH OCCURRENCE \$ 1,000,000 |
| | CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ |
| | GENL. AGGREGATE LIMIT APPLIES PER: | | | | | MED. EXP. (Any one person) \$ |
| | POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> | | | | | PERSONAL & ADV. INJURY \$ |
| | OTHER: | | | | | GENERAL AGGREGATE \$ |
| | AUTOMOBILE LIABILITY | | | | | PRODUCTS - COMP/OP AGG \$ |
| | ANY AUTO <input type="checkbox"/> | | | | | \$ |
| | OWNED AUTOS ONLY <input type="checkbox"/> | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | HIRED AUTOS ONLY <input type="checkbox"/> | | | | | BODILY INJURY (Per person) \$ |
| | SCHEDULED AUTOS <input type="checkbox"/> | | | | | BODILY INJURY (Per accident) \$ |
| | NON-OWNED AUTOS ONLY <input type="checkbox"/> | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB <input type="checkbox"/> | | | | | \$ |
| | EXCESS LIAB <input type="checkbox"/> | | | | | EACH OCCURRENCE \$ |
| | OCCUR <input type="checkbox"/> | | | | | AGGREGATE \$ |
| | CLAIMS-MADE <input type="checkbox"/> | | | | | \$ |
| | DED. RETENTION \$ | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA) | Y/N | N/A | | | E.L. EACH ACCIDENT \$ |
| | if yes, describe under DESCRIPTION OF OPERATIONS below | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | | | | | | E.L. DISEASE - POLICY LIMIT \$ |
| <p>DESCRIPTION OF OPERATIONS: LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <p>4 Additional Insured: Georgetown ISD</p> | | | | | | |
| <p>CERTIFICATE HOLDER</p> <p>5 Georgetown ISD 507 E. University Ave. Georgetown, TX 78626</p> | | | | <p>CANCELLATION</p> <p>6 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.</p> <p>AUTHORIZED REPRESENTATIVE</p> | | |
| ACORD 25 (2016/03) | | © 1988-2015 ACORD CORPORATION. All rights reserved. | | | | |
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FEES

ROOM RENTAL FEES

Room rental 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.

| | Org Type 1 | Org Type 2 | Org Type 3 | Org Type 4 |
|-------------------------------------|------------|------------|----------------|----------------|
| <u>Elementary</u> | | | | |
| Cafeteria | \$0 | \$0 | \$75 | \$100 |
| Classroom (single) | \$0 | \$0 | \$50 | \$60 |
| Field | \$0 | \$0 | \$0 | \$0 |
| Gym | \$0 | \$0 | \$75 | \$100 |
| Kitchen | \$0 | \$0 | \$85 | \$110 |
| Learning Stairs | \$0 | \$0 | \$20 | \$40 |
| Library | \$0 | \$0 | \$50 | \$100 |
| <u>Middle School</u> | | | | |
| Cafeteria | \$0 | \$0 | \$75 | \$100 |
| Classroom (single) | \$0 | \$0 | \$50 | \$60 |
| Field/Track (turf) | \$10 | \$30 | \$50 | \$115 |
| Gym (main or aux) | \$5 | \$15 | \$40 | \$100 |
| Kitchen | \$0 | \$0 | \$85 | \$110 |
| Learning Stairs | \$0 | \$0 | \$20 | \$40 |
| Library | \$0 | \$0 | \$50 | \$100 |
| Tennis Courts | \$5 | \$20 | \$40 | \$100 |
| <u>High School</u> | | | | |
| Cafeteria | \$0 | \$0 | \$90 | \$100 |
| Classroom (single) | \$0 | \$0 | \$50 | \$60 |
| Field - Baseball/Softball | \$10 | \$30 | \$50 | \$115 |
| Field - Practice (grass) | \$10 | \$25 | \$45 | \$110 |
| Field - Practice (turf) | \$10 | \$30 | \$50 | \$115 |
| Gym - EVHS (main) | \$15 | \$45 | \$75 | \$225 |
| Gym - EVHS (aux), GHS (main or aux) | \$10 | \$30 | \$50 | \$150 |
| Gym - GHS Annex (main or aux) | \$5 | \$15 | \$40 | \$100 |
| Kitchen | \$0 | \$0 | \$100 | \$110 |
| Lecture Hall | \$0 | \$0 | \$75 | \$100 |
| Library | \$0 | \$0 | \$75 | \$100 |
| Stadium - EVHS (field/track) | \$15 | \$40 | \$60 | \$125 |
| Tennis Courts | \$10 | \$30 | \$50 | \$115 |
| Theater - EVT | \$0 | \$25 | \$100 (\$50*) | \$200 (\$150*) |
| Theater - PAC | \$0 | \$50 | \$200 (\$100*) | \$400 (\$250*) |
| Track | \$10 | \$30 | \$50 | \$115 |
| Weight Room | \$10 | \$30 | \$50 | \$115 |
| <u>Admin / Other</u> | | | | |
| Conference Room | \$0 | \$0 | \$40 | \$60 |
| All Parking | \$0 | \$0 | \$0 | \$0 |

**discounted rate for Georgetown organizations (theater rentals)*



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

Custodial support is required for all facility usage by external organizations.

- Exception: Custodial fees are waived for Org Types 1 & 2 before 9 pm on school days. (Standard fees apply after 9pm on school days and for anytime on non-school days.)

GISD custodial staff will be assigned to work events and 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.

Fee: \$24 per hour, per custodian; 2 hour minimum during off-shift hours

Custodial fees will be 1.5 times the normal rate (\$36/hr) on the following dates for the 2020-2021 school year:

- 11/28/20 - 11/29/20
- 3/18/21 - 3/21/21
- 4/2/21 - 4/4/21
- 5/29/21 - 5/31/21

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

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

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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 tech director (\$100 per hour during summer/off-contract hours)

Fee: \$20 per hour - secondary tech 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.

1. Athletic Field Lighting: A \$15/hr fee may be charged for events requiring the use of athletic field lighting.
2. Alarm System: A \$100 reset fee will be charged if a fire alarm is pulled without due cause.
3. Jumbotron: A \$200 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 Cleaning: 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.

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).

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/> and click on Facility Rental. **The following information MUST be provided with payments: Organization Name, FSDirect Schedule ID #, Invoice #, Daytime Phone #.**

For donations: checks must include the FSDirect Schedule ID # and the word "Donation" in the memo section; credit card donations must include the same payment info with the word "Donation" in place of an invoice #.

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



CONTACT INFORMATION

GISD Facility Scheduling & Rental website: <http://www.georgetownisd.org/Page/18751>

Last Minute Cancellations or Adjustments

If last minute cancellations or schedule adjustments need to be made 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 for your event. *Note: This process is being updated.*

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

Middle & High School Athletic Facilities

Vickie Williams - *Athletic Facility Scheduler*

512-943-5000 ext 6105; williamsv@georgetownisd.org

Athletic Stadium

Jason Dean - *Director of Athletics*

512-943-5106; deanja@georgetownisd.org

Theater Facilities

Gretchen Parker - *Fine Arts Secretary*

parkerg@georgetownisd.org

Kitchen Facilities

April Garza - *Nutrition Services Secretary*

512-943-5193; garzaa@georgetownisd.org

Other, Additional Info

Kathy O'Connor - *District Scheduler*

512-943-7623; occonnork1@georgetownisd.org (email preferred)