



## Plano ISD Facilities Rental Packet

Thank you for your interest in renting with Plano ISD. This facilities rental packet includes the following documents:

1. Facilities Request Form
2. Facility Rental Rates
3. PISD GKD(Local) Policy – Non-school Use of School Facilities

Key points regarding our rental program:

- Not every PISD facility is available for rental.
- Rental areas are limited to the **cafeterias, gymnasiums and parking lots**. Classrooms and libraries are not available to outside organizations.
- All weekday rentals must be after school hours. Elementary schools are after 6:30 PM due to PASAR, the after-school care program.
- Summer rentals are more limited due to renovations/construction/projects that must take place while students/staff are gone during summer break.
- **30-day advance notice** is required. Reservations will not be confirmed more than 90 days in advance.
- No Sunday or holiday rentals are permitted except for re-occurring church/enrichment programs.
- Liability insurance coverage required **FOR ALL RENTERS**. See liability section listed on page 6 of this attachment; page 2 of GKD (LOCAL).
- A refundable deposit of \$300 is required for all indoor rentals.
- A reservation fee of \$36 is required for each contract, whether the rental is for indoor space or for parking lot usage. A \$18 schedule change fee applies for each change.
- Gymnasiums used for sports must be scheduled by an authorized representative of the organization. Coaches for individual teams are not allowed to reserve district facilities.
- A gym usage fee of \$120 applies per season, per gym for any sports organization who uses our facilities more than 3 months per year in addition to hourly rental fees.
- Gym rentals are not available at the senior high school level.
- Hourly custodial fees apply on all weekend & summer rentals (when staff is not there), as well as rentals with table and/or chair setup.
- Weekend/summer rentals require a 3-hour minimum rental.
- All required items (insurance, deposit, invoice payment, signed agreement) must be received at least a week prior to the rental date or the agreement will be canceled.
- Rentals are generally a “space only” rental. Use of microphones, projectors, PA systems, or additional lighting is not included. However, you are free to bring your own microphones, PA system and/or projectors.
- Use of any tape, adhesives, tacks or nails is prohibited on walls, floors, tables or chairs.
- Kitchen use is prohibited by the public-- this means no access to refrigerators, microwaves or any other heating elements.
- In order to qualify for non-profit rates, you will need to provide a FEIN on the request form.

# Plano Independent School District

## Facilities Request Form

**Request Form must be received at least 30 days in advance of rental date.**

Date: \_\_\_\_\_

I HAVE READ THE BUILDING USE PROCEDURES AND AGREE TO ABIDE BY THEM.

☐ Yes

☐ No

School: \_\_\_\_\_ Area Requesting: ☐ Gym ☐ Cafeteria ☐ Stage/Theater ☐ Other Area

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Rental Status: ☐ For-Profit ☐ Non-Profit (501C#) FEIN \_\_\_\_\_ ☐ Church/HOA

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (work) (cell)

Email address: \_\_\_\_\_

Reason for use: \_\_\_\_\_

Will food be served: ☐ Yes ☐ No

Number of Participants: \_\_\_\_\_

Date(s) facility will be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note: Week night entry for elementary is 6:30 pm or later.**

Arrival and Departure Time: \_\_\_\_\_ am / pm - until \_\_\_\_\_ am/ pm  
(Please include set up time and your actual departure time)

Actual Time of Event: \_\_\_\_\_ am/ pm until \_\_\_\_\_ am/ pm

Provisions/Setup Needed:

☐ Chairs only (quantity) \_\_\_\_\_ ☐ Chairs & tables (quantity) \_\_\_\_\_ ☐ Tables only (quantity): \_\_\_\_\_

Return Form to Teri Ellis by:

Email: [Teri.Ellis@pisd.edu](mailto:Teri.Ellis@pisd.edu)

Fax: (469) 752-8902

Mail: 6600 Alma Drive, Plano TX 75023

Exhibit B

**Plano Independent School District  
Facility Rental Rates**

**Renter types defined**

Type	Description
A	Non-profit youth organizations
B	Non-profit adult civic organizations
C	Churches, home owner associations (HOAs), and nonprofit adult sports
D	For-profit groups (i.e. dance studios, businesses, private schools, and the like)

**Note:** Requests from the Plano ISD Council of PTAs for facility use will be reviewed by the assistant superintendent for government, community and planning initiatives. [See GE(LOCAL)]

**Hourly rates by location and renter type**

Location	Type A	Type B	Type C	Type D
Elementary—Cafeteria	\$30 per hour	\$38 per hour	\$54 per hour	\$66 per hour
Elementary—Gym	\$30 per hour	\$38 per hour	\$54 per hour	\$66 per hour
Elementary—Theater/Stage	\$30 per hour	\$38 per hour	\$54 per hour	\$66 per hour
Middle School—Cafeteria	\$45 per hour	\$60 per hour	\$72 per hour	\$84 per hour
Middle School—Gym	\$45 per hour	\$60 per hour	\$72 per hour	\$84 per hour
Middle School—Theater / Stage	\$135 per hour	\$180 per hour	\$186 per hour	\$192 per hour
High School—Cafeteria	\$90 per hour	\$108 per hour	\$120 per hour	\$132 per hour
High School—Gym	\$90 per hour	\$108 per hour	\$120 per hour	\$132 per hour
High School— Theater / Stage	\$225 per hour	\$300 per hour	\$306 per hour	\$312 per hour
Senior High—Cafeteria	\$90 per hour	\$108 per hour	\$120 per hour	\$132 per hour
Senior High—Gym	N/A	N/A	N/A	N/A
Senior High – Theater / Stage	\$300 per hour	\$390 per hour	\$396 per hour	\$402 per hour

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**Fee schedule**

<b>Fee Type</b>	<b>Rate</b>
Reservation fee (non-refundable)	\$36 per reservation/per school
Schedule change fee	\$18 per change
Usage fee	\$120 per season/per gym
Security deposit (refundable)	\$300

**Hourly labor rates for events**

<b>Labor Type</b>	<b>Rate</b>
Custodial	\$33 per hour
FANS	\$24 per hour
Security officer	\$44 per hour

**Custodial labor**

Required on **all** rentals with table/chair set ups, food, or non-school days (three-hour minimum) and follow a formula based on number of attendees.

**Security officers required per number of attendees**

<b>Estimated Number of Attendees</b>	<b>Contract Peace Officers Required</b>
0–99	None unless requested by lessee or PISD at specific event
100–399	One officer unless more requested by lessee or PISD as specific event
400 or more	Two officers plus one additional officer for every additional 200 attendees. A police supervisor will be required for any event requiring five or more officers.

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**General Conditions**

Public school buildings, grounds, and equipment are financed and maintained for the sole purpose of promoting the education of the enrolled students of the District.

The use of certain school facilities by organizations is permitted for educational, recreational, civic, religious, or social activities when such use does not conflict with school activities. In all circumstances, District facilities may be used by organizations only if the activities:

1. Are outside normal school hours;
2. Are not promoted or encouraged by the District; and
3. Do not require the expenditure of public funds.

**Approval of Use**

All school facility use by organizations must be coordinated and approved through the facility services department.

The District shall have a custodian or another District employee on duty throughout the time the building or facility is in use.

Approval shall not be granted for any purpose that would, in the opinion of the District, damage school property. Approval shall not be granted to groups that are known to have damaged other rented property in the District or that have been in default of a rental agreement.

[See CNB regarding nonschool use of District vehicles and FNAB regarding student group use of school facilities.]

**Priorities**

Priorities for scheduling the use of school facilities shall be as follows:

1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; and staff meetings related to official school business.
2. Meetings and other activities of school-support groups organized for the sole purpose of supporting the schools or school-sponsored activities [see GE].
3. Meetings and other activities of groups made up primarily of school-aged children.
4. Meetings of employee organizations [see DGA].
5. Meetings and activities of other groups on a first-come, first-served basis.

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**Rental Agreement**

The organization seeking to use school facilities shall execute and sign the District's rental agreement as the lessee.

Applicants shall clearly and accurately specify in the rental or lease request the sponsoring organization; the purpose of the activity; the number and ages of the expected participants; and the name, address, and phone number of the lessee's designated supervisor or representative.

Any misrepresentation by an organization, abuse of any District property, and/or any breach or default of the rental agreement may result in immediate termination of the rental agreement, including immediately vacating the premises and denial of that organization's request for future use.

**Fees for Use**

Except for school-sponsored groups and school-support groups, users shall be charged a fee for operation, supervision, and clean-up costs at designated facilities. The Superintendent shall publish a schedule of fees for the use of facilities. Rental fees may be adjusted to meet new or existing fee schedules [see GKD(EXHIBIT)].

Facility fees shall not apply when school buildings are used as polling places for public elections, for precinct and county conventions, or for public meetings sponsored by state or local governmental agencies. However, if the election is held on a day when the building is not normally open for business, a charge may be made only for reimbursement for the actual expenses resulting from the use of the building in the election.

Facility fees shall not apply to meetings of employee organizations.

**Liability Insurance**

The user of District facilities shall furnish evidence of liability insurance coverage for the event(s).

Any nonschool-related organization using school facilities shall be required to provide an original certificate of insurance, with the District named as the certificate holder, indicating a minimum \$1,000,000 combined single limit for bodily injury and property damage liability coverage. In addition, the District shall be named as an additional insured on the certificate of this policy.

The insurance carrier must hold a minimum "Secure" rating from the A.M. Best Company. The District reserves the right to determine the acceptability of a carrier regardless of its "Secure" rating.

All groups using school facilities shall be responsible for the cost of damages incurred during their use.

**Required Conduct**

Organizations using school facilities shall:

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1. Be in compliance with the requirements of all applicable federal or state statutes, regulations, and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, disabilities, age, or other classification;
2. Conduct their business in an orderly manner;
3. Abide by all laws and District policies, including but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco products on school property;
4. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent;
5. Remove all of the user's property, materials, or other information from school facilities; and
6. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of such repairs.

**Location**

For weekend use, generally, an elementary or middle school facility shall be the only school facility available for lease, and the lease area shall be limited to the use of the cafetorium or gymnasium area. Grades 9–10 high schools and senior high schools may be used with permission of the Board's designee and the principal.

The following facilities and rooms shall not be available for nonschool use.

1. Classrooms;
2. Libraries;
3. Band halls and choir or orchestra rooms;
4. Office areas; and
5. Computer labs.

**Emergencies or  
Disasters**

The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters.

**Placement of Signs,  
Cards, and Posters**

The placement/posting of political campaign signs shall comply with applicable state law.

During the applicable period of voting at designated polling sites, signs no larger than 24 inches by 24 inches (or four square feet) may be placed and/or posted on District property. Placement and/or posting of signs is restricted to the primary driving entrances of the property and areas where voters will enter the polling loca-

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tions or such other locations as the District may designate. Larger signs and other material such as cards, posters, and other similar material shall not be posted or placed on any District property, including sites designated as polling places. If signs are posted in areas that are deemed to make arrival or dismissal of students unsafe, either candidate shall be requested to remove only those signs considered a safety hazard or, without notice to the candidate, the District shall be authorized to remove only those signs considered a safety hazard.

**Exceptions**

Any exceptions to this policy or rental fees must be granted by the Board or designee. [See GKD(LEGAL) regarding non-discrimination and the nonschool use of school facilities]

**Distribution of  
Materials to Students  
by Non-District  
Personnel (Including  
Parents or Third  
Parties)**

For purposes of this policy:

1. "Materials" are defined as writings, items, objects, articles, or other materials.
2. "School hours" are defined as the operational hours for a particular facility when students are receiving educational instruction, participating in or attending extracurricular activities, or otherwise being involved in educational/curricular programming for students.

Without permission in accordance with this policy, materials over which the school does not exercise control, and that are intended for dissemination to students on District property during school hours, shall not be sold, circulated, or distributed on District property during school hours to students by non-District personnel, including parents or third parties, except by persons or groups associated with the school, campus- or District-designated school-support groups, or governmental entities duly formed under the laws of the state of Texas or the United States.

Pursuant to FFF(LOCAL), due to safety and other concerns, the District limits and monitors access of all non-District personnel, including parents and third parties, on District property. As a result, distribution by all non-District personnel, including parents or third parties on District property during school hours is subject to reasonable time, place, and manner restrictions. Accordingly, each school campus principal shall designate an area where materials that have been approved for distribution, as provided below, may be made available or distributed to students on District property during school hours in accordance with the time, place, and manner restrictions developed and approved by the campus principal. The Superintendent shall designate appropriate areas and determine appropriate time, place, and manner restrictions regarding



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distribution of materials at District buildings other than school campuses.

Prior Review

Materials that are intended for distribution by all non-District personnel, including parents or third parties, on District property during school hours to students shall be submitted for prior review according to the following procedures:

1. Materials shall be submitted for review to the Superintendent or designee, for District buildings, at least five school days prior to the time requested for dissemination.
2. To be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.
3. Using the standards below at Limitations on Content, the Superintendent or designee shall approve or reject submitted materials within five days of the time the materials were received. Unless the materials fall within the Limitations on Content exemptions set forth below, all such materials shall be approved.
4. The requestor may appeal the decision of the Superintendent or designee to the Board in accordance with GF(LOCAL), beginning at the appropriate level.

Appropriate law enforcement officials may be called when a person refuses to follow the procedures for submitting materials and fails to leave District property when asked. [See GKA]

Limitations on  
Content

Materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse endangering the health or safety of students.
3. The materials advocate violation of school rules and fall within the standard described at Limitations on Expression at FNAA(LEGAL).
4. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
5. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at Limitations on Expression at FNAA(LEGAL).

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6. There is reasonable cause to believe that the distribution of the materials would result in material and substantial interference with any school-, educational-, and/or curricular-related activity or blocks or impedes the safe flow of traffic within hallways and entrances and exits of the school.

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of materials by students.]

Individuals who distribute materials on District property at any time shall be responsible for cleaning up such materials left on District property.

All individuals subject to this policy are expected to comply with all applicable District policies and all educational/curricular goals when distributing materials on District property during school hours. Copies of applicable District policies are available on the District's website, upon request to the campus principal, or upon request to the District's communications department.

Individuals violating any provision of this policy may be subject to sanctions including, but not limited to, prohibition of further distribution under this policy.

**Nonprofit Youth  
Organizations  
Limited Distribution  
Opportunities**

The Board believes a public purpose is served by permitting the limited distribution of nonschool literature in order to give the District's students adequate and timely notice of free and/or low-cost community services.

The Superintendent or designee may designate an opportunity for nonprofit youth organizations with a local affiliation within District boundaries and serving District students to distribute materials giving notice of free and/or low-cost community services provided to students. This information shall be provided to students in "go home folders" (or the campus equivalent) in accordance with established District guidelines. The nonprofit youth organizations shall include the following disclaimer on the materials distributed in accordance with this policy: "The content of these materials does not reflect the endorsement, sponsorship, position, or expression of the Plano Independent School District."

Any such distribution must be conducted in compliance with the guidelines outlined in GKD(LOCAL) and GKD(EXHIBIT), including but not limited to, the Limitations on Content, below. The Superintendent or designee may limit the number of opportunities provided per this policy due to the burden placed on campus administration in facilitating the distribution of materials.

For purposes of this policy:

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1. "Nonprofit youth organizations" shall be defined as groups identified by the Internal Revenue Service as nonprofit 501(c)(3), 501(c)(4) organizations that directly serve and provide developmentally age-appropriate activities at the campus level for students who are the intended recipients of the distribution.
2. "Community services" shall be defined as non-competitive or recreational programming, resources, and educational opportunities.

**Distribution of  
Materials to Non-  
District Personnel  
(Including Parents or  
Third Parties)**

Pursuant to FFF(LOCAL), due to safety and other concerns, the District limits and monitors access of all non-District personnel, including parents and third parties, on District property. As a result, distribution by all non-District personnel, including parents or third parties, on District property during school hours is subject to reasonable time, place, and manner restrictions.

All non-District personnel, including parents or third parties, may sell, distribute, or circulate writings, items, objects, articles, or other materials over which the school does not exercise control and are intended for dissemination to other non-District personnel, including parents or third parties, and not intended for dissemination to students on school campuses, subject to the restrictions outlined herein and without complying with the prior review procedure set forth above.

Limitations on  
Content

Materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse endangering the health or safety of students.
3. The materials advocate violation of school rules and fall within the standard described at Limitations on Expression at FNAA(LEGAL).
4. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
5. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at Limitations on Expression at FNAA(LEGAL).
6. There is reasonable cause to believe that the distribution of the materials would result in material and substantial interfer-

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ence with any school-, educational-, and/or curricular-related activity or blocks or impedes the safe flow of traffic within hallways, entrances, and exits of the school.

Individuals who distribute materials on District property at any time shall be responsible for cleaning up such materials left on District property.

All individuals subject to this policy are expected to comply with all applicable District policies and all educational/curricular goals when distributing materials on District property during school hours. Copies of applicable District policies are available on the District's website, upon request to the campus principal, or upon request to the District's communications department.

Individuals violating any provision of this policy may be subject to sanctions including, but not limited to, prohibition of further distribution under this policy.