

Frisco ISD Facilities Rental Information

Thank you for your interest in renting Frisco ISD facilities.

Frisco ISD facilities/buildings may be rented to organizations for civic, recreational, social, or educational purposes. All rentals are subject to current terms and conditions within the district reservation process. Specific agreements with third-party entities may supersede details listed herein. **Please review all materials in this packet carefully prior to deciding whether to rent with Frisco ISD.**

This packet contains the following topics (click the blue link to go directly to that section):

- [Building and Premises Use Agreement](#)
- [Facility Rental Usage Rules and Regulations](#), including:
 - [Available Spaces, Dates](#)
 - [Criteria for Rental](#)
 - [Prohibited Items](#)
 - [Details for Parking Only Use](#)
 - [Details for Auditoriums](#)
 - [Insurance Requirements](#)
 - [Making a Reservation \(Athletic Areas\)](#)
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- [Group Designations](#)
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 - [Group D Fee Schedule](#)
 - [Auditorium Fees](#)
 - [Parking Lot Fees](#)
 - [Softball/Baseball Fields](#)
 - [David Kuykendall Stadium](#)
- [Information for Your Event](#)
- Other helpful references include the [FISD website](#) and [FISD GKD \(LOCAL\) Board Policy](#)

Overview of key points regarding Frisco ISD Rentals:

- **Submitting an event request signifies agreement to all terms you read here.** *Once an event is approved in the online system, fees will apply as defined.*
- Prior to requesting events, the organization and user must be authorized in the system, which can take as long as five business days.
- Prepayment is required.
- Advance notice is generally needed for all reservations. See the appropriate section for details. If you intend to rent on an ongoing basis for, you will need to enter a long-term lease.
- **Rentals are “space only”** and do not include microphones, projectors, screens, PA’s, or other equipment, with the exception of auditorium rentals.
- Hours and availability are limited.
- All rentals are approved at both the campus and district level. Any district conflict may cause a reservation request to be denied, even if the space appears to be available at the time of request.

Building and Premises Use Agreement

This agreement is between Frisco ISD, 5515 Ohio Drive, Frisco, TX 75035 (“Owner”) and the organization submitting the reservation requests in the online Event Manager system, at the physical address provided (“User”). User is granted access to the online Event Manager system and will confirm this use agreement prior to submitting any facility reservation request when selecting “Agree” to begin the process, where this agreement is printed in full.

Owner has agreed to allow user to use district premises provided the following terms are met:

1. User agrees to use only the premises approved through the Event Manager system, for the days and times approved, and for the purpose described in the event request placed in the Event Manager system.
2. User agrees to pay Owner all fees as defined in terms and conditions. Payment should be made payable to “Frisco ISD.” User agrees that fees are determined by the Owner, and personnel needed for an event will be made at the discretion of the Owner.
3. User agrees that it will not use the Premises for any unlawful purpose and will obey all laws, rules, and regulations of all governmental authorities while using the Premises. User will abide by Frisco ISD Board Policy while utilizing the Premises.
4. User agrees that it will not use the Premises for any purpose that is contrary to the mission or purpose of the Owner, which is a public school for grades PK-12.
5. User agrees to abide by the Facility Usage Rules and Regulations for the use of the Premises that are attached to this agreement.
6. User promises and warrants that it carries liability insurance with a minimum liability occurrence of \$1,000,000. User will provide a certificate of insurance to the Owner at least ten days prior to the date upon User begins to use the Premises. The certificate of insurance will indicate that User has made Owner an “additional insured” on User’s policy with respect to the use by User of the Premises (use Frisco ISD, 5515 Ohio, Frisco TX 75035 as additional insured). The certificate of insurance must be in the name of the User and/or the organization that is reserving the event.
7. User agrees to hold harmless, indemnify, and defend Owner (including Owner’s agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage that may result from any person using the Premises, its entrances and exits, and surrounding areas, for User’s purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner’s agents, employees, and representatives) or otherwise.
8. User shall declare the use of any third party vendors at time of rental request. User shall ensure that all third party vendors utilized during the use of facilities maintain District required levels of insurance based on the service provided and follow all terms and conditions herein. User shall receive Certificate of Insurance (COI) from the vendor and provide a copy to District. If a vendor is not declared prior to the event, the rental may be

canceled as determined by District staff. In any event, User shall be liable for all damages to facility by actions of the Third Party Vendors.

9. User agrees to be responsible for returning to the pre-use condition all areas of the Premises, including entrances and exits.
10. This agreement may be canceled unilaterally by either party with 30 days written notice to the other party. Cancellations by User will result in forfeiture of deposit of \$75. Cancellations within ten days of the rental date will result in forfeiture of entire rental fee.
11. User agrees that it will not assign any of its rights under this agreement, and any attempt to assign will void this agreement at the sole option of Owner.
12. Owner and User agree that in the event of any disputes under this agreement they will first attempt to resolve the dispute via an alternative dispute resolution process before resorting to legal action.
13. Any misrepresentation by any organization and/or individual, any abuse of district property, any violation of state, local, or federal law and/or violation of district policy, rule, or regulation may result in the immediate termination of rental agreements and the requirement to immediately vacate the premises. Organizations who have had rental agreements terminated may not be approved to rent district facilities in the future.
14. This document, along with any attached exhibits, contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to this subject matter.
15. Use of the online Event Manager system certifies user's agreement to all terms and conditions contained herein.

TERMS AND CONDITIONS OF FRISCO ISD RENTAL

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with District policy and guidelines. The purpose of requested events must be clearly stated and explained within the reservation request.

Terms and Conditions shall be enforced by District staff.

1. RESTRICTIONS AND PROHIBITIONS

- a. **Substances** - State law prohibits the use of alcohol on school property. The district is "Tobacco Free" and tobacco use of any form is prohibited in or on any district property. Contraband shall include but not be limited to drugs, drug paraphernalia, fireworks/pyrotechnics, tobacco, and alcohol.
- b. **Weapons and Security** - Firearms, knives, and weapons of any sort are not permitted on Frisco ISD property. Only licensed and commissioned peace officers from local Police Departments, Collin County Sheriff's Office, or Denton County Sheriff's Office are authorized to provide armed security services on Frisco ISD property.
- c. **Prohibited Items** -

- i. No material may be adhered to any wall except by the use of painter's tape.
 - ii. No confetti of any type may be used. This includes flower petals, small table decor, etc. - no small items scattered around.
 - iii. No colored powders of any type may be deployed inside OR outside.
 - iv. No helium balloons are permitted indoors.
 - v. No flames, fires, or smoldering items of any kind are permitted. Candles, incense, catering fire pots, fireworks, fog machines, and any item that makes sparks or smoke are strictly prohibited.
 - vi. No use of glitter whatsoever is permitted. Items from which glitter may fall should be avoided. Glitter left in rented space may produce additional cleaning fees.
 - vii. No use of fog machines is permitted.
 - viii. Paint of any kind is prohibited on fields (including "washable" or "temporary" types).
 - ix. Tape may not be applied to any floors.
- b. **Food and Drink** - Food and drink is allowed ONLY in cafeterias and as concessions at auditorium events (see conditions in iv below). Food is not allowed in gym rentals.
- i. If food and/or drinks will be served at your event, this must be declared in the event form.
 - ii. Additional custodial assignments and fees may apply.
 - iii. Note that custodians assigned will not clear tables; they will clean the facility and remove the trash.
 - iv. Auditorium rentals and concession sales -
 - 1. Concession sales may be allowed during auditorium rentals under the following conditions only:
 - There is an intermission in the event, and concession sales are limited to the intermission times and after the event (no sales prior to the event).
 - Concession sales are limited to individually packaged food products and twist-top bottles.
 - There are prominent signs at the point of sale stating that food and drink are not permitted in the auditorium.
 - Renter places personnel at auditorium entries to ensure food and drink do not enter.
 - Renter accepts that a \$300 fee will be charged if any food is found in the auditorium.
 - 2. Only water in closed containers will be allowed backstage or in dressing rooms.
- c. **Political Use**
- i. Frisco ISD Board Policy GKD (LOCAL) prohibits the use of District facilities for political advertising, campaign communications, or electioneering

(advocating for or against a particular candidate or measure), except when the facility is being used as a polling place.

- ii. Facilities may not be rented or reserved for events falling within these purposes. If individuals at an event attempt to engage in political advertising, campaign communications, or electioneering, they will be asked to cease their activity and leave the premises.

d. Electrical Load

Excessive electrical equipment plugged in will often cause a failure of our systems. If this occurs, site supervisor will require that equipment be unplugged. Limit use of multiple electrical devices. Gas generators are not permitted.

e. Wireless Internet Access

Wifi access cannot be provided for rental events.

f. Security Cameras

Security cameras are located in many rooms, including gyms, cafeterias, and auditoriums. Cameras may not be blocked or covered in any way.

2. DAMAGE

All groups using school facilities shall be responsible for the cost of repairing any damages to facility or equipment incurred during use and shall be required to indemnify the District for the cost of any such repairs. Renting organization shall be held responsible for the treatment of the building by attendees, including the general public if applicable.

3. PERMISSIBLE APPLICANTS FOR RENTAL

- a. **Criteria for Organizations** - Frisco ISD rents facilities to organizations which acquire pre-approval. Organizations will provide proof of insurance and documentation showing the status of a legitimate organization.
 - i. Organizations shall use facilities for reasons in line with the stated purposes of the organization.
 - ii. No school facility shall be used by any group or individual who is not in compliance with the requirements of all Federal or State statutes, regulations and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, handicapping conditions, age, or other classification.
 - iii. For Athletic Rentals, participants in the organization must be high school students or younger.

- iv. The representative creating the organization must be at least 21 years of age.
- b. **Designated Representatives for Reservation Access** - Up to three representatives, including a payment contact, may be granted access to the online reservation system. The representative placing/requesting an event assumes responsibility for all rental agreements, terms of use, and payments for the event.
- c. **District Staff** - Any Frisco ISD staff members requesting reservations for an external organization must join the Event Community with a non-isd email address. FISD staff may not request space for any third party through the internal event request form.
- d. **Misrepresentation or purpose or affiliation** - Misrepresentation of the requestor's affiliation with an organization and/or misrepresentation of the stated purpose of an event shall result in immediate termination of rental agreement.
- e. **On-Site Responsible Party** - Users of District facilities shall provide the name of a responsible party who will be on site at all times of the event. This person assumes responsibility for the orderly behavior of participants. This person shall be listed in the CONTACT section of the event form. The on-site representative serving as the responsible party must be at least 21 years of age.
- f. **Termination of Facility Usage** - Any misrepresentation by an organization or individual representing the organization, abuse of the property, late or non-payment, any violation of rental agreement or terms and conditions of use, and/or violations of state/local law may result in termination of the use of the facility, including immediately vacating the premises and denial of requests for future use.
- g. **Vendors** - If ANY 3rd party will service an event, such as a DJ, caterer, etc., this must be revealed at time of event request submission. Renter is responsible to communicate all terms to vendors and to submit vendor's insurance. Food providers must receive appropriate permitting (according to the appropriate municipality).

4. FACILITIES & AVAILABILITY

- a. **Available Campus Spaces** -
 - i. Elementary Cafeteria - capacity 200
 - ii. Middle School Cafeteria - capacity 350
 - iii. High School Cafeteria - capacity 500
 - iv. Elementary Gymnasium - capacity 50
 - v. High School Auditoriums and Dressing Rooms - capacity 500-600
 - vi. Middle School Gymnasiums (athletic events only)
 - vii. High School Synthetic Fields and Tracks (limited seasons)
 - viii. David Kuykendall Stadium Field and Track
 - ix. Baseball and Softball Synthetic Fields
 - x. Campus parking lots for overflow parking only

- b. **Capacity** -
 - i. Capacity is based on the space's ability to comfortably accommodate attendees, rather than the posted legal capacity. Please note, capacity is not a guarantee that seating is available for that number of participants.
- c. **Available dates** - Rentals are available September through July. Blackout dates may be set at the discretion of the District.
- d. Availability of a space is always subject to staffing availability.
- e. **Hours** -
 - i. All rentals shall conclude no later than 11:00 P.M.
 - ii. Rentals on non-school days may begin as early as 7:30 AM with the exception of use as a polling place.
 - iii. On school days, the earliest available rentals are as follows:
 - 1. Elementary gym, cafeteria: 6:45 P.M.
 - 2. Middle cafeteria, gym: 5:30 P.M.
 - 3. High School cafeterias, auditoriums: 5:30 P.M.
 - 4. School-Based Fields: 6:00 P.M.
- f. **Boundaries of facility rented** - Use is restricted to the areas specifically reserved. Each rented space will include the nearest set of adjacent restrooms.

4. AVAILABLE SERVICES AND EQUIPMENT

- a. **Requests** - Available rental set-up requests must be made on the event form when submitted. Changes to set up after forms are submitted will incur a fee.
- b. **Cafeterias** -
 - i. Seating and tables may vary. There is generally adequate seating for the listed capacity of the space; however no guarantee of type or number of seating is included with rental. Only furniture available in the space is provided. Seating may be either attached benches or separate chairs, and tables may be either rectangular or circular. Please check in advance for specific seating questions.
 - ii. Custodians will set up and break down tables and chairs if set up requests are made on the event form.
 - iii. No technical equipment is available: rentals shall not include microphones, PA's, projectors, or any other equipment, nor may users "plug in" any equipment into existing sound systems.
- c. **Gymnasiums** -
 - i. Available for athletic events only.
Middle school gyms can include either volleyball or basketball set up, if requested. Volleyball setup incurs an additional fee.
 - ii. Elementary gym goals may not be adjusted. Volleyball set up is not available in elementary gyms.
 - iii. Elementary gyms have no seating or tables. Furnishings and any equipment utilized in elementary gyms must have wheels or protective

coverings on surfaces contacting the floor. Chairs and furnishings must not be dragged on gym floors.

- iv. Middle School Gyms: Bleachers may be requested at Middle school gyms. If bleachers are used, they must be fully extended.

d. **Parking -**

- i. Parking adjacent to the area used is included with all facility rentals.

e. **Parking Only Use -**

- i. Parking lots are available to rent *only* for parking use for a nearby event. No gatherings, events, attractions, or vendor set ups of any kind are permitted for parking lot rentals. Use of shuttles is acceptable; however, lines waiting for shuttles must be on sidewalks or other pedestrian areas.
- ii. It is the responsibility of the renting organization to ensure that safe pathways from the overflow parking location and the event are available to attendees. Police presence should be contracted as needed. Frisco ISD staff will not advise regarding safe pedestrian pathways. Signage indicating parking areas and pathways is the responsibility of the renter and must be removed at the conclusion of the rental time.
- iii. Lot and parking space use is defined by campus level. At high school campuses, the desired lot (east, north, west, south) must be specified at time of the rental request. At elementary schools and middle schools, an approved parking use reservation includes all parking spaces and lots.
- iv. The number of parking spaces varies by campus and by lot. It is the responsibility of the renting organization to verify the spots available on the site retained. Average numbers of spots provided on the fee schedule are for reference only and are not guaranteed minimums.

f. **Auditorium Details -**

Auditorium rental requests must be made no less than 21 days prior to the date requested. Organizations will request a date and time, *but not a specific campus*. Auditorium space and staffing availability is extremely limited; therefore, FISD staff will help to find an auditorium appropriate for the request, if one is available.

At minimum, one hour prior to showtime for set up and sound check and one hour following the end of show for breakdown are required. These need to be included in the rental time requested.

Upon receipt of an auditorium request in Event Manager, district staff will contact the requestor to get details on the needs of the performance. FISD staff will then determine whether an appropriate auditorium and staff can be located. If no auditorium is available, the request will be denied.

If an auditorium is identified, FISD staff will amend the Event Manager request to reflect the campus assigned. The requestor may cancel the event within 48 hours of this notice with no penalty. The requestor may not ask that it be re-assigned to different campus. An invoice will be sent to the requestor with a request for a non refundable \$200 deposit on the invoice. Following payment of the deposit, the site supervisor will contact the requestor to make arrangements to discuss planning needs associated with the event.

Please note that auditoriums used for weekly/long-term rental have no technical support or equipment included.

FISD school auditoriums have limited equipment and service and are not professional performance halls. Please understand that complex requests may be impossible to accommodate.

- i. Seating includes padded auditorium seats.
- ii. Only FISD designees may operate auditorium equipment.
- iii. Included Equipment is listed below. *If an item is not listed, it is generally not available:*
 1. Projector and screen
 - a. Location of projector varies in each location (often on a cart on the stage or in the “pit”)
 - b. Sound is usually not connected to projection
 - c. Use of projector may require a separate laptop, provided by the renter
 2. Up to 4 microphones
 3. White stage lights in at least 6 zones (if colored lighting is already installed it will be made available; however, this will vary)
 4. Lit Cyc (some locations have color wash, some do not)
 5. Spot light
 6. Your sound through house speakers - this is typically played through the user’s laptop; however bluetooth connection is available in some auditoriums if the user would like to operate their own sound.
 7. Curtains
 8. Up to 4 tables and 8 chairs in the auditorium foyer
 9. Chairs on the stage (set up fees may apply for large set-up)
 10. Two dressing rooms
- iv. Personnel Assigned:
 1. Site Supervisor/Showrunner: This FISD Staff member will have expertise needed to run the equipment in the auditorium and to direct student technicians. The site supervisor is paid by Frisco

ISD. Site supervisors are not allowed to accept “tips,” cash, or other gifts from renters.

2. Student Technicians: Three student technicians will be assigned to every auditorium event. *The renter is responsible for direct payment of student techs prior to the event’s start via cash or money order.* Student technician pay is not included in FISD’s invoice to the user. Student technicians are paid \$25/hour for every hour of the rental. Technicians’ hours may not be changed by the renting organization. Please plan for \$75/hr in addition to the hourly charge for the space.
- v. To best prepare for your event, please know the following. These are questions that your site supervisor will discuss with you prior to the event:
1. How will technicians utilize your cue sheets to determine actions for light and sound? You will need to provide cue sheets to the site supervisor. Communication between the renter and technicians is limited, as only FISD designees are allowed in the booth. If the performance is complex, we recommend that you create an Event Manager request for a rehearsal as well as the performance.
 2. How will you deliver sound? Sound may be played on laptop computer (provided by renter) or, sometimes, CD or bluetooth, depending on auditorium capabilities. A laptop computer used for sound must be separate from the one used to pair with the projector.
 3. Do you need to utilize the projector? Note that placement of the projector will vary by location and it may be on a cart located on the stage. Projectors often require a laptop separate from the sound laptop, and you may need to provide an HDMI cable compatible with your laptop.
 4. What equipment do you intend to place on stage, and how will it get there? Please note, very few items can be borrowed from the campus - if it is not listed in this section, it is not available for your use. There is not a loading dock at most schools. School equipment such as dollies is not available for use.
 5. Do you intend to hang a banner or sign? This will require the renter to provide a frame for it. Renters are not able to attach anything to battens; therefore, no items can be suspended from the area above the stage.
 6. What is intended for the foyer area of the auditorium? Please note that the space is extremely limited in the foyer. Do not plan for this area to be a gathering area, as it is not safe or suitable. If you have a need for an additional space for food service, photo booths, sales/vendor booths, etc. you will need to rent the cafeteria of the

campus to host these activities. Hallways surrounding the auditorium are not available for this use.

- vi. Special Requests - Special requests that exceed the terms listed here must be received prior to event approval and will be reviewed on a case-by-case basis. Additional fees will be quoted for special requests.
- vii. Concession sales in auditoriums - Concession sales may be allowed during auditorium rentals under the following conditions only:
 - 1. There is an intermission in the event, and concession sales are limited to the intermission times and after the event (no sales prior to the event).
 - 2. Concession sales are limited to individually packaged food products and twist-top bottles.
 - 3. There are prominent signs at the point of sale stating that food and drink are not permitted in the auditorium.
 - 4. Renter places personnel at auditorium entries to ensure food and drink do not enter.
 - 5. Renter accepts that a \$300 fee will be charged if any food is found in the auditorium, stage, or dressing rooms.
 - 6. Only water in closed containers is allowed backstage and in dressing rooms.

5. MAKING ATHLETIC RESERVATIONS

- a. **For Athletic Rentals**, contact the athletic office representative:
<https://www.friscoisd.org/departments/facility-use-rental/contact-us>
- b. Athletic reservations are for middle school gyms and high school fields.
- c. Reservations for athletic facilities may be made no fewer than 14 days and no more than 60 days in advance. Fields may be rented on an accelerated timeframe, dependent on availability.
- d. Requests are not considered when FISD offices are closed during school holidays. New event requests require 14 days from the first open day following the holiday.

6. MAKING NON-ATHLETIC RESERVATIONS

Non-Athletic Rental Instructions - all instructions are provided at this link:
<https://bit.ly/fisdevm>

- a. **Process** *(for long-term rentals, see section 10)* -
 - i. Representatives of organizations must create accounts in the Event Manager System, then create or join their organization in the system.
 - 1. All organizations must be “created” each school year within the system.
 - 2. Organizations must provide proof of insurance prior to receiving approval for the online reservation system.

- ii. Organization representatives receive notice via email from Event Manager that those requests have been approved.
 - iii. Organization representatives may then complete event request forms for their selected sites and dates.
 - iv. Both campus and district staff review event requests and approve or deny the event. The requestor will receive email notification from Event Manager regarding the status of the reservation. The User may also view the status on Event Manager at any time.
 - v. If event is approved, the User who placed the request will receive an invoice via email from Event Manager. Payment is due at least 7 days prior to the event date.
- b. **Request Forms** - All event request forms include an agreement with all terms and conditions contained herein. *Submission of an event form using another person's login constitutes a fraudulent online signature.* The user placing the request assumes responsibility for all terms and for payment of fees.
- c. **Timeline for Reserving** -
- i. Reservations for cafeterias and elementary gyms may be made no fewer than 14 and no more than 60 days in advance
 - ii. Auditorium rentals must be requested at least 21 days and no more than 60 days in advance
 - iii. Requests are not considered when FISD offices are closed during school holidays. New event requests require 14 days from the first open day following the holiday.
- d. **Access for set-up and break-down** - Time requested in the "blue bar" on the event form should include any anticipated set-up and break-down time. If set up on a previous day is requested, a separate event must be placed for the entirety of the previous rentable period, and the rental fee will be charged for this time. Set up events may not occur earlier than the previous day.

7. PERSONNEL ASSIGNMENTS

The District shall furnish the necessary staff to open, close, and clean the property. Certain spaces/events may require specialized staff. School Services staff shall determine the number of staff necessary based on the reservation request. All personnel assignments are at the sole discretion of Frisco ISD.

- a. **CUSTODIAL SUPPORT** - Rentals require custodial support without exception. The hourly rental fee includes one custodian. Additional staff if needed will be billed per hour.
- b. **SITE SUPERVISOR** - Rentals require a site supervisor. The hourly rental fee includes one site supervisor.
- c. **OTHER PERSONNEL** - Please see the fee schedule for additional personnel that may be required for auditoriums and fields.

8. INSURANCE REQUIREMENTS

Any organization using school facilities, as well as their contracted vendors, 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 reserves the right to determine the acceptability of a carrier regardless of its rating. The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. The name of the organization insured must match the reserving organization. Certificate holder will be listed as Frisco ISD, 5515 Ohio, Frisco ISD, 75035. *A valid insurance certificate must be in place no less than ten days prior to the event date.*

9. PAYMENT AND FEES

- a. Please Note
 - i. Fees are assumed at the time an event is submitted; therefore, once an event is approved online, all payment and fees will be applied as described herein. If an estimate is needed prior to determining whether to submit an event, please contact the School Services or Athletic office.
 - ii. Payment for events are made based on the reservation hours.
 - iii. All fees and costs are non-negotiable.
- b. **Payment prior to rental** - All payment for reservations shall be made prior to rental and use of the facility. If payment is not received 7 days prior to the event, the event is subject to cancellation, including all cancellation fees.
- c. **Process for payment** - Payment is accepted only via check or money order. Checks shall be made payable to Frisco ISD. No payment of any kind to any Frisco ISD staff onsite at an event shall be offered.
- d. **Cancellation and Other Fees** -
 - i. For Cafeterias, Auditoriums and Elementary Gyms:
 - 1. Cancellation of approved events must be made in writing to the contacts listed at <https://www.friscoisd.org/departments/facility-use-rental/contact-us>. Cancellation within the online system is not sufficient. Events still in "pending" status may be canceled by the requestor with no fee.
 - 2. Cancellation less than 7 days prior to the event results in credit of total payment less 10% of the invoice total or \$250, whichever is higher. This credit can be applied to a future event reservation within Frisco ISD. If payment has not yet been remitted, payment of 10% of the invoice total or \$250, whichever is higher, will be due before another reservation may be made within Frisco ISD. If an event is not canceled by noon the last business day prior to the reservation, the invoice will be due in full and no credit will be issued.

3. Cancellation more than 7 days in advance: the event payment less \$75 cancellation fee will be credited toward a future rental. Refunds cannot be provided.
 4. Unexpected additional clean-up - charged at hourly personnel rate
 5. Failure to vacate at assigned rental closure time will incur any additional hourly rates for the extended time as well as an additional fee for the unplanned extensions. Failure to vacate when directed may result in security and/or police presence.
 6. Changes to events if 7+ days in advance - \$25
- ii. For Athletic Areas (Middle Gyms and High School Fields):
1. Cancellation of approved events must be made in writing to the contacts listed at <https://www.friscoisd.org/departments/facility-use-rental/contact-us>.
 2. No refunds will be given and any payments received will be credited to a future reservation.
 3. Unexpected additional clean-up - charged at hourly personnel rate
 4. Failure to vacate at assigned rental closure time will incur any additional hourly rates for the extended time.

10. RIGHT OF CANCELLATION BY THE DISTRICT

The district shall have first priority for facility use and may unilaterally cancel any agreement for the use of any district facility by giving 48 hours notice prior to a requested use if the district determines that it must use the facility for a function directly related to the operation of the district. Requests will be moved in this instance to an alternate location as available. In the event of an emergency, the 48-hour notice may be waived by the district.

In the event of district building closures or restrictions due to inclement weather or other extenuating circumstances, all rentals and reservations will be considered canceled unless User is otherwise notified.

11. LONG TERM LEASE

Long term lease for ongoing reservations will be defined as facility use of at least four months on a regular basis, at a specified location. Long term leases require signature of the Long Term Facility Use Agreement.

To start a long-term use agreement, contact us. No more than 5 weekly rentals may be placed in the Event Manager system without starting a long-term use agreement.

- a. Available spaces for weekly/long-term use include cafeterias at all levels, high school auditoriums, and elementary and middle school gymnasiums.

- i. District staff will identify appropriate locations for a long-term use upon receipt of the interest form (contact us to obtain a copy), so a specific campus requested may not be assigned.
 - ii. *Please note that no technical provisions are available in auditoriums for long term rental. Stage lights will be on, but no mics, sound, curtains, or lighting changes can be made.*
- b. Athletic long-term rentals (middle school gymnasiums) are secured per semester only. If a group requests to guarantee a specific site for a semester, the \$250 fee will be assessed. Rentals made for 60 days or less will not be assessed the fee, but that group will be placed based on availability and is not guaranteed placement. Summer rentals are not considered long term rentals.
- c. An annual use fee of \$500 is required for non-athletic long term leases.
- d. New long term leases are subject to an 8-week probationary period.
- e. Any and all requests for changes to long-term rental agreement, including reservation times, spaces used, and open/close times shall be directed to facilities reservation staff in the office of school services. FISD event staff may not make changes to long term facility use.
- f. Any events unrelated to the specific terms of the long-term use agreement must be requested separately via the typical event request process.

12. SCHOOL-SUPPORT GROUPS

All school related groups, such as campus PTAs, booster clubs, parent organizations, and approved student clubs will use their home campus facility without facility fees. When custodial staff or other personnel are required by the reservation, personnel charges will be assessed. All such events must be reserved by Campus Staff.

GROUP DESIGNATIONS

Rental fees for Frisco ISD facilities will be determined based upon the organization's group designation.	
Group A	<p>School-Sponsored Group & School-Support Group: Directly School-Sponsored Groups are groups established by the school itself. They include but are not limited to sports teams, band, orchestra, choir, and curricular clubs. School-Support Groups are typically parent groups that directly support student groups on campuses. They include but are not limited to PTA, Booster Clubs, Senior Parent Groups, Alumni Organizations, etc.</p> <p>Note: Non-curricular clubs may utilize facilities for regular meetings as approved by school administration. These meetings are limited to the times before/after school when the building is typically open. Non-curricular clubs will be treated as group B or C otherwise.</p> <p>There will be no facilities fees charged. Custodial fees will not be charged to school-sponsored groups. Custodial fees will be assessed for school-support groups as needed.</p>
Group B	<p>Nonprofit: Nonprofit groups must present valid evidence of 501(c)(3) status or similar. Examples of nonprofit groups include but are not limited to Scouts groups, Chamber of Commerce, civic clubs, community theater, and service organizations. Group B will <i>not</i> include athletic-based organizations, club sports, and AAU Sports organizations for athletic space rentals, regardless of 501(c)3 status.</p> <p>Only events that occur under the umbrella of the purpose of the organization may be scheduled under the organization's group designation.</p> <p>On school days, nonprofit clubs comprised at least 50% of Frisco ISD students may host meetings in an elementary school cafeteria at reduced cost. These meetings must not serve food, and must not be special events (ie, regular group meetings only). No set up services will be provided. Click for Group B fee schedule.</p>
Group C	<p>For-Profit and All Athletic-Based Organizations: Other organizations including businesses, social organizations, sports groups, etc. are eligible to use designated Frisco ISD buildings/facilities. Fees will include custodial, site supervision, full facility fee, and administrative costs. Group C will include all athletic-based organizations, club sports, and AAU Sports organizations, regardless of nonprofit status. Click for Group C fee schedule.</p>
Group D	<p>Long Term Lease: Organizations may use designated Frisco ISD Facilities on a long-term/ongoing basis. There is not a separate nonprofit rate for long term rental. Click for Group D fee schedule</p>
Group E	<p>Elections/Municipal: Frisco ISD will make its buildings available for use as polling places in any election that covers territory in which the buildings are located according to Election Code 43.031 and 174.0631. Frisco ISD will make space available for municipal groups in partnership with the District. On non-school days, charges may be assessed to cover actual cost of personnel required.</p>
<i>*The District reserves the right to provide discounted rates when applicable.</i>	

Fee Schedule

Group B Fees (Nonprofit)*

Reduced rates for nonprofit organizations are provided for only certain locations. Rates will be applied as below:

Elementary School Cafeteria Capacity: 200	Includes site supervisor, 1 custodian, tables and seating, set up of tables/seats, restrooms	\$125/hr** Min. 3 hrs; 2 hrs on school days**
	**Group B organizations comprising at least 50% of students attending Frisco ISD schools may receive a reduced rate for regular meetings on SCHOOL DAYS ONLY. No set up is provided.	\$45/hr All reservations will be 2 hours
Middle School Cafeteria Capacity: 350	Includes site supervisor, 1 custodian, short rectangular tables, attached bench seating, set up of tables/seats, restrooms	\$210/hr Min 3 hrs; 2 hrs on school days
High School Cafeteria Capacity: 500	Includes site supervisor, 1 custodian, long rectangular tables, detached chairs or attached bench seating, set up of tables/seats, restrooms	\$260/hr Min 3 hrs; 2 hrs on school days
Elementary School Gym Capacity: 50	Includes site supervisor, custodial, restrooms, basketball goals (no adjustments may be made)	\$150/hr Min 3 hrs; 2 hrs on school days
Middle School Gyms (two connected gymnasiums: main and practice gyms)	Includes site supervisor, custodial, restrooms, and basketball goals.	\$170/hr Min. 2 hrs during the week Min 3 hours on weekends
Volleyball set up	Volleyball standards and nets set to height specifications.	\$70 flat fee
High School Synthetic Fields/Track	Includes site supervisor, custodial, restrooms, lights, soccer goals, football goalposts	\$170/hr Min. 2 hrs during the week Min 3 hours on weekends
High School Auditorium Capacity: 500	See Auditorium Fees Chart	

**Fees will increase on holidays due to increased staff pay.*

Group C Fees (General/For Profit)*

High School Cafeteria Capacity: 500	Includes site supervisor, 1 custodian, long rectangular tables, detached chairs or attached bench seating, set up of tables/seats, restrooms	\$260/hr Min 3 hrs; 2 hrs on school days
Middle School Cafeteria Capacity: 350	Includes site supervisor, 1 custodian, short rectangular tables, attached bench seating, set up of tables/seats, restrooms	\$210/hr Min 3 hrs; 2 hrs on school days
Elementary School Cafeteria Capacity: 200	Includes site supervisor, 1 custodian, round hexagonal tables, detached chairs, set up of tables/seats, restrooms	\$185/hr Min 3 hrs; 2 hrs on school days
Middle School Gyms (two connected gymnasiums: main and practice gyms)	Includes site supervisor, custodial, restrooms, basketball goals	\$205/hr Minimum 2 hrs during week Minimum 3 hours on weekends
Volleyball set up	Volleyball standards and nets set to height specifications.	\$70 flat fee
Elementary School Gym Capacity: 50	Includes site supervisor, custodial, restrooms, basketball goals (no adjustments may be made)	\$150/hr Min 3 hrs; 2 hrs on school days
High School Synthetic Fields/Track	Includes site supervisor, custodial, restrooms, lights, soccer goals, football goalposts	\$200/hr Minimum 2 hrs during week Minimum 3 hrs on weekends
High School Auditorium Capacity: 500	See Auditorium Fees Chart	

**Fees will increase on holidays due to increased staff pay.*

Auditorium Fees*

High School Auditorium Capacity: 500	Includes site supervisor, custodial, restrooms, stage use with basic light and sound support, auditorium seating (450-600 seats), auditorium foyer, backstage area, and two dressing rooms. Includes basic lights and sound support, use of spot light if requested, projection, up to 4 microphones, and music/sound effects played via renters' own laptop. Technical specifications of each campus auditorium will vary. <i>Does NOT include intelligent/complex lighting, sound mixing, or complex needs - call for quote and availability prior to placing event request</i>	\$550/hr Min 3 hrs
Technicians	Your facility rate includes 1 FISD staff site supervisor. However, 3 additional student technicians* will be required to run lights, sound, and stage needs. These students will each be paid directly by the group at a rate of \$25 per hour per technician. Renters are not invoiced the payment to technicians; it is remitted to the technicians by the renter on the day of the event. <i>* Use of the spot light may require an additional technician, depending on the needs of the rental.</i>	\$75/hour - paid directly to technicians. <i>This amount is not included in the FISD invoice.</i>
Special Requests	Use of fly space, additional equipment, or complex performance needs <u>must be requested in writing</u> PRIOR to placing event requests. Generally, these special provisions are not allowable.	Request Quote

When renting an auditorium, please plan to follow all procedures listed in section 4.d of this packet.

**Fees will increase on holidays due to increased staff pay.*

Parking-Only Rentals

Parking Lots are for PARKING USE ONLY (no events allowed on lots)	Parking usage allocated as follows: <ul style="list-style-type: none"> High School Campus, ONE LOT included - lot must be specified in the request. Each lot averages 150-200 spaces. Middle School Campus, average spaces available 150-160. All lots included. Elementary Campus, average spaces available 90-100. All lots included. 	\$150 per event (up to 6 hours)
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Group D Fees (Long-Term Use)*

Annual Set-Up Fee	Assessed at the time of facility agreement and each following year/semester	\$500/ \$250 per semester for athletic rental
High School Cafeteria & Auditorium (must use both @ HS) Capacity: 500	Includes site supervisor, 2 custodians, tables & detached chairs or tables with attached bench seating in cafeteria, cafeteria and auditorium restrooms, stage use, auditorium seating (450-600 seats), auditorium foyer, backstage area. <i>Please note that no technical provisions are available in auditoriums for long term rental. Stage lights will be on, but no mics, sound, curtains, or lighting changes can be made.</i>	\$550/hr
Middle School Cafeteria Capacity: 350	Includes site supervisor, 1 custodian, short rectangular tables with attached bench seating, restrooms	\$210/hr Min 4 hrs weekend; 2 hrs school days
Elementary School Cafeteria Capacity: 200	Includes site supervisor, 1 custodian, round hexagonal table & detached chairs OR tables with attached seating, restrooms	\$185/hr Min 4 hrs weekend; 2 hrs school days
Middle School Gyms (two connected gymnasiums: main and practice gyms)	Includes site supervisor, custodial, restrooms, basketball goals	\$205/hr Min 2 hours during week Min 3 hours on weekends
Volleyball set up	Volleyball standards and nets set to height specifications.	\$70 flat fee
Elementary School Gym Capacity: 50	Includes site supervisor, custodial, restrooms, basketball goals (height of goals cannot be adjusted)	\$150/hr Min 4 hrs weekend; 2 hrs school days
HS Synthetic Fields	Not available for long term lease	NA
High School Auditorium	Only available for long term rental in connection with HS Cafeteria	NA - see above

*Fees will increase on holidays due to increased staff pay.

Additional Personnel and Holiday Rates

Additional Custodial	Per custodian, per hour	\$30/hr
Site Supervisor	Per person, per hour	\$35/hr
Holiday Rate/all hourly events	Personnel receive higher rates on holidays	ADD \$20/hr

Special Athletic Rentals: Synthetic Baseball/Softball Fields

Not available for long-term lease/Group D

Facility	Group B	Group C
Synthetic Baseball Fields <i>Minimum 2 hours</i>	<p>\$180/hr Max of \$1,200/day</p> <p>Facility Rental includes site supervisor, custodian, field, public bathrooms, lights, scoreboard, PA system.*</p>	<p>\$200/hr Max of \$1,500/day</p> <p>Facility Rental Includes site supervisor, custodian, field, public bathrooms, lights, scoreboard, PA system.*</p>
Synthetic Softball Fields <i>Minimum 2 hours</i>	<p>\$120/hr Max of \$750/day</p> <p>Facility Rental includes site supervisor, custodian, field, public bathrooms, lights, scoreboard, PA system.*</p>	<p>\$150/hr Max of \$1,000</p> <p>Facility Rental Includes site supervisor, custodian, field, public bathrooms, lights, scoreboard, PA system.*</p>
<i>Deposit of 80% of total rental cost required upon reservation.</i>		
<p>* All other equipment or facility requests must be approved by the FISD Athletic Director's office. * All rentals may include additional costs due to damages caused by rental group, extra custodial needs, or other facility/equipment use needed.</p>		

For UIL Event fees, please contact Athletics Office

Special Athletic Rentals: David Kuykendall Stadium Field/Track

Not available for long-term lease/Group D

Facility	Group B	Group C
David Kuykendall Stadium Field/Track <i>Minimum 3 hours</i>	\$350/hr Facility Rental Includes site supervisor, custodial, public bathrooms, lights, soccer goals, football goalposts, one gate open (behind pressbox). Home Side Bleachers only. No locker rooms. Only actively involved coaches, athletes and officials on the field*	\$625/hr Facility Rental Includes site supervisor, custodial, public bathrooms, lights, soccer goals, football goalposts, one gate open (behind pressbox). Home Side Bleachers only. No locker rooms. Only actively involved coaches, athletes and officials on the field*
PERSONNEL/EQUIPMENT NOT INCLUDED IN FACILITY RENTAL		
REQUIRED Security Personnel	If admission is being charged, each gate opened requires a commissioned peace officer at \$45/hr. If both home and visitor sides are used = minimum of 2 officers required (\$90/hr)	
Scoreboard/Clock:	Must be FISD assigned, requires 3 workers: \$75/hr	
Re-Play Video Board:	Must be FISD assigned: \$625 flat fee	
Gate (1)/Ticket (1):	\$75/person/gate Football games must have 4 gates open.	
Visitor Side Bleachers: Cleaning Fee	\$300 flat fee	
Trainer: <i>signature required to decline</i>	\$35/hr/trainer	
Paramedics: <i>signature required to decline</i>	\$300 (4 hours)	
REQUIRED PERSONNEL FOR USE OF PRESS BOX <i>Pressbox access limited to critical game personnel, scouting personnel, or dignitaries (max 20 individuals).</i>		
Pressbox Attendant	\$25/hr	
Elevator Attendant	\$25/hr	
Deposit of 80% of total rental cost required upon reservation.		
* All other equipment or facility requests must be approved by the FISD Athletic Director's office. * All rentals may include additional costs due to damages caused by rental group, extra custodial needs, or other facility/equipment use needed.		

For UIL Event fees, please contact Athletics Office

Information Regarding Your Event and the Day of the Event

- You can always see the details and status of your event by logging into [Event Manager](#) and checking in the “Events” tab or viewing the calendar.
- You will enter through the rented space (cafeteria doors, auditorium entry, gym doors). Please remember that you may not enter until your event’s start time (remember that no elementary event begins prior to 6:45PM on school days).
- Bring a drivers’ license or other form of identification. ***The person gaining access should be the person listed as contact on the event form.***
- If you are unable to access the building, you may use the emergency contacts listed here: [Contact by Campus](#).
- Introduce yourself to the site supervisor. They will be your key contact for any questions you have. They will also be the person to make any necessary reminders of terms and conditions.
- Please know what space you have rented and what the parameters of that space are. The parameters do not include courtyards, kitchens, auxiliary hallways, etc.
- Please note that FISD event staff cannot help you decorate, remove decorations, lay out or remove food from tables, or provide any supplies. There are no dollies, ladders, staplers, copiers, or any equipment to borrow.
- If you are serving food, please make arrangements for trash to be placed in containers provided. FISD event/custodial staff will not bus tables. Failure to bus tables will result in additional custodial charges.
- Campus staff will set up tables in the pre-arranged set up formation (if provided) and will break down tables and chairs. Staff will clean the tables and floors as well as remove trash. However, if you have decorations that have been strewn on the floor or other extra clean up, you must either clean these items away by the end of the reservation. Failure to remove these items will result in additional clean up fees.
- Anything you bring with you should be removed *by the time of the end of the rental reservation*. Time past the end of the reservation needed to remove items or otherwise vacate the premises will be considered an extended stay and fees will be assessed.