



ABILENE INDEPENDENT SCHOOL DISTRICT

Facility Usage Handbook

Abilene ISD
241 Pine Street, Abilene, TX 79604

ABILENE INDEPENDENT SCHOOL DISTRICT
Facility Usage Handbook



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The primary purpose of public school facilities is to provide quality educational environments for the students they serve. Abilene 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 AISD facilities. Failure to adhere to these conditions could result in additional fees and/or denial of future use.

Agreement

AISD reserves the right to refuse the use of facilities at any time based upon, but not limited to: conflicts with AISD activities, space availability, over usage of facilities, lack of or invalid insurance, lack of or delayed payment, failure to comply with terms and conditions, property damage, safety concerns.

The external organization agrees to:

- pay the required facility usage fees.
- waive all defects that may exist on the premises.
- not hold Abilene ISD liable for any losses resulting from a lack electricity, lighting, or heating/cooling due to power outages, inclement weather, or failure of equipment.
- not hold Abilene ISD liable for damage to persons or property regardless of whose negligence or acts of omission cause such injury or damage.
- indemnify and save harmless Abilene ISD, its Board of Trustees, Agents, Employees and Representatives from all suits, actions, and claims expenses (including attorney's fees and damages of character) arising out of the use of facilities by the organization, its agents, patrons, visitors, guests, representatives, employees, or other persons allowed on premises by the organization.
- prohibit employees, agents, or others who have been convicted of: (a) a felony under Penal Code Title V; (b) an offense requiring registration as a sex offender under Code of Criminal Procedure, Chapter 62; or (c) an offense under the laws of another state equivalent to (a) or (b), above, from providing services, programs or training to public school age children in connection with use of District property.

Deadlines

The following items are due no later than indicated below:

| | |
|--------------------------|--|
| Facility usage requests: | 10 business days prior to event date |
| Required documentation: | at time of request |
| Revisions/cancellations: | 24 hrs. prior to event date |
| Payment: | immediately upon receipt of invoice; Athletic events payment due at AISD Athletic office prior to event date |



Facility Usage Guidelines

- Facilities are to be used solely for their intended purpose.
- Permission of use shall not be transferred to a third party.
- The following are prohibited on AISD property: gambling; firearms; open flames including candles; alcohol, tobacco, e-cigarettes or drugs in any form in accordance with Texas State Laws and Drug Free Schools policy.
- Personal use of facilities is prohibited (family reunions, parties, weddings, showers, personal practices, etc.).
- AISD activities are given priority. Priority for external usage will be as follows: Organization Type 1, 2, 3, 4.
- Food and beverages are only allowed in designated areas and must be properly disposed of.
- District property is not to be removed from facilities.
- Heating/ventilation/air-conditioning (HVAC) equipment may only be operated by authorized AISD personnel.
- Signage and decorations must not deface District property and must be removed immediately after an event.
- Facilities must be left in a clean and orderly condition.
- In the event of an incident that requires medical attention or any time that public safety personnel have been called onsite, the organization contact must complete an Accident/Incident form and email it to the District Scheduler within 24 hours.
- Sales of any products or services of any kind are not allowed on AISD property without documented approval.
- The opening of concessions is at the discretion of AISD. The District retains all concession rights for sale of food or drinks.
- District equipment (such as gym equipment, public address systems, microphones, speakers, A/V equipment, risers, projectors) is not available for use by outside organizations without documented approval. Use of scoreboard controllers is allowed for middle and high school gym rentals.
- Outside electrical appliances are not allowed within District facilities.
- Equipment or supplies of the organization are not to be stored on AISD property.
- Gyms:
 - Items that could damage gym floors are prohibited.
- Auditoriums:
 - Food and beverages and not allowed in auditoriums or auditorium lobbies (a cafeteria should be rented if food/drinks are desired for an auditorium rental).
 - Glitter is not allowed in auditorium.
 - Each organization will appoint one representative to communicate with AISD personnel.
 - A child to adult ratio of 20:1 is required for all auditorium events.
 - No admissions for auditorium use are to be sold unless the purchasers are provided with a seat (standing room and extra chairs are prohibited).
- Kitchens:
 - Cooking is prohibited outside of kitchen facilities.
 - Kitchens must be sanitized during and after use.
 - High heel, open-toed, or flip-flop shoes are not permitted.
 - Children under 12 are not permitted in kitchen facilities; children 12 and older must be supervised.

ABILENE INDEPENDENT SCHOOL DISTRICT

Facility Usage Handbook



AVAILABILITY - FACILITIES & HOURS

The following facilities are available for use by external organizations.

| | | General Hours of Availability for External Use | | |
|-------------------------------|------------------------------------|--|---------------------|--|
| | | School Days | Non School Days | Summer Break |
| Elementary Facilities | | | | |
| Austin Elementary | 3749 S. 23 rd St. | 6:30 p.m.- 10 p.m. | 7:00 a.m. – 10 p.m. | 7:00 a.m. – 10 p.m. <i>Dependent on summer school, camp schedules, & staff hours.</i> |
| Bassetti Elementary | 5749 Hwy 277 S | | | |
| Bonham Elementary | 717 Buccaneer Dr. | | | |
| Bowie Elementary | 2034 Jeanette St. | | | |
| Dyess Elementary | 6733 Jennings Dr. | | | |
| Alcorta Elementary | 2650 South 32 nd St. | | | |
| Purcell Elementary | 3633 North 14 th St. | | | |
| Stafford Elementary | 1026 N. Pioneer Dr. | | | |
| Martinez Elementary | 1250 Merchant St. | | | |
| Ortiz Elementary | 2550 Vogel St. | | | |
| Taylor Elementary | 1719 EN 10 th St. | | | |
| Thomas Elementary | 1240 Lakeside Dr. | | | |
| Ward Elementary | 3750 Paint Brush Dr. | | | |
| Middle School Facilities | | | | |
| Clack Middle School | 1610 Corsicana Ave. | 6:00 p. m.-10 p.m. | 7:00 a.m. – 10 p.m. | 7:00 a.m. – 10 p.m. <i>Dependent on summer school, camp schedules, & staff hrs.</i> |
| Craig Middle School | 702 S. Judge Ely Blvd. | | | |
| Madison Middle School | 3145 Barrow St. | | | |
| Mann Middle School | 2545 Mimosa Dr. | | | |
| High School Facilities | | | | |
| Abilene High School | 2800 North 6 th St. | 6:00 p.m. – 10 p.m. | 7:00 a.m. – 10 p.m. | 7:00 a.m. – 10 p.m. <i>Dependent on summer school, camp schedules, & staff hrs.</i> |
| Cooper High School | 3639 Sayles Blvd. | | | |
| The LIFT | 2034 Quantum Loop | | | |
| Woodson Center for Excellence | 342 Cockerell Dr. | | | |
| Other Facilities | | | | |
| Shotwell Stadium * | 1525 E. South 11 th St. | - | - | - |

* only available through Athletics Office (325-677-1444)

Restrictions

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



AVAILABILITY - FACILITIES & HOURS

External organizations requesting the use of AISD facilities will be categorized into one of four External Organization Types. This allows the District to prioritize requests. Organization Type will dictate what documentation is required for facility use (if any), as well as any associated fees. An individual group requesting use of district facilities must be in good standing with its parent organization.

Organization Type 1: School Related, Exclusively AISD

This category covers school related organizations exclusively serving AISD.

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

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

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

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

Organization Type 3: Non-Profit

This category covers non-profit organizations.

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

Organization Type 4: For-Profit and Select Teams

This category covers all for-profit organizations as well as athletic groups/teams whose roster is limited

Types of organizations included: youth groups that does not have a parent organization and rosters are limited, for-profit religious organizations, corporate and personal businesses, etc.

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



AVAILABILITY - FACILITIES & HOURS

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

- If rosters or proof of non-profit are not submitted, the organization will be invoiced as an Organization Type 4.
- If insurance is not submitted showing coverage for the requested dates, the request will not be granted final approval by the District Scheduler. Failure to provide insurance or submission of fraudulent insurance will result in cancellation. AISD reserves the right to deny proposed coverage. *Note: AISD 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 karrie.turk@abileneisd.org with your name and the organization name.*

Student Roster

To qualify for Organization Types 1 or 2, youth organizations must provide a complete roster of event participants identifying all AISD students. A student roster form is provided online (an organization can submit their own form if it includes the same information). If unable to provide a roster at the time of request, submit via email prior to or immediately following the event: athleticfacilities@abileneisd.org for events at middle or high school athletic facilities.

Proof of Non-Profit Status

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

Certificate of Liability Insurance

All external organizations are required to provide proof of insurance.

The following exception applies:

- Parent/teacher organizations and booster clubs are typically waived from providing insurance. Insurance may be required for large events and is always required for events in which these groups partner with other external organizations (such as non-profit or for-profit athletic organizations, etc.).

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

1. **Insured:** The insured should name the organization that has been registered within the AISD scheduling system. If it names a parent organization, the registered organization should also be named within this section or within the Description of Operations section.
2. **Policy Effective/Expiration:** Dates should show coverage for all requested dates of facility usage.
3. **Limits:** A minimum of \$1,000,000 under Commercial General Liability for Each Occurrence is required.
4. **Description of Operations:** Abilene ISD is to be named as an Additional Insured.
5. **Certificate Holder:** Abilene ISD is to be named as the Certificate Holder (address 241 Pine St. Abilene, TX 79604).
6. **Cancellation:** Policy must require that the insurer send notice to Abilene ISD as follows: 30-day notice of cancellation, 60-day notice of non-renewal, 30-day notice of material change.



Example: ACORD Certificate of Liability Insurance form

| | | CERTIFICATE OF LIABILITY INSURANCE | | DATE (MM/DD/YYYY) | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|----------|---|-------------------------|-------------------------|---|-----------------------|-----------------|-----------------|--|-------------------------------|--------|------------|--|------------|--|------------|--|------------|--|------------|--|------------|--|
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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). | | | | | | | | | | | | | | | | | | | | | | | | | |
| PRODUCER | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="font-size: x-small;">CONTACT NAME:</td> </tr> <tr> <td style="font-size: x-small;">PHONE (A/C, No. Ext):</td> <td style="font-size: x-small;">FAX (A/C, No.):</td> </tr> <tr> <td colspan="2" style="font-size: x-small;">E-MAIL ADDRESS:</td> </tr> <tr> <td style="font-size: x-small;">INSURER(S) AFFORDING COVERAGE</td> <td style="font-size: x-small;">NAIC #</td> </tr> <tr> <td colspan="2" style="font-size: x-small;">INSURER A:</td> </tr> <tr> <td colspan="2" style="font-size: x-small;">INSURER B:</td> </tr> <tr> <td colspan="2" style="font-size: x-small;">INSURER C:</td> </tr> <tr> <td colspan="2" style="font-size: x-small;">INSURER D:</td> </tr> <tr> <td colspan="2" style="font-size: x-small;">INSURER E:</td> </tr> <tr> <td colspan="2" style="font-size: x-small;">INSURER F:</td> </tr> </table> | | | | CONTACT NAME: | | PHONE (A/C, No. Ext): | FAX (A/C, No.): | E-MAIL ADDRESS: | | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: | | INSURER B: | | INSURER C: | | INSURER D: | | INSURER E: | | INSURER F: | |
| CONTACT NAME: | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHONE (A/C, No. Ext): | FAX (A/C, No.): | | | | | | | | | | | | | | | | | | | | | | | | |
| E-MAIL ADDRESS: | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER A: | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER B: | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURED Organization Name & Address | | | | | | | | | | | | | | | | | | | | | | | | | |
| COVERAGES | | CERTIFICATE NUMBER: | | REVISION NUMBER: | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSR LTR | TYPE OF INSURANCE | ADDL INFO | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | | | | | | | | | | | | | | | | | | |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | | | | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$ \$ | | | | | | | | | | | | | | | | | | |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ | | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS \$ LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ | | | | | | | | | | | | | | | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ | | | | | | | | | | | | | | | | | | |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Insured: Abilene ISD | | | | | | | | | | | | | | | | | | | | | | | | | |
| CERTIFICATE HOLDER | | | | CANCELLATION | | | | | | | | | | | | | | | | | | | | | |
| Abilene ISD 241 Pine St. Abilene, TX 79601 | | | | 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. AUTHORIZED REPRESENTATIVE | | | | | | | | | | | | | | | | | | | | | |

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FEES & PAYMENTS

This section covers facility usage fees and payment information.

Room Rental Fees

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

Personnel Fees

Personnel fees are the charges applied for AISD personnel to support the use of facilities by external organizations. These are charged at an hourly rate. AISD requires that a staff member who is on duty and acting as a representative of the District be onsite for all external events to assure the proper use of facilities and equipment. *Note: Staff members that are not on duty and are present in a personal capacity do not fulfill this requirement.*

Custodial Services:

Custodial support is required for all facility usage by external organizations. AISD custodial staff will be assigned to work events and are required to clean and sanitize facilities upon completion of all events. Custodial staffing (quantity of personnel, assigned shifts) will be based upon: type of event, length of event, expected number in attendance, square footage. Cleanup by event attendees does not substitute for custodial services. If custodial staff are unavailable or not assigned to work the duration of an event, fees will be based upon event cleanup after the event.

Fee: \$15 per hour, per custodian; 2 hour minimum.

The following exception applies:

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

Nutrition Services:

Nutrition services support is required for all kitchen usage by external organizations. AISD nutrition staff will be assigned to oversee kitchen activities and provide guidance on equipment use, food handling, and safety. Nutrition staff are onsite to assure proper use of facilities, not to assist in food preparation, serving, or cleaning.

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

Athletics:

An athletic facilitator is required to be present for the use of all middle/high school athletic facilities by external organizations. AISD athletic staff will be assigned to work events and may aid in the setup and teardown of AISD equipment.

Facilitators will act as the primary contact for external organizations.

Fee: \$20 per hour.

Additional AISD support may be provided for athletic events needing EMTs/trainers, announcers, cashiers, scoreboard workers, ticket takers, gate attendees, or other type of event staff.

Fee: \$15 - \$30 per game, per worker.

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



ADDITIONAL INFORMATION:

- Middle School fields are only available from December 1st through March 1st.
- Artificial turf fields may be rented for games/contests only.
- Baseball and Softball fields cannot be rented by youth league teams.
- Contact the AISD Athletic Office (325) 677-1444, ext. 8516 for rental information for the following venues: Shotwell Stadium, Shotwell Annex Facility, and AISD Tennis Courts.

Fine Arts:

A technical director and stage crew support are required for all auditorium usage by external organizations pending staff availability. *Note: A second technical director may be required for events that are especially large and/or have a high technical demand.* AISD fine arts staff will be assigned to work events. Quantity of personnel will be based upon the size of the event. Staffing fees: include 2 hours beyond the event hours to allow for setup/teardown; are doubled on holidays and weekends immediately preceding/following holidays; are doubled for events that go overtime.

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

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

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

Other Fees

Additional fees may apply for the use of District facilities.

- Athletic Field Lighting: A \$15/hr fee may be charged for events requiring the use of athletic field lighting.
- Alarm System: A \$100 reset fee will be charged if a fire alarm is pulled without due cause.
- Security: Security services may be required for certain events and are to be coordinated through the Abilene Police Department at the organization's expense. Custodians and facilitators are not considered security staff.
- Damages, Excessive Cleaning: Additional fees will be charged for any damages or excessive cleaning required.
- Parking: AISD does not charge for use of the parking lots.

Payment Guidelines

Payments must be submitted via check or credit card to the AISD Business Office and will not be accepted onsite by facilitators, custodians, or other staff.

- Checks: Make checks payable to Abilene ISD and mail to the Business Office (Payments), % Abilene ISD, 241 Pine Street., Abilene, TX 79604. **Invoice(s) MUST be included with payment.**
- Non-payment of invoices will result in future suspension of facility use.



ORGANIZATION TYPE 1

School Related, Exclusively AISD

| Facility | Room Fee | Personnel Fees Per Personnel, Per Hr. | | | | | Other Fees | Required Documentation | | |
|---------------------------|--------------------|--|-----------|--------------------------------|------------|-----------|-------------------|------------------------|------------|----------------|
| | Per Rm, Per Hr. | Custodial | Athletics | Auditoriums | | Kitchens | See pgs. 8 & 9 | Insurance | Non Profit | Student Roster |
| | | | | Director | Stage Crew | | | | | |
| ELEMENTARY SCHOOLS | | | | | | | | | | |
| Cafeteria w/stage | \$0 | \$24 | | | | | X | X | | X |
| Classroom (single) | \$0 | \$24 | | | | | X | X | | X |
| Field | \$0 | \$24* | | | | | X | X | | X* |
| Gym | \$0 | \$24 | | | | | X | X | | X |
| Kitchen | \$0 | \$24 | | | | \$25 | X | X | | X |
| Learning Stairs | \$0 | \$24 | | | | | X | X | | X |
| Library | \$0 | \$24 | | | | | X | X | | X |
| MIDDLE SCHOOLS | | | | | | | | | | |
| Auditorium | \$0 | \$24 | | Prim. \$40-100 Sec. \$20-50 | \$10 | | X | X | | X |
| Cafeteria w/stage | \$0 | \$24 | | | | | X | X | | X |
| Classroom (single) | \$0 | \$24 | | | | | X | X | | X |
| Field-Football | \$0 | \$15 | \$20 | | | | X | X | | X |
| Gym-Auxiliary | \$0 | \$15 | \$20 | | | | X | X | | X |
| Gym-Main | \$0 | \$15 | \$20 | | | | X | X | | X |
| Kitchen | \$0 | \$24 | | | | \$25 | X | X | | X |
| Learning Stairs | \$0 | \$24 | | | | | X | X | | X |
| Library | \$0 | \$24 | | | | | X | X | | X |
| Tennis Courts | \$5 | \$24 | \$20 | | | | X | X | | X |
| Track | \$0 | \$15 | \$20 | | | | X | X | | X |
| HIGH SCHOOLS | | | | | | | | | | |
| AV Studio – The LIFT | \$80 | \$24 | | | | | X | X | | X |
| Cafeteria | \$0 | \$24 | | | | | X | X | | X |
| Classroom (single) | \$0 | \$24 | | | | | X | X | | X |
| Field-Baseball | \$0 | \$15 | \$20 | | | | X | X | | X |
| Field-Softball | \$0 | \$15 | \$20 | | | | X | X | | X |
| Field-practice (grass) | \$0 | \$15 | \$20 | | | | X | X | | X |
| Field-practice (turf) | \$0 | \$15 | \$20 | | | | X | X | | X |
| Gym AHS-Auxiliary | \$0 | \$15 | \$20 | | | | X | X | | X |
| Gym AHS-Main | \$0 | \$15 | \$20 | | | | X | X | | X |
| Gym CHS-Auxiliary | \$0 | \$15 | \$20 | | | | X | X | | X |
| Gym CHS-Main | \$0 | \$15 | \$20 | | | | X | X | | X |
| Kitchen | \$0 | \$24 | | | | \$25 | X | X | | X |
| Kitchen – The LIFT | \$0 | \$24 | | | | \$200/day | X | X | | X |
| Lecture Hall | \$0 | \$24 | | | | | X | X | | X |
| Library | \$0 | \$24 | | | | | X | X | | X |
| Tennis Courts | \$10 | \$24 | \$20 | | | | X | X | | X |
| Auditorium | \$0 | \$24 | | Prim.\$40-100 Sec.\$20-50 | \$10 | | X | X | | X |
| Track | \$0 | \$15 | \$20 | | | | X | X | | X |
| Weight Room | \$10 | \$24 | \$20 | | | | X | X | | X |
| OTHER | | | | | | | | | | |
| Shotwell Stadium | \$15 | \$24 | \$20 | | | | X | X | | X |

*=may be waived
Adopted: Sept 2019



ORGANIZATION TYPE 2

Youth Groups, 75-99% AISD Students

| Facility | Room Fee | Personnel Fees Per Personnel, Per Hr. | | | | | Other Fees | Required Documentation | | |
|------------------------|-----------------|--|-----------|------------------------------|------------|-----------|----------------|------------------------|------------|----------------|
| | Per Rm, Per Hr. | Custodial | Athletics | Auditoriums | | Kitchens | See pgs. 8 & 9 | Insurance | Non Profit | Student Roster |
| | | | | Director | Stage Crew | | | | | |
| ELEMENTARY SCHOOLS | | | | | | | | | | |
| Cafeteria w/stage | \$0 | \$24 | | | | | X | X | | X |
| Classroom (single) | \$0 | \$24 | | | | | X | X | | X |
| Field | \$0 | \$24* | | | | | X | X | | X* |
| Gym | \$0 | \$24 | | | | | X | X | | X |
| Kitchen | \$0 | \$24 | | | | \$25 | X | X | | X |
| Learning Stairs | \$0 | \$24 | | | | | X | X | | X |
| Library | \$0 | \$24 | | | | | X | X | | X |
| MIDDLE SCHOOLS | | | | | | | | | | |
| Auditorium | \$25 | \$24 | | Prim.\$40-100 Sec.\$20-50 | \$10 | | X | X | | X |
| Cafeteria w/stage | \$0 | \$24 | | | | | X | X | | X |
| Classroom (single) | \$0 | \$24 | | | | | X | X | | X |
| Field-Football | \$25 | \$15 | \$20 | | | | X | X | | X |
| Gym-Auxiliary | \$25 | \$15 | \$20 | | | | X | X | | X |
| Gym-Main | \$25 | \$15 | \$20 | | | | X | X | | X |
| Kitchen | \$0 | \$24 | | | | \$25 | X | X | | X |
| Learning Stairs | \$0 | \$24 | | | | | X | X | | X |
| Library | \$0 | \$24 | | | | | X | X | | X |
| Tennis Courts | \$20 | \$24 | \$20 | | | | X | X | | X |
| Track | \$25 | \$15 | \$20 | | | | X | X | | X |
| HIGH SCHOOLS | | | | | | | | | | |
| AV Studio – The LIFT | \$80 | \$24 | | | | | X | X | | X |
| Cafeteria | \$0 | \$24 | | | | | X | X | | X |
| Classroom (single) | \$0 | \$24 | | | | | X | X | | X |
| Field-Baseball | \$30 | \$15 | \$20 | | | | X | X | | X |
| Field-Softball | \$30 | \$15 | \$20 | | | | X | X | | X |
| Field-practice (grass) | \$30 | \$15 | \$20 | | | | X | X | | X |
| Field-practice (turf) | \$30 | \$15 | \$20 | | | | X | X | | X |
| Gym AHS-Auxiliary | \$30 | \$15 | \$20 | | | | X | X | | X |
| Gym AHS-Main | \$30 | \$15 | \$20 | | | | X | X | | X |
| Gym CHS-Auxiliary | \$30 | \$15 | \$20 | | | | X | X | | X |
| Gym CHS-Main | \$30 | \$15 | \$20 | | | | X | X | | X |
| Kitchen | \$0 | \$24 | | | | \$25 | X | X | | X |
| Kitchen – The LIFT | \$0 | \$24 | | | | \$200/day | X | X | | X |
| Lecture Hall | \$0 | \$24 | | | | | X | X | | X |
| Library | \$0 | \$24 | | | | | X | X | | X |
| Tennis Courts | \$30 | \$24 | \$20 | | | | X | X | | X |
| Auditorium | \$50 | \$24 | | Prim.\$40-100 Sec.\$20-50 | \$10 | | X | X | | X |
| Track | \$30 | \$15 | \$20 | | | | X | X | | X |
| Weight Room | \$30 | \$24 | \$20 | | | | X | X | | X |
| OTHER | | | | | | | | | | |
| Shotwell Stadium | \$40 | \$24 | \$20 | | | | X | X | | X |

*=may be waived
Adopted: Sept 2019



ORGANIZATION TYPE 3

Non-Profit

| Facility | Room Fee | Personnel Fees Per Personnel, Per Hr. | | | | | Other Fees See pgs. 8 & 9 | Required Documentation | | |
|---------------------------|---------------------------|--|-----------|------------------------------|------------|-----------|------------------------------|------------------------|------------|----------------|
| | Per Rm, Per Hr. | Custodial | Athletics | Auditoriums | | Kitchens | | Insurance | Non Profit | Student Roster |
| | | | | Director | Stage Crew | | | | | |
| ELEMENTARY SCHOOLS | | | | | | | | | | |
| Cafeteria w/stage | \$75 | \$24 | | | | | X | X | X | |
| Classroom (single) | \$50 | \$24 | | | | | X | X | X | |
| Field | \$0 | \$24* | | | | | X | X | X | |
| Gym | \$75 | \$24 | | | | | X | X | X | |
| Kitchen | \$85 | \$24 | | | | \$25 | X | X | X | |
| Learning Stairs | \$0 | \$24 | | | | | X | X | X | |
| Library | \$50 | \$24 | | | | | X | X | X | |
| MIDDLE SCHOOLS | | | | | | | | | | |
| Auditorium | \$100 (\$50 Abi orgs) | \$24 | | Prim.\$40-100 Sec.\$20-50 | \$10 | | X | X | X | |
| Cafeteria w/stage | \$75 | \$24 | | | | | X | X | X | |
| Classroom (single) | \$50 | \$24 | | | | | X | X | X | |
| Field-Football | \$40 | \$15 | \$20 | | | | X | X | X | |
| Gym-Auxiliary | \$40 | \$15 | \$20 | | | | X | X | X | |
| Gym-Main | \$40 | \$15 | \$20 | | | | X | X | X | |
| Kitchen | \$85 | \$24 | | | | \$25 | X | X | X | |
| Learning Stairs | \$0 | \$24 | | | | | X | X | X | |
| Library | \$50 | \$24 | | | | | X | X | X | |
| Tennis Courts | \$40 | \$24 | \$20 | | | | X | X | X | |
| Track | \$40 | \$15 | \$20 | | | | X | X | X | |
| HIGH SCHOOLS | | | | | | | | | | |
| AV Studio – The LIFT | \$80 | \$24 | | | | | X | X | X | |
| Cafeteria | \$90 | \$24 | | | | | X | X | X | |
| Classroom (single) | \$50 | \$24 | | | | | X | X | X | |
| Field-Baseball | \$50 | \$15 | \$20 | | | | X | X | X | |
| Field-Softball | \$50 | \$15 | \$20 | | | | X | X | X | |
| Field-practice (grass) | \$50 | \$15 | \$20 | | | | X | X | X | |
| Field-practice (turf) | \$50 | \$15 | \$20 | | | | X | X | X | |
| Gym AHS-Auxiliary | \$50 | \$15 | \$20 | | | | X | X | X | |
| Gym AHS-Main | \$50 | \$15 | \$20 | | | | X | X | X | |
| Gym CHS-Auxiliary | \$50 | \$15 | \$20 | | | | X | X | X | |
| Gym CHS-Main | \$50 | \$15 | \$20 | | | | X | X | X | |
| Kitchen | \$100 | \$24 | | | | \$25 | X | X | X | |
| Kitchen – The LIFT | \$0 | \$24 | | | | \$200/day | X | X | X | |
| Lecture Hall | \$75 | \$24 | | | | | X | X | X | |
| Library | \$75 | \$24 | | | | | X | X | X | |
| Tennis Courts | \$50 | \$24 | \$20 | | | | X | X | X | |
| Auditorium | \$200 (\$100 Abi orgs) | \$24 | | Prim.\$40-100 Sec.\$20-50 | \$10 | | X | X | X | |
| Track | \$50 | \$15 | \$20 | | | | X | X | X | |
| Weight Room | \$50 | \$24 | \$20 | | | | X | X | X | |
| OTHER | | | | | | | | | | |
| Shotwell Stadium | \$60 | \$24 | \$20 | | | | X | X | X | |

*=may be waived



ORGANIZATION TYPE 4

For-Profit

| Facility | Room Fee | Personnel Fees Per Personnel, Per Hr. | | | | | Other Fees See pgs. 8 & 9 | Required Documentation | | |
|---------------------------|-------------------------------|--|-----------|------------------------------|------------|-----------|------------------------------|------------------------|------------|----------------|
| | Per Rm, Per Hr. | Custodial | Athletics | Auditoriums | | Kitchens | | Insurance | Non Profit | Student Roster |
| | | | | Director | Stage Crew | | | | | |
| ELEMENTARY SCHOOLS | | | | | | | | | | |
| Cafeteria w/stage | \$100 | \$24 | | | | | X | X | | |
| Classroom (single) | \$60 | \$24 | | | | | X | X | | |
| Field | \$0 | \$24* | | | | | X | X | | |
| Gym | \$100 | \$24 | | | | | X | X | | |
| Kitchen | \$110 | \$24 | | | | \$25 | X | X | | |
| Learning Stairs | \$20 | \$24 | | | | | X | X | | |
| Library | \$100 | \$24 | | | | | X | X | | |
| MIDDLE SCHOOLS | | | | | | | | | | |
| Auditorium | \$200 (\$150 Abi orgs) | \$24 | | Prim.\$40-100 Sec.\$20-50 | \$10 | | X | X | | |
| Cafeteria w/stage | \$100 | \$24 | | | | | X | X | | |
| Classroom (single) | \$60 | \$24 | | | | | X | X | | |
| Field-Football | \$60 | \$15 | \$20 | | | | X | X | | |
| Gym-Auxiliary | \$60 | \$15 | \$20 | | | | X | X | | |
| Gym-Main | \$60 | \$15 | \$20 | | | | X | X | | |
| Kitchen | \$110 | \$24 | | | | \$25 | X | X | | |
| Learning Stairs | \$30 | \$24 | | | | | X | X | | |
| Library | \$100 | \$24 | | | | | X | X | | |
| Tennis Courts | \$100 | \$24 | \$20 | | | | X | X | | |
| Track | \$60 | \$15 | \$20 | | | | X | X | | |
| HIGH SCHOOLS | | | | | | | | | | |
| AV Studio – The LIFT | \$80 | \$24 | | | | | X | X | | |
| Cafeteria | \$100 | \$24 | | | | | X | X | | |
| Classroom (single) | \$60 | \$24 | | | | | X | X | | |
| Field-Baseball | \$75 | \$15 | \$20 | | | | X | X | | |
| Field-Softball | \$75 | \$15 | \$20 | | | | X | X | | |
| Field-practice (grass) | \$75 | \$15 | \$20 | | | | X | X | | |
| Field-practice (turf) | \$75 | \$15 | \$20 | | | | X | X | | |
| Gym AHS-Auxiliary | \$75 | \$15 | \$20 | | | | X | X | | |
| Gym AHS-Main | \$75 | \$15 | \$20 | | | | X | X | | |
| Gym CHS-Auxiliary | \$75 | \$15 | \$20 | | | | X | X | | |
| Gym CHS-Main | \$75 | \$15 | \$20 | | | | X | X | | |
| Kitchen | \$110 | \$24 | | | | \$25 | X | X | | |
| Kitchen – The LIFT | \$0 | \$24 | | | | \$200/day | X | X | | |
| Lecture Hall | \$100 | \$24 | | | | | X | X | | |
| Library | \$100 | \$24 | | | | | X | X | | |
| Tennis Courts | \$115 | \$24 | \$20 | | | | X | X | | |
| Auditorium | \$400 (\$250 for Abi orgs) | \$24 | | Prim.\$40-100 Sec.\$20-50 | \$10 | | X | X | | |
| Track | \$75 | \$15 | \$20 | | | | X | X | | |
| Weight Room | \$115 | \$24 | \$20 | | | | X | X | | |
| OTHER | | | | | | | | | | |
| Shotwell Stadium | \$125 | \$24 | \$20 | | | | X | X | | |



CONTACT INFORMATION

AISD Facility Scheduling and Rental website: www.abileneisd.org

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 AISD facilitator for your event (contact info provided per quote).

Events at auditorium facilities:

Contact the AISD auditorium manager for the facility.

Abilene High School – kyle.martin@abileneisd.org

Cooper High School – justin.radcliffe@abileneisd.org

Madison Middle School – campus principal

Mann Middle School – campus principal

Events at other facilities:

Contact an AISD Facilities Services Coordinator, Lee Hatch, at (325) 794-4180 ext. 1745 or by email lee.hatch@abileneisd.org.

General Contact Information

Middle & High School Athletic Facilities

Blinda Raley – Athletics Secretary

Blinda.rale@abileneisd.org

Athletic Stadiums

Blinda Raley – Athletics Secretary

Blinda.rale@abileneisd.org

Auditorium Facilities

Meghann Kilchrist – *Fine Arts Secretary*

meghann.kilchrist@abileneisd.org

Kitchen Facilities

Stephanie Eaves – Student Nutrition

Stephanie.eaves@abileneisd.org

Other, Additional Info

Karrie Turk – Operations Secretary

Karrie.turk@abileneisd.org