



# **ABILENE INDEPENDENT SCHOOL DISTRICT**

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## **Facility Usage Handbook**

Abilene ISD  
241 Pine Street, Abilene, TX 79604

ABILENE INDEPENDENT SCHOOL DISTRICT  
Facility Usage Handbook



## TABLE OF CONTENTS

Statement of Purpose	2
Terms & Conditions	2
Availability - Facilities & Hours	4
Organization Types	5
Required Documentation	6
Fees & Payments	8
Contact Information	14



## TABLE OF CONTENTS

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

ABILENE INDEPENDENT SCHOOL DISTRICT  
Facility Usage Handbook



### 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	2341 Greenbriar Dr.	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, &amp; 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 <sup>nd</sup> St.			
Purcell Elementary	3633 North 14 <sup>th</sup> St.			
Stafford Elementary	1026 N. Pioneer Dr.			
Martinez Elementary	1250 Merchant St.			
Ortiz Elementary	2550 Vogel St.			
Taylor Elementary	1719 EN 10 <sup>th</sup> 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, &amp; 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 <sup>th</sup> 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, &amp; 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 <sup>th</sup> 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 [kimberly.mannke@abileneisd.org](mailto:kimberly.mannke@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](mailto: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

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY)																					
<p><b>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.</b></p> <p><b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>																									
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<b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES</b> (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)																									
<div style="border: 1px solid black; padding: 5px;">                     Additional Insured: Abilene ISD                 </div>																									
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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: \$25 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: \$32 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 1<sup>st</sup> through March 1<sup>st</sup>.
- 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. 3013 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	\$25					X	X		X
Classroom (single)	\$0	\$25					X	X		X
Field	\$0	\$25*					X	X		X*
Gym	\$0	\$25					X	X		X
Kitchen	\$0	\$25				\$25	X	X		X
Learning Stairs	\$0	\$25					X	X		X
Library	\$0	\$25					X	X		X
MIDDLE SCHOOLS										
Auditorium	\$0	\$25		Prim. \$40-100 Sec. \$20-50	\$10		X	X		X
Cafeteria w/stage	\$0	\$25					X	X		X
Classroom (single)	\$0	\$25					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	\$25				\$25	X	X		X
Learning Stairs	\$0	\$25					X	X		X
Library	\$0	\$25					X	X		X
Tennis Courts	\$5	\$25	\$20				X	X		X
Track	\$0	\$15	\$20				X	X		X
HIGH SCHOOLS										
AV Studio – The LIFT	\$80	\$25					X	X		X
Cafeteria	\$0	\$25					X	X		X
Classroom (single)	\$0	\$25					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	\$25				\$25	X	X		X
Kitchen – The LIFT	\$0	\$25				\$200/day	X	X		X
Lecture Hall	\$0	\$25					X	X		X
Library	\$0	\$25					X	X		X
Tennis Courts	\$10	\$25	\$20				X	X		X
Auditorium	\$0	\$25		Prim.\$40-100 Sec.\$20-50	\$10		X	X		X
Track	\$0	\$15	\$20				X	X		X
Weight Room	\$10	\$25	\$20				X	X		X
OTHER										
Shotwell Stadium	\$15	\$25	\$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 See pgs. 8 & 9	Required Documentation		
		Per Rm, Per Hr.	Custodial	Athletics	Auditoriums		Kitchens	Insurance	Non Profit	Student Roster
					Director	Stage Crew				
<b>ELEMENTARY SCHOOLS</b>										
Cafeteria w/stage	\$0	\$25					X	X		X
Classroom (single)	\$0	\$25					X	X		X
Field	\$0	\$25*					X	X		X*
Gym	\$0	\$25					X	X		X
Kitchen	\$0	\$25					\$25	X	X	X
Learning Stairs	\$0	\$25						X	X	X
Library	\$0	\$25						X	X	X
<b>MIDDLE SCHOOLS</b>										
Auditorium	\$25	\$25			Prim.\$40-100 Sec.\$20-50	\$10		X	X	X
Cafeteria w/stage	\$0	\$25						X	X	X
Classroom (single)	\$0	\$25						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	\$25					\$25	X	X	X
Learning Stairs	\$0	\$25						X	X	X
Library	\$0	\$25						X	X	X
Tennis Courts	\$20	\$25	\$20					X	X	X
Track	\$25	\$15	\$20					X	X	X
<b>HIGH SCHOOLS</b>										
AV Studio – The LIFT	\$80	\$25						X	X	X
Cafeteria	\$0	\$25						X	X	X
Classroom (single)	\$0	\$25						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	\$25					\$25	X	X	X
Kitchen – The LIFT	\$0	\$25					\$200/day	X	X	X
Lecture Hall	\$0	\$25						X	X	X
Library	\$0	\$25						X	X	X
Tennis Courts	\$30	\$25	\$20					X	X	X
Auditorium	\$50	\$25			Prim.\$40-100 Sec.\$20-50	\$10		X	X	X
Track	\$30	\$15	\$20					X	X	X
Weight Room	\$30	\$25	\$20					X	X	X
<b>OTHER</b>										
Shotwell Stadium	\$40	\$25	\$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					
<b>ELEMENTARY SCHOOLS</b>										
Cafeteria w/stage	\$75	\$25					X	X	X	
Classroom (single)	\$50	\$25					X	X	X	
Field	\$0	\$25*					X	X	X	
Gym	\$75	\$25					X	X	X	
Kitchen	\$85	\$25				\$25	X	X	X	
Learning Stairs	\$0	\$25					X	X	X	
Library	\$50	\$25					X	X	X	
<b>MIDDLE SCHOOLS</b>										
Auditorium	\$100 (\$50 Abi orgs)	\$25		Prim.\$40-100 Sec.\$20-50	\$10		X	X	X	
Cafeteria w/stage	\$75	\$25					X	X	X	
Classroom (single)	\$50	\$25					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	\$25				\$25	X	X	X	
Learning Stairs	\$0	\$25					X	X	X	
Library	\$50	\$25					X	X	X	
Tennis Courts	\$40	\$25	\$20				X	X	X	
Track	\$40	\$15	\$20				X	X	X	
<b>HIGH SCHOOLS</b>										
AV Studio – The LIFT	\$80	\$25					X	X	X	
Cafeteria	\$90	\$25					X	X	X	
Classroom (single)	\$50	\$25					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	\$25				\$25	X	X	X	
Kitchen – The LIFT	\$0	\$25				\$200/day	X	X	X	
Lecture Hall	\$75	\$25					X	X	X	
Library	\$75	\$25					X	X	X	
Tennis Courts	\$50	\$25	\$20				X	X	X	
Auditorium	\$200 (\$100 Abi orgs)	\$25		Prim.\$40-100 Sec.\$20-50	\$10		X	X	X	
Track	\$50	\$15	\$20				X	X	X	
Weight Room	\$50	\$25	\$20				X	X	X	
<b>OTHER</b>										
Shotwell Stadium	\$60	\$25	\$20				X	X	X	

\*=may be waived



# ORGANIZATION TYPE 4

For-Profit

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	\$100	\$25					X	X		
Classroom (single)	\$60	\$25					X	X		
Field	\$0	\$25*					X	X		
Gym	\$100	\$25					X	X		
Kitchen	\$110	\$25				\$25	X	X		
Learning Stairs	\$20	\$25					X	X		
Library	\$100	\$25					X	X		
MIDDLE SCHOOLS										
Auditorium	\$200 (\$150 Abi orgs)	\$25		Prim.\$40-100 Sec.\$20-50	\$10		X	X		
Cafeteria w/stage	\$100	\$25					X	X		
Classroom (single)	\$60	\$25					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	\$25				\$25	X	X		
Learning Stairs	\$30	\$25					X	X		
Library	\$100	\$25					X	X		
Tennis Courts	\$100	\$25	\$20				X	X		
Track	\$60	\$15	\$20				X	X		
HIGH SCHOOLS										
AV Studio – The LIFT	\$80	\$25					X	X		
Cafeteria	\$100	\$25					X	X		
Classroom (single)	\$60	\$25					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	\$25				\$25	X	X		
Kitchen – The LIFT	\$0	\$25				\$200/day	X	X		
Lecture Hall	\$100	\$25					X	X		
Library	\$100	\$25					X	X		
Tennis Courts	\$115	\$25	\$20				X	X		
Auditorium	\$400 (\$250 for Abi orgs)	\$25		Prim.\$40-100 Sec.\$20-50	\$10		X	X		
Track	\$75	\$15	\$20				X	X		
Weight Room	\$115	\$25	\$20				X	X		
OTHER										
Shotwell Stadium	\$125	\$25	\$20				X	X		



## CONTACT INFORMATION

**AISD Facility Scheduling and Rental website: [www.abileneisd.org](http://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](mailto:kyle.martin@abileneisd.org)

Cooper High School – [kimberly.lewis@abileneisd.org](mailto:kimberly.lewis@abileneisd.org)

Madison Middle School – campus principal

Mann Middle School – campus principal

#### Events at other facilities:

Contact an AISD Facilities Services Coordinator, Mike Scott, at (325) 677-1444 ext. 8536 or by email [michael.scott@abileneisd.org](mailto:michael.scott@abileneisd.org).

### **General Contact Information**

#### **Middle & High School Athletic Facilities**

Blinda Raley – Athletics Secretary

[Blinda.rale@abileneisd.org](mailto:Blinda.rale@abileneisd.org)

#### **Athletic Stadiums**

Blinda Raley – Athletics Secretary

[Blinda.rale@abileneisd.org](mailto:Blinda.rale@abileneisd.org)

#### **Auditorium Facilities**

Briana Hutchins – *Fine Arts Secretary*

[brianna.hutchins@abileneisd.org](mailto:brianna.hutchins@abileneisd.org)

#### **Kitchen Facilities**

Stephanie Eaves – Student Nutrition

[Stephanie.eaves@abileneisd.org](mailto:Stephanie.eaves@abileneisd.org)

#### **Other, Additional Info**

Kimberly Mannke – Operations Secretary

[kimberly.mannke@abileneisd.org](mailto:kimberly.mannke@abileneisd.org)