

Facility Rental by Non-District Groups

GUIDELINES



**School Accounting
BUSINESS AND FINANCE UNIT: General
Accounting
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FACILITY RENTAL BY NON-DISTRICT GROUPS GUIDELINES

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Section 1: General Guidelines

- **Primary Use**
 - The primary use of all resources of the Clark County School District (District) shall be for the support of the basic instructional program. District administration reserves the right to revoke any permit immediately if the need arises. Notice shall be given, in writing, to the group which filed the initial request as soon as possible. The individual ultimately responsible for the use and care of all District facilities is the site administrator. In order to fulfill that responsibility, the site administrator decides initial approval or denial of each application for facility rental based on the description of the activity, the availability of the facilities requested, and the availability of qualified District employee(s) who will accept the responsibility for the duties to oversee the facility during the activity.
- **Other Uses**

All use of District property is subject to all sections of this regulation unless:

 1. The use is for a program funded by the District with revenue/expenses accounted for by the Business and Finance Unit.
 2. The use is subject to interagency agreements between the District and other public agencies. Such agreements shall be subject to the requirements of Chapter 277 of the Nevada Revised Statutes (NRS).
 3. The use is subject to agreements between the District and other private/public agencies. Such agreements shall be subject to approval by the Superintendent of Schools or designee.
 4. The group is a professional educational association who may utilize District facilities at no cost when activities include District administrative, teaching, or support professional employees; participants are not charged for attending; and when approved by the Superintendent of Schools or designee.
- **Indemnification**

Any group, agency, or organization (group) using District property shall hold harmless and indemnify the District, the Board of School Trustees, the individual members thereof, and/or all District employees for any and all losses, damages, harm, liability, cost, or expense, financial or otherwise, resulting or arising from, during, or as a result of any negligent or intentional action or inaction, error, and/or omission of its group members, agents, employees and/or volunteers in the use of a District facility or in their direction of District employees. In addition, the group shall defend the District, the Board of School Trustees, the individual members thereof, and/or all District employees and assume all costs, expenses, and liabilities of any nature to which the District may be subjected as a result of any claim, demand, action, or cause of action arising out of the use of a District facility by any group.
- **Insurance Coverage**

The group shall be responsible for maintaining insurance coverage in force for the life of the agreement. The insurance company must be licensed to write such insurance in the state of Nevada. The coverage required will be, at a minimum, General Liability Insurance including bodily injury, personal injury, and property damage with limits of at least \$1,000,000.00, per occurrence. The District, with the address of the Risk Management Department, must be named on the policy as an additional insured. The group must upload the certificate(s) of insurance and additional insured endorsement to the Facilitron online reservation system at the time of application. The insurance carrier shall give the District a 30-day written advance notice of any termination, expiration, or any and all changes in coverage. Deductible and self-insurance retention shall be declared in the

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certificate(s) of insurance. The liability insurance may be provided under primary policies or by a combination of primary and excess policies. The Risk Management Department will be the final authority in determining if insurance coverage is adequate.

- **Supervision**
There must be adequate adult supervision for all usage.
- **District Staff on Duty**
An approved District employee, with no relation to the group, must be on duty at all times when a District building is in use and/or outside area(s) and field(s). The site administrator will determine the number and qualifications of any additional District employees assigned to the event. All District employees must be compensated according to their negotiated labor agreement and paid through the District payroll system.
- **Refreshments**
An outside group may only serve or sell refreshments at the site administrator's discretion.

Section 2: Restrictions

- **Gambling:** Except as allowed by the applicable provisions of the NRS 462.140(3)(a), no organization, public or private, shall be granted use of school properties, either sites or buildings, for any unauthorized gambling activity for personal gain.
- **District facilities may not be used:**
 1. To further any program or movement, the purpose of which is to accomplish the overthrow of the Government of the United States or any state by force, violence, or other unlawful means.
 2. For unlawful activities.
 3. In a manner which is disruptive or disorderly, or which would cause others to be disruptive or disorderly.
 4. For dormitory purposes by any outside groups unless approved by the Superintendent of Schools or designee.
 5. For non-District activities involving public renditions of music as more specifically defined by Clark County Ordinance (Chapter 6.65, Section 6.65.020), which are staged by promoters, tour agents, producers, or other individuals or organizations where members of the public are admitted.
- No group can sub-rent or front for another group that will actually use District property except as otherwise authorized under District Regulation 3613.1.
- In no case shall the activity hours be scheduled or planned to extend beyond 11:00 p.m.
- It is the policy of the District that using, smoking, or carrying lit tobacco products, "vapor" or "e-cigarettes," tobacco devices, or smokeless tobacco products is prohibited at any time on District property and at any school activity sponsored by the District; no drinking or carrying of alcoholic beverages; and no possession, consumption, and/or distribution of drugs other than as prescribed by a physician. Refer to District Regulation 4380.

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- The following activities are prohibited:
 1. High-risk activities, such as:
 - a. Carnivals (this prohibition is not intended to apply to non-professional carnivals put on by school-affiliated groups such as PTAs, PTOs, and PACs with adequate insurance coverage)
 - b. Circuses
 - c. Petting zoos, animal shows, or similar traveling shows
 - d. Hot air balloons
 - e. Skydiving
 - f. Helicopter or any other aircraft involvement
 - g. Animal or motor-driven carts and trailers
 - h. Super slide or other inflatable apparatus
 - i. Jumpolines or bounce houses
 - j. Dunk tanks
 - k. Car shows
 - l. Outdoor live musical performances (including DJs)
 - m. Any apparatus that does not meet District standards
 - n. Any other activity that may, as determined by the site administrator or the Risk Management Department, jeopardize the health and safety of participants
 2. Fireworks or other pyrotechnic displays, and other activities in violation of applicable fire codes
 3. Activities involving the use or discharge of weapons
 4. Activities likely to result in damage to District property
- An outside group may only use nonflammable decorations which are not permanently affixed to the facilities and which may be removed without damaging the facilities. The outside group is responsible for removing all decorations and signs after each use. Exterior signs require the site administrator's approval.
- Facilities not available for use include:
 1. Boiler and mechanical equipment rooms
 2. Plenum chambers
 3. Tunnels
 4. Maintenance and custodial areas
 5. Kitchens and equipment related thereto except as provided in Section VI (PTA kitchens may only be used by PTAs)
 6. Roofs
 7. All attic spaces
 8. All warehouses and lesser storage facilities
 9. All offices
 10. Swimming pools (District-owned)
- The use of any facility within the school that is not of a multi-use nature (shops, art rooms, music rooms, weight rooms, dance rooms, etc.) may be denied at the site administrator's discretion.

Section 3: Priorities

- Priority use of District facilities and grounds are as follows:
 1. Any curricular and extracurricular program of the educational system, as well as any program that is directly sponsored and/or affiliated with the educational system of an individual school.

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2. Governmental/Community groups or agencies with leases or joint use agreements.

- Groups applying for the use of facilities should be aware of the possibility of cancellation when a conflicting need arises for use of the facility for school activities and educational programs. In the case of inclement weather, required maintenance, or required construction, the site administrator may deny the use of a playing field on any given date.
- The rescheduling of postponed school athletic events and practices will take precedence over all other non-District uses. The normal function of the athletic, intramural, or extracurricular program will not, under any circumstances, be curtailed or become a second priority to any other group.
- Should a dispute ever arise between a site administrator and a group in the scheduling of facilities for community use, the matter may be referred in writing to the site administrator's supervising office for a determination in the matter.

Section 4: Grounds

- All use of grounds is subject to all sections of these guidelines with the exception that a responsible District employee is not required to be on duty unless access to a building and/or outdoor area(s) and field(s) or use of utilities is required.
- The school site's exterior public address systems may not be used unless an authorized representative of the school is available to operate such equipment. In no event may the use of exterior public address systems violate local ordinances or codes.
- Permanent installations which alter any grounds or playing fields are prohibited.
- Proposed installation of any equipment, layout of fields, or other changes in existing conditions must be included in the application for use. Approval for such use is subject to revocation at any time. Written applications for such installations must contain detailed plans, materials, designs, and locations.
- Heavy mechanical equipment shall not be brought on the grounds except on driveways and parking areas. Only portable-type booths or equipment can be used. Portable booths and equipment shall be removed immediately after the activity. Groups may not dig holes or drive stakes that will damage the grounds.
- The installation of temporary fences and portable relocation buildings is subject to the discretion of the site administrator in consultation with the director of Secondary Student Athletics and Activities with the understanding that these fences and buildings are subject to removal at any time. Written applications for such installations must contain detailed plans, materials, designs, and locations.
- Motor vehicles shall be parked only in designated areas.
- No item shall be placed on any multi-surface if such placement will damage the playing surface.
- Lines shall not be painted on tennis and multi-use courts or any other paved surface.

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- If the site administrator approves concession stands, all products must be served in or on disposable containers. No glass containers of any type are permitted. Groups using the grounds must leave them as clean as they were found. They must properly dispose of all trash and litter.

Section 5: Use of Equipment

- All use of equipment is subject to all sections of these guidelines.
- For auditorium usage, only the following stage equipment may be provided: a speaker's stand or table, existing stage lights, backdrop, the front curtain, and piano (if one is available on the stage).
- Public address systems and audio/visual equipment may not be used unless the site administrator appoints an authorized District operator.
- District employees or the school stage crew cannot assist in changing scenery.
- Any alterations to electric service panels or electrical equipment are forbidden.
- Seating shall not exceed the posted maximum capacity.
- No equipment will be rented or loaned to any organization for use off school grounds.

Section 6: Use of Administration Buildings

- A group using administration buildings of the District is subject to all policies and procedures in these guidelines. In addition, the following procedures and modifications of procedures are applicable.
- Facilities available for use include:
 1. Conference rooms
 2. Auditoriums
 3. Multipurpose rooms
- Facilities not available for use include:
 1. All office
 2. All storage areas
 3. Work rooms

Section 7: Procedure for District Facility Rental Request (Facilitron)

- Groups should contact the school of choice directly to inquire about availability.
- Request for the use of a District building and/or adjacent grounds or any portion thereof shall be made through the Facilitron online reservation system at least three days prior to the date of the requested usage.
- The request should detail all pertinent facts regarding the program or function for which the use is intended, including:
 1. A description of the activity, the area of facility, personnel, and the equipment requested.

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2. An original Certificate of Insurance (COI), Additional Insured Endorsement (AIE), and if applicable, a non-profit status letter.
- No requests shall be requested beyond the fiscal school year (June 30). A new request must be submitted for any event starting July 1.
 - Once the group has submitted the Facilitron online request, the site administrator will verify the requested date(s)/time(s)/area(s). When the school administrator has pre-approved the request, General Accounting will review for adequate insurance and fee collection before the event for final approval.
 - If the site administrator denies the application for use, the requesting group may appeal to the appropriate supervising office.
 - If a facility usage request is denied, the office that denied the request must inform the outside group immediately.
 - If the supervising office denies an application, the applicant may appeal to the Superintendent of Schools or designee.
 - An application that is denied and is later approved shall be returned to the site administrator and processed in the same manner as if the site administrator had approved the application.
 - If General Accounting determines that all requirements are complete, a permit will be issued to the group and site administrator. All permits have a QR code for scanning to view updated Facility Usage date(s)/time(s)/area(s). All permits to use District facilities expire at the conclusion of the scheduled event or activity for which the facility was requested.
 - District administration reserves the right to revoke any permit immediately if the need arises. Notice shall be given, in writing, to the group which filed the initial request as soon as possible.

Section 8: Charges for Use of District Facilities

- The use of District facilities or other property by outside groups must not impose increased financial impact or unreasonable additional staff time on the District unless specifically approved by the Superintendent of Schools or designee. See current fee schedule for pricing.
- Utilities and Maintenance
 1. These costs will be obtained from the schedule of costs and rates required in District Regulation 3221(Sections VII and VIII) and updated as required.
- Other Expenses
 1. Direct costs for school police or other District personnel or property requested by the group or required by the site administrator or supervising office as a condition of the permit as detailed in the application.
 2. Any costs incurred and not paid by the District payroll system must be reimbursed to the District.
 3. Groups will be charged an administrative fee based on the current Facility Rental Fee Schedule.

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4. Any outstanding invoice balance from prior events must be paid before the current event can be scheduled.
 5. Any additional charges will be billed within 30 days of the event or when the additional charges become known to General Accounting. Credits/refunds for overestimates will be made within the same time period.
 6. Changes to a facility rental request (such as date(s)/time(s)/area(s), non-profit status) could impose additional charges.
- General Accounting will determine the actual facility rental fee.

Section 9: Responsibilities of Group

- All time limits in these guidelines should be considered as guidelines and it is the responsibility of the outside group to allow adequate time for processing facility rental requests.
- Application for use of District facilities must be submitted through the Facilitron online reservation system with the COI, AIE, and if applicable, non-profit status letter. A responsible adult member of the outside group who agrees to properly supervise said use must submit this request. A responsible adult must remain present at all times when the facility is in use, restrict the group to the area(s) which have been authorized for use, and make certain that all members of the group adhere to regulations and guidelines.
- The custodian or other District employees will not exercise any of the supervisory responsibilities required by this section. The duties of District employees will be determined by the District and are not subject to change by the outside group.
- The outside group using the facilities must accept full responsibility for any damage to property related to the group's use. The outside group must leave areas in the same condition as the areas were found. If the outside group finds a condition that requires repair, it should be brought to the attention of the responsible District employee or the site administrator or designee immediately. Failure to comply with this provision may result in additional charges and the disallowance of further use.
- Outside groups using the facilities must arrange for decorating, setting up, or other preparation for its activity without interfering with the school program. Removal of all decorations and setup shall be done immediately upon completion of the activity without interfering with the school program and the areas shall be left in the condition it was found.
- Outside groups that have an approved event must inform the site administrator and General Accounting at least 72 hours in advance of any cancellation. Outside groups must also report the termination of any program ending prior to the final date requested on the application. Groups that fail to give the 72 hours advance notification will be required to pay for any costs incurred by the District in anticipation of its usage (i.e., custodial, A/C turned on).
- All fees must be paid through Facilitron the business day prior to the event. Checks must be made payable to Facilitron and sent to the address indicated on the invoice. Checks must be received and processed by Facilitron to be considered paid. Site administrators and all other District employees

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are prohibited from collecting facility rental fees from outside groups.

- Events without a valid permit sent by Facilitron will be considered unauthorized and subject to closure by the Police Services Department or the site administrator. The Maintenance Department will not process any utility/heating, ventilation, and air conditioning (HVAC) requests for events for outside groups approved in the Facilitron online reservation system.
- All outside groups must willingly respond to District requests for cooperation.
- Outside groups must have their own physical address. Rented or leased mail drop locations are not acceptable.

Section 10: Responsibilities of Site Administrator

- The individual ultimately responsible for the use and care of all District facilities is the site administrator. In order to fulfill that responsibility, the site administrator decides initial approval or denial of each request for facility rental based on the description of the activity, the availability of the facilities requested, and the availability of qualified District employees who can supervise the facility during the activity and will accept the responsibility for duties listed. The site administrator may also request school police at any event for any reason. The site administrator, at the time of approval, should note the request for school police or additional labor, i.e., extra custodian(s), campus monitor(s) within the Facilitron reservation for General Accounting to bill accordingly.
- If initial approval is granted, the site administrator must:
 1. Review the District's guidelines, requirements, and restrictions relating to District facility rental with the responsible representative from the requesting group.
 2. Make certain that a qualified custodian or designee will be on duty during the activity and clearly understands the responsibilities. They must deny use or cancel use if a qualified custodian or designee cannot be scheduled for the requested hours.
 3. Review and approve or deny the Facilitron request within five business days to allow adequate time for General Accounting to collect insurance paperwork and payment. If approval or decline cannot be provided within five business days, comment in Facilitron the reason.
 4. After receiving an approved permit from Facilitron, if necessary, request heat, air and exterior lighting from the Maintenance Department for the approved time period.
 5. If school police was requested, schools will send a Request for Police Services form ([CCF-331](#)) to police2form-user@nv.ccsd.net.
 6. After the event, the site administrator will inform General Accounting of any damages or additional cleaning required and submit the Facility Rental Extra Time Form to General Accounting for reconciliation within five business days. The timekeeper at the school will enter the staff that worked overtime into the District payroll system using the combo code provided by General Accounting.
- If the site administrator determines that any group is misusing the facility over which they have responsibility, it is their duty to indicate that misuse to the group so that the misuse stops. The site administrator can terminate the use by the group. The group can appeal to the site administrator's supervising office, which shall investigate the complaint and determine whether the group in question should be allowed continued use of the facility or any other District facility.

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- The site administrator will not accept any payment or goods/services in lieu of payment from the outside group for the usage of District property or any duties required by this section. All facility rental payments are to be submitted directly to Facilitron.
- The site administrator has the authority to handle any emergency situation not covered by this document.
- It is the responsibility of the site administrator that all internal events are entered into Facilitron. This prevents scheduling conflicts by outside groups for use of facilities already reserved for internal events. Maintaining both internal and external events in one system streamlines communication across key departments, including Facility Rental, Police Services, Risk Management Department, Facilities Management, and Internal Audit.

Section 11: Responsibilities of Custodian or Designated District Employee

- The custodian or designee, as a District employee, must conduct themselves as a representative of the District. Their relations with an outside group will frequently determine its opinion of the District.
- The custodian or designee, with no affiliation to the outside group, should introduce themselves to the representative of the outside group. The facility should be inspected with the representative of the outside group before the activity. If a condition that requires repair is found, it should be noted before the event begins.
- The custodian or designee is in the building to oversee the facility and its equipment; to report to the responsible adult of the group any violation of the conditions of use of the facility; and to provide light, HVAC, and access to the areas that will be used.
- The custodian or designee must remain onsite half an hour before and half an hour after, be accessible to the outside group during the event, and will serve in no other capacity during the event.
- The custodian or designee shall regularly inspect and clean both inside and outside areas while the building is in use, and if they become aware of any violations or infractions, they should report these to the site administrator or designee and a responsible representative of the outside group.
- The custodian or designee shall allow use of a telephone in cases of emergency only.
- The custodian or designee will not permit the outside group to wander throughout the building or use equipment or space not listed on the permit.
- The custodian or designee will protect District property, the buildings, and its contents.
- At the conclusion of the activity, the custodian or designee will inspect the facilities jointly with the responsible person of the outside group to ensure the facility has been left in the same condition as found. Any damage or any additional cleaning services that occurred during the activity must be reported to the site administrator or designee.
- After the outside group has left the building, the custodian or designee is required to:
 1. Clean the areas impacted by use (restrooms, hallways, etc.).

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2. Turn off all lights in the area(s) used.
 3. Check the mechanical equipment.
 4. Secure the building by locking all doors and set the alarm.
- The District will pay the custodian or other District employee responsible for the duties of this section of these guidelines at their prevailing hourly rate through the District payroll system.
 - The custodian or designee will not accept any payment or goods/services in lieu of payment from the outside group for any work required by this section.

Section 12: Responsibilities of General Accounting

- General Accounting will calculate all fees required based on the current fee schedule of costs and rates.
- General Accounting will determine that all requirements of the Facilitron reservation are complete and approved by sending a permit from Facilitron to the group and site administrator if the outside group has completed the following steps:
 1. Received approval of the site administrator.
 2. Paid all fees for the current event and any outstanding invoices, if applicable.
 3. Obtained adequate insurance coverage.
- If any step above cannot be completed, General Accounting will inform the outside group and site administrator. Requests will not be approved until all requirements have been met.
- Churches are billed monthly and payment shall be collected by General Accounting the business day prior to the event.
- The District must pay all employees for their services by the District payroll system. No District employee may be paid directly by an outside group or with school-generated funds. The Facility Rental Extra Time Form received from the site administrator or designee must be reconciled with the Facilitron reservation to ensure all fees have either been paid or billed. The timekeepers at the schools are responsible for entering the District employees' hours through the District payroll system at the same time the Facility Rental Extra Time Form is submitted to General Accounting.

Section 13: Responsibilities of Police Services Department

- When required by the site administrator, police supervision shall be provided and paid for by the outside group for the particular function or activity. This additional charge will be indicated on the Facilitron reservation.
- If, during normal surveillance of District properties, the District police officer determines that District property is being used by an outside group that cannot provide an active and approved permit by Facilitron, or by scanning the QR code, the District police officer will do the following:
 1. Attempt to determine the identity of the District employee responsible for the outside activity. A report of the activity, including facilities used, start and end times, and the responsible employee's name and work location, is to be forwarded to the site administrator and General Accounting as soon as possible.

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2. If no responsible District employee can be located, the outside group will be escorted off District property and the property will be properly secured as required in District Regulation 4213 and the Police Services Department Procedures Manual.
3. District police will not accept any payment or goods/services in lieu of payment from the outside group for any work required by this section.