

CCSD FACILITY RENTAL

The Clark County School District's Facility Rental Department is available to meet the rental needs of the community. We are thrilled to offer Clark County School District (CCSD) facilities for your next event. As you peruse this web page, you will find information on the facility rental process. We currently schedule over 2400 community events unrelated to CCSD at our 344 facilities throughout Clark County.

Frequently Asked Questions

How do I know if a school provides space for rent?

Contact the school of choice directly for available rental space.

How do I begin the facility use process?

Contact the school of choice directly to begin the rental process. Facility rental is at the discretion of the school's site administrator who may approve or deny your event. If you disagree with the outcome, you may contact the appropriate School Associate Superintendent.

Where do I submit a facility rental request?

You can submit a facility rental request through Facilitron at: <https://www.facilitron.com/>

What are the insurance requirements to rent CCSD facilities?

The group, agency, or organization shall be responsible for maintaining insurance coverage in force for the entirety of the facility rental agreement. The insurance company must be licensed to write such insurance in the state of Nevada. The minimum coverage required for General Liability Insurance including bodily injury, personal injury, and property damage with limits of at least \$1,000,000 per occurrence. The Clark County School District, with the address of the Risk Management Department, must be named on the policy as an additional insured. See the sample insurance certificate and additional insured endorsement on this webpage.

What types of events are allowed at a CCSD school?

After school enrichment programs, Boy/Girl Scouts, church services, homeowner association meetings, sports events, camps, tournaments, etc., are a few of the allowable types of events.

What types of events are not allowed at a CCSD school?

Events such as private parties; birthday parties, weddings, family reunions, etc., are not permitted.

Can I use a BBQ grill, bounce house, animals, dunk tank, discharge weapons, helicopter, hot air balloon, etc., at my event?

No, the above mentioned activities are examples of events considered high-risk and are prohibited on CCSD property. Service animals are allowed on CCSD property.

Can I get a quote to rent a CCSD facility?

Yes, you can contact the Facility Rental office at 702-799-5828 for a quote.

When is the rental payment due?

Payment for an event is due ten (10) days prior to the event. Payment can be submitted online through the Facilitron website or by mail to the Facilitron office listed on the invoice.

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What forms of payment do you accept for facility rental?

Credit/debit cards/ACH payment (additional fees apply), money order, cashier's check, and personal/business check (a Non Sufficient Funds fee will apply for any returned checks.)

How will I know if my event has been approved?

You will receive a permit via e-mail once your event has been approved.

Does a school staff member have to be present during our event?

Yes, there must be a school staff member, with no relation to the group, present at all times during the event.

Can I serve or sell refreshments?

It is at the discretion of the school's site administrator to allow refreshments to be served or sold.

Items Needed Before Approval

- School administrator approval of event date(s)/time(s)/space(s)
- Certificate of Insurance and Additional Insured Endorsement uploaded into Facilitron. All groups must have insurance: **NO EXCEPTIONS**
- Payment in full ten (10) days prior to event start date

For more information, please contact our office directly at (702) 799-5828.