

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 2900 community events unrelated to CCSD at our 357 schools 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 can I find the facility rental request forms?

All forms are located on the Web site provided on this FAQ, and at individual school sites.

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, home owner 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 Usage office at 702-799-5828 for a quote.

When is the rental payment due?

Payment for an event is due 10 days prior to the event. Payment should be submitted by mail or in person to the Facility Usage office at 4190 McLeod Dr., Las Vegas, NV 89121. Credit/debit cards can be submitted by fax or email.

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What forms of payment do you accept for facility rental?

Credit/debit cards (\$5.00 convenience fee will be charged), money order, cash, cashier's check, personal/business check (a \$25.00 NSF 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 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.

Form Explanation

- CCF-410 – Required for ALL facility rentals. Once completed, submit the form to the school at which you are requesting your event be held.
- Certificate of Insurance and Additional Insured Endorsement – All groups must have insurance: **NO EXCEPTIONS**

For more information, please contact our office directly at:

Clark County School District - Facility Rental
4190 McLeod Drive
Las Vegas, NV 89121
702-799-5828 Option 1 | 702-799-5248 FAX