

# The 6-Step Facility Rental Guide



## Research

Before scheduling, check the [District calendar](#) for facility closures.



## Fees

Rental Fees vary based on your organization's status:

Non-Profits & Booster Clubs: Refer to [Exhibit 1, 3, 4, 5](#).

For Profit Entities: Refer to [Exhibit 1, 3](#).

CCISD Camps: Refer to [Exhibit 2](#). Support fees are required for custodial, security or technology based on group size.



## Profit Status

If you are a non-profit, you will need to provide [proof of your exemption](#) (i.e., Determination Letter from the IRS).



## Insurance

Proof of general liability insurance indicating a minimum of \$1 million in coverage naming Clear Creek ISD as the certificate holder is required of all renters. Most insurance agents can provide a quote for camps.



## Reserve Online

Facility Reservation Requests are submitted through the online [Facility Usage Request Form](#) found in the Communities section of the CCISD website. Please allow up to 2 weeks for a response.



## Contract and Payment

Once your request is approved, you will receive a Rental Agreement Contract and invoice. You may pay online [here](#). Reservations will be cancelled if invoice is not paid by the due date.



Reservations must be secured no less than 15 business days from the event.

Any request received that does not meet this requirement is automatically deleted from the system.

Any modifications made after the execution of a Rental Agreement Contract will be subject to fee adjustments based on proposed changes.

Specific details on District Facility Rental Policies can be found on the District website: [GKD \(Local\)](#) and [GKD \(Regulation\)](#).

Questions?

**Chani Honeycutt**

Facility Rental

Specialist

[choneycutt@ccisd.net](mailto:choneycutt@ccisd.net)

281-284-0061