

# PALACIOS INDEPENDENT SCHOOL DISTRICT

## APPLICATION FOR USE OF SCHOOL FACILITY

*Please Print*

### FACILITY INFORMATION

Site:  High School  
 Junior High School  
 East Side Elementary  
 Central Elementary  
 Marine Education Center

Facility:  Gymnasium/Field House  
 Cafeteria  
 Fine Arts Complex  
 Athletic Field (specify) \_\_\_\_\_  
 Classroom (specify) \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Hours From: \_\_\_\_\_ a.m. / p.m. To: \_\_\_\_\_ a.m. / p.m.

### ACTIVITY

Supervisor /  Contact Person /  School Employee

Daytime Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

Address: \_\_\_\_\_

Activity: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Admission Charge?  Yes  No

Food will be prepared & served  Food will be brought in & served  Food will not be served

### FACILITY USE RULES

1. Fees for use of school facilities must be paid when the approved facility application is received by the requester.
2. Fees must be received before the date of use or access to the building will not be scheduled.
3. Refunds will be made **ONLY** if the District is notified of cancellation at least 48 hours prior to the activity.
4. A custodial fee will be charged for all activities held in District cafeterias depending on number attending, time and food served.
5. If kitchen facilities are requested, a cafeteria employee must be hired.
6. Applicant agrees to hold harmless Palacios Independent School District from any and all claims for damages, either personal or otherwise, that may arise out of use of the facility.
7. Alcoholic beverages and tobacco in any form are prohibited on any school property.
8. Any school furniture and equipment is not to be used without prior approval.
9. Damage that may occur to the facility or equipment will be charged to the responsible person listed on this form.
10. For use of any facility, the District reserves the right to require security.
11. Groups approved by the District may use facilities for routine meetings free of charge with prior approval.

I have read and agree to comply with the conditions stated above.

Signature of Responsible Person

Date

### FOR SCHOOL DISTRICT USE ONLY

School Function  Nonschool Function

I have approved this request and made the necessary arrangements to accommodate this activity.

Signature of Principal/Supervisor

Date

**RENTAL RATES**

**FACILITIES**

Athletic Fields .....	\$ 25.00	(day use)
	\$ 50.00	(night use with lights)
Cafeterias .....	\$ 25.00	plus employment of one or more regular cafeteria staff and one or more custodians at the discretion of the administrator in charge
Classrooms .....	\$ 5.00 / hour	for first room
	\$ 4.00 / hour	for each additional room
Fine Arts Complex (Auditorium) .....	\$150.00	(two-hour minimum)
	\$ 25.00	for each additional half-hour
Fine Arts Complex (Arts, Band, Choir, Lobby areas) .....	\$ 25.00	
Gymnasiums (Elementary School) .....	\$ 4.00 / hour	(when no admission is charged)
	\$ 7.50 / hour	(when admission is charged)
Gymnasiums (Secondary School) (including dressing room) .	\$ 5.00 / hour	(when no admission is charged)
	\$ 7.50 / hour	(when admission is charged)

**STAFF**

Cafeteria .....	\$ 12.00 / hour
Custodial .....	\$ 14.00 / hour
Fine Arts Facilitator .....	\$ 15.00 / hour (paid directly to facilitator)

**WORKSHEET TO BE COMPLETED BY DISTRICT**

(1) _____	x	_____	x	_____	=	\$ _____	Base Fee
Facility Rate		# of Hours		# of Days			
(2) _____	x	_____	x	_____	=	_____	Additional Facility
Facility Rate		# of Hours		# of Days			
_____	x	_____	x	_____	=	_____	Staff Fee
\$12.00 Cafeteria Staff Rate		# of Hours		# of Days			
_____	x	_____	x	_____	=	_____	Staff Fee
\$14.00 Custodial Staff Rate		# of Hours		# of Days			
_____	x	_____	x	_____	=	_____	Staff Fee
\$15.00 Fine Arts Facilitator		# of Hours		# of Days			
						\$ _____	<b>TOTAL FACILITY FEE</b>

**FOR SCHOOL DISTRICT USE ONLY**

☆ Approved      ☆ Disapproved	Signature of Administrator	Date
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Date Paid _____	Amount \$ _____	<input type="checkbox"/> Cash
		<input type="checkbox"/> Check No. _____

Copy To: \_\_\_\_\_  
 \_\_\_\_\_  
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