

**PORT NECHES-GROVES INDEPENDENT SCHOOL DISTRICT
PORT NECHES, TEXAS**

APPLICATION FOR USE OF SCHOOL PROPERTY

Name of Facility Requested: _____

Purpose for Which Facility is to be Used: _____

Date of Event: _____ Beginning Time _____ Ending Time _____

Special Equipment that will be needed: _____

Will there be an Admission Charge? _____ If yes, give amount: _____

**ATTENTION: ALL CONDITIONS AS TO PROCEDURE IN ITEM 5 MUST BE MET BEFORE APPROVAL
MAY BE GRANTED**

GENERAL RULES:

In order to make uniform the letting of the public school auditoriums, gymnasiums, cafeterias or other school facilities to various individuals and organizations, and in order that the public may fully understand the policy of the Board of Trustees with regard to the use of such public school facilities, the Board has adopted the following:

1. Purposes: The Board permits public use of school facilities for educational, recreational, civic or social activities, when these activities do not conflict with school use or with local or state laws or regulations.
2. No Free Use: There shall be no free use of public school facilities except by the schools or school-support organizations as approved by the Superintendent. Permits may be granted for the use of school facilities to other- than-local schools for their specific participation at the calculated cost of operation per schedule.
3. Use for Profit: The Board of trustees forbids the use of public school facilities by any individual organization for profit or gain to such individual or organization. When an entrance fee is charged the proceeds must be for the use and benefit of some social, educational, or charitable cause sanctioned and supported by the public in general.
4. Use of public school facilities: will not be permitted for any purpose which, in the opinion of school officials, might cause damage or harm to the structure or facilities other than ordinary wear and tear.
5. Procedure: for securing the use of school auditoriums, gymnasiums, cafeterias or other school facilities: No school facilities shall be granted to an individual or an organization except upon the application made in triplicate on the regular form supplied by the school district and kept in the offices of principals and business manager. No application for school facilities may be approved if the nature of the use or the dates interferes with the school program. When desiring to use any school facility, the application must be made to the principal of the school. If there is no conflict with scheduled activities and the request meets the policies as set forth, he shall so indicate by affixing his signature. The application will then be presented to the school district business manager for final approval, signatures, and payment of the required fee. After the event if additional facilities are used an additional billing will be made.
6. Control of Use: The Board of Trustees shall be responsible for the supervision and control of all properties and shall have the right to regulate the manner of the use of such properties. Policing of events or school properties must be provided in such manner that it will be agreeable with and meet the approval of the Board of Trustees.
7. The applicant hereby agrees and undertakes to save and hold harmless the School District from any and

all claims for damages, personal or otherwise, that may arise out of the use of said property, whether by a member of his organization or by other persons using or enjoying said property, and without regard to whether damage, personal or otherwise, is brought about or caused by the negligent operation of said property by applicant.

8. Chapter 46, Section 46.03 of the Texas Penal Code prohibits weapons on public school property.
9. Chapter 48, Section 48.01 of the Texas Penal Code prohibits smoking within any facility of a public school.
10. Chapter 37, Section 37.122 of the Texas Education Code prohibits possessing an intoxicating beverage for consumption, sale, or distribution while on public school property.
11. The school district reserves the right to cancel this agreement by giving notice a minimum of 30 days prior to the scheduled date, and refunding the money paid to the district. The district assumes no further liability.

AREAS NOT TO BE RENTED: Offices, Band & Choir Rooms; Computer Labs; Cosmetology Laboratory; Homemaking Department; Industrial Technology Labs; Vocational and/or Industrial Arts Shops; Libraries; Drafting Rooms; Science and/or Business Laboratories; teacher workrooms, or any room with special equipment.

Outdoor facilities such as the tennis courts, the track, and school playgrounds may be used by the public without formal permission when these facilities are not being used for school activities. Any facility that is locked, or a fenced area that has to be breached to gain access to the facility, must have formal permission granted by the district for use.

Date: _____ *Amount of Fee: _____

Name of Organization _____

Applicant: _____

Contact Phone Number: _____

Approved Principal _____ Approved Business Manager _____

*Please show how this fee was determined:

Building Rental =		a. _____
Hourly Fee for Additional Hours _____ x No. of Additional Hours _____ =		b. _____
Hourly Fee if Sound and Lighting Required \$20 x No. of Hours _____ =		c. _____
	TOTAL	d. _____

Please see list of fees on page 3.

Payment should be made to PNGISD and turned in at the campus and/or the PNGISD Business Office, 776 Magnolia Ave., Port Neches, TX 77651.

PORT NECHES-GROVES HIGH SCHOOL-----

AUDITORIUM	\$350. first 4 hrs. \$70. for each additional hr ^①
Rehearsal time	\$100 first 2 hrs. \$60. for each additional hr
Cafeteria (without kitchen)	\$100. first 2 hrs. \$50. for each additional hr.
(with kitchen & one serving line) ^②	\$200. first 3 hrs. \$70. for each additional hr.
(with kitchen & two or more lines) ^②	\$250. first 3 hrs. \$80. for each additional hr.
Competition Gym	\$350. plus expenses, first 3 hrs. \$70 each additional hr.
Old Competition Gym	\$100. first 2 hrs. \$60. for each additional hr.
P. E. Gym	\$ 60. first 2 hrs. \$40. for each additional hr.
Dressing Areas	\$ 60. first 2 hrs. \$40. for each additional hr.
Large Group Instruction Room	\$ 60. first 2 hrs. \$40. for each additional hr.

PORT NECHES MIDDLE SCHOOL-----

Cafeteria (without kitchen)	\$100. first 3 hrs. \$60. for each additional hr.
(with kitchen use) ^②	\$100. first 3 hrs. \$60. for each additional hr.
Gymnasium	\$100. first 2 hrs. \$40. for each additional hr.
Dressing Area	\$ 50. first 2 hrs. \$30. for each additional hr.
Enclosed Play Area	\$ 50. first 2 hrs. \$30. for each additional hr.

GROVES MIDDLE SCHOOL-----

Auditorium	\$200. first 4 hrs. \$40. for each additional hr.
Rehearsal time	\$ 90 first 2 hrs. \$50. for each additional hr
Cafeteria (one side without kitchen)	\$ 80. first 3 hrs. \$40. for each additional hr.
(both sides without kitchen)	\$120. first 3 hrs. \$60. for each additional hr.
(one side with kitchen use) ^②	\$120. first 3 hrs. \$50. for each additional hr.
(both sides with kitchen use) ^②	\$160. first 3 hrs. \$80. for each additional hr.
Gymnasium	\$100. first 2 hrs. \$40. for each additional hr.
Dressing Area	\$ 50. first 2 hrs. \$30. for each additional hr.
Enclosed Play Area	\$ 50. first 2 hrs. \$30. for each additional hr.

GROVES ELEMENTARY SCHOOL-----

Auditorium	\$200. first 4 hrs. \$40. for each additional hr.
Rehearsal time	\$ 90 first 2 hrs. \$50. for each additional hr
Cafeteria (without kitchen)	\$ 80. first 3 hrs. \$40 for each additional hr.
(with kitchen use) ^②	\$120. first 3 hrs. \$50. for each additional hr.
Gymnasium	\$100. first 2 hrs. \$40. for each additional hr.

PORT NECHES ELEMENTARY SCHOOL-----

Auditorium	\$200. first 4 hrs. \$40. for each additional hr.
Rehearsal time	\$ 70 first 2 hrs. \$30. for each additional hr
Cafeteria (without kitchen)	\$ 80. first 3 hrs. \$40 for each additional hr.
(with kitchen use) ^②	\$120. first 3 hrs. \$50. for each additional hr.

WEST GROVES EDUCATION CENTER-----

Auditorium	\$125 first 3 hrs. \$40. for each additional hr.
Conference Rooms	\$ 40 first 2 hrs. or \$15. each when rented with other facility
CLASSROOMS (All Campuses)-----	\$ 15 each when rented with other school facilities

STADIUM-----

Football:	\$350. plus expenses, except electricity, for a maximum period of 4 hrs. of stadium use; \$175. for each additional hr. in excess of 4 hrs.
Baseball:	\$200. plus expenses, except electricity, for a maximum period of 4 hrs. of stadium use; \$100. for each additional hr. in excess of 4 hrs.
Softball:	\$200. plus expenses, except electricity, for a maximum period of 4 hrs. of stadium use; \$100. for each additional hr. in excess of 4 hrs.

ALL CHARGES INCLUDE SERVICES OF A DISTRICT EMPLOYEE TO SUPERVISE USE OF FACILITY AND EQUIPMENT.

① If special sound and lighting is needed, the district will provide the sound and lighting technician at the rate of \$20 per hour.

② Cafeteria rentals with kitchens will require the presence of one (1) cafeteria employee @ added cost.

③ Additional charges will be assessed for extra time required for clean up beyond the contracted time.

Additional time for clean up will be paid for at the rate of \$20.00 per man-hour.

HOLD HARMLESS AND INDEMNITY AGREEMENT

WHEREAS, each of the undersigned, as a member of a school-support organization, have made a request to the Port Neches-Groves Independent School District for use of the gymnasium facilities at _____ School on _____, _____
Campus *Date*
for recreational activities, and

WHEREAS, the Board of Trustees of the Port Neches-Groves Independent School District has agreed to the use of said facilities by the school-support organization without the payment of a fee for said use, provided the school district is indemnified and held harmless by each of the undersigned from any liability for any damages due to the use of said school facilities;

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS, that for and in consideration of the premises, the undersigned each agree, jointly and severally, to release and hold harmless the Port Neches-Groves Independent School District its officers, agents and employees from any and all liability for personal injury or property damage arising out of their use of said school facilities,

The undersigned shall each indemnify and save harmless the Port Neches-Groves Independent School District and its officers, agents, and employees from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including, without limiting the generality of the foregoing, all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, the acts of the undersigned, in the use of said facilities by the undersigned pursuant to this agreement.

IN WITNESS WHEREOF, the undersigned have each executed this Agreement on the date set opposite the name of each.

Dated: _____	_____
Dated: _____	_____
Dated: _____	_____
Dated: _____	_____
Dated: _____	_____
Dated: _____	_____
Dated: _____	_____
Dated: _____	_____

GENERAL LIABILITY INSURANCE CERTIFICATE

Required for ALL Building Rental Requests

for the

Port Neches-Groves Independent School District

A certificate of insurance naming the Port Neches-Groves Independent School District as an additional insured is required from all persons or companies renting any Port Neches-Groves Independent School District facility. This certificate must have a \$500,000 minimum limit, and must include bodily injury and property damage.

Insurance certificates should be mailed or delivered to:

Paul Bryan
Business Manager
Port Neches-Groves ISD
776 Magnolia Ave.
Port Neches, Texas 77651
(409) 722-4244 ext. 1171