

**Palacios Independent School District  
FACILITIES USE REQUEST FORM**

**Campus:** Elementary \* PJSH \* Fine Arts Building \* Competition Gym  
(Please circle)

**Facilities Requested:** Cafeteria \* Gym \* Parking Lot \* Library \* Stadium  
(Circle all that apply)

Athletic Fields-Football, Baseball, Softball, Track, Fields: \_\_\_\_\_

Other (please specify) \_\_\_\_\_ (\*some facilities not available for use)

**Desired Meeting Date/s:** \_\_\_\_\_ **Event Time:** Start \_\_\_\_\_ End \_\_\_\_\_

**Function/Activity:** Meeting Purpose: \_\_\_\_\_

**Organization:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Contact Phone/s: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Contact email: \_\_\_\_\_

**Rental Category:** \_\_\_\_\_ Classification I: LOCAL / Non-Profit  
\_\_\_\_\_ Classification II: Non-PISD / Profit or Private

**Equipment:** Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ Projector \_\_\_\_\_ Podium \_\_\_\_\_  
Ext. cords \_\_\_\_\_ Score clocks \_\_\_\_\_ Microphone \_\_\_\_\_  
Other (please specify) \_\_\_\_\_

**Personnel Required:** \_\_\_\_\_

**TOTAL RATE (Facilities / Personnel):** \_\_\_\_\_

**Other Rental Requirements** (sweep, trash, etc.) \_\_\_\_\_

I have read the *Facilities Management Guidelines* and *Palacios ISD Rental Fee Schedule* and agree to abide by its terms and conditions. I understand that payment is due in full with the submission of the signed rental agreement. (Please see *Facilities Management Guidelines* for specific regulations)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PISD Signature:** \_\_\_\_\_ **Approved: YES NO**

**Palacios Independent School District**  
**FACILITIES USE PERSONNEL ASSIGNMENT FORM**  
*(Campus & Business Office Use Only)*

**Name:** \_\_\_\_\_

**Event Date/s:** \_\_\_\_\_ **Event Time:** Start \_\_\_\_\_ End \_\_\_\_\_

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(Please circle)

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Other (please specify) \_\_\_\_\_ (\*some facilities not available for use)

**Required Services:** (circle)

Security Officer (Palacios PD)	\$50.00 per hour/per person
PISD Administrator / Supervisory Staff	\$50.00 per hour/per person
Technical Support	\$50.00 per hour/per person
Theater/Sound Manager	\$50.00 per hour/per person
Custodians	\$25.00 per hour/per person
Maintenance	\$25.00 per hour/per person
Gate/Ticket Operator	\$25.00 per event/per person
Announcer/Clock/Score Book	\$25.00 per game/per person
Food Service Workers	\$25.00 per hour/per person
Electricians/HVAC	\$25.00 per hour/per person
Chain Crew (Football)	\$100 per event (4 man crew)
Set-Up Fee	\$50-500 flat fee depending on needs

**Hours worked:** \_\_\_\_\_

**Total Amount:** \$ \_\_\_\_\_ **Budget Code:** \_\_\_\_\_

Employee(s) Assigned: \_\_\_\_\_

Campus Admin: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Supt Designee: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Palacios Independent School  
District FACILITIES USE  
SET-UP REQUEST & CUSTODIAL NEEDS**

**Tables:** \_\_\_\_\_ (How Many)

**Chairs:** \_\_\_\_\_ (How Many)

**Location of set-up: (i.e., 4 tables on upper level and 3 tables on west wall)**

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**Time to start set-up:** \_\_\_\_\_

**Time for set-up to be complete:** \_\_\_\_\_

**Other equipment needed: (i.e., podium, microphone, extra trash cans, etc.)**

**Special Instructions:**

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