

## Pearland Independent School District

### Campus Facility Rental and Related Fees

Rates and fees designated on the Campus Facility Rental and Related Fees will be subject to annual review. Rates and fees may be modified without advance notice. All

FACILITY	Liability	School Day Hours	Non-School Day Hours	Custodial	Rates
	Insurance	(2 Hr Min.)	(4 Hr Min.)	Hourly Rate	Hourly Rate
<b>Campus Facilities</b>					
Elementary Cafeterias or Gymnasiums	<b>REQUIRED</b>	6pm-10pm	6am-10pm	\$ 40.00	\$ 65.00
Middle School Cafeterias or Gymnasiums	<b>REQUIRED</b>	6:30pm-10pm	6am-10pm	\$ 40.00	\$ 90.00
Junior High Cafeterias or Gymnasiums	<b>REQUIRED</b>	6:30pm-10pm	6am-10pm	\$ 40.00	\$ 115.00
Jr High Football Field/Track/ Practice field	<b>REQUIRED</b>	6:30pm-10pm	6am-10pm	\$ 40.00	\$ 90.00
Tennis Courts (West, Berry Miller, South)	<b>REQUIRED</b>	6:30pm-10pm	6am-10pm	\$ 40.00	\$25 (4courts)
Pearland Statum / Dawson Football Field	<b>REQUIRED</b>	6:30pm-10pm	6am-10pm	\$ 40.00	\$ 1,500.00
C.J. Nichols Baseball Field	<b>REQUIRED</b>	6:30pm-10pm	6am-10pm	\$ 40.00	\$ 65.00
South/Turner Baseball Field	<b>REQUIRED</b>	6:30pm-10pm	6am-10pm	\$ 40.00	\$ 65.00
<b>District Facilities</b>					
ESC Conference Rooms	<b>REQUIRED</b>	5:30pm-10pm	6am-10pm	\$ 40.00	\$ 50.00
C. A. Nelson Auditorium	<b>REQUIRED</b>	6:30pm-10pm	6am-10pm	\$ 40.00	\$ 140.00
South/Turner Auditorium	<b>REQUIRED</b>	6:30pm-10pm	6am-10pm	\$ 40.00	\$ 140.00
<b>Additional Personnel Charges</b>					
Custodial (additional per 100 Attending)					\$ 40.00
Food Services					\$ 40.00
Technology Tech					\$ 40.00
Armed Security	Pearland	PD Current	Rate	(Min 4hours)	\$ 45.00
District Personal for Large groups		Over 500	Attending		\$ 45.00
<b>Additional Facility / Equipment</b>					
Admin Fee				\$50 per Event	
Parking Lot (Only)	<b>REQUIRED</b>			\$50/Day	
Speakers/Microphone				\$25/Event	
FIELD LIGHTS (football)				\$ 75/Day	
Elementary Field Space	<b>REQUIRED</b>			Admin Fee	
Kitchen Area near Cafeteria				\$75/Event	

**confirmed** facility reservation requests and agreements will be honored at the rates at the time of execution and will not be subject to rate changes.

Facility Rental and Related Fees for other facilities can be found in the exhibits at GKD (REGULATION) as follows:

Exhibit B:

**The liability Insurance required is \$1,000,000 per each occurrence and \$2,000,000 aggregate & names the "District" as the certificate holder.**

**The actual cost for cleanup or repair shall be charged for any facility not left in satisfactory condition.**

**If two facilities in the same building are rented for the same time period, there will be a 25% discount for the second**

**A district employee shall be present while the facility is in use by groups.**

**Interlocal agreements supersede the fees, charges, and arrangements set forth in this schedule.**

**\*\*\* There will be a Admin Fee (\$50.00) charged on each invoice\*\*\***

Rental fees will be charged based on the facility or facilities being rented, and employee service charges as specified in the Administrative Regulation at GKD and this document, as applicable. Rentals require a two-hour minimum. After the two-hour minimum, any portion of an hour beyond fifteen minutes will result in the organization being billed for a full hour.

The basic fee for use of these facilities does not include charges for required employee services or for the set up and take down of user's equipment or exhibits.

## **ADDITIONAL INFORMATION**

### **Reservations**

Groups/organizations or businesses considering rental of one or more campus facilities must submit a signed *Facility Reservation Request Form* Pearland ISD faculty and/or staff may not represent an external client in order to circumvent the Facility Rental and Related Fee.

All requests for facility rental by non-Pearland ISD groups may be submitted beginning July 1 of each year for reservations beginning after August 1st. All reservations must be received at least 15 days in advance of the first rental date included in the reservation request.

The District shall have first priority of facility use and may cancel any agreement of any facility prior to the event if the District determines that it must use the facility for a function directly related to the operation of the District. The District may also cancel an event with less than 24-hour notice under such emergency circumstances that would preclude the safe occupancy and use of the leased facility. The District also reserves the right to adjust or restrict the hours of use by any group/organization or business in order to accommodate the greatest number of requests.

The use of the facility requested will be restricted to individuals associated with the organization/event in order to maintain security. Subleasing is prohibited.

### **Insurance**

Groups/organizations or businesses shall maintain, at their sole cost and expense, comprehensive general public liability insurance from an approved company authorized to do business in the State of Texas in which the group, organization or business is named as an insured and Pearland ISD is named as an additional insured with limits of not less than one million dollars (\$1,000,000) for the period of time set forth in the reservation request. The insurance policy must reflect that it is primary and not secondary or contributory with any insurance maintained by the District. The insurance policy may not be canceled prior to the conclusion of the term of this reservation without ten (10) days advance written notice to the District. The policy must also include coverage for bodily injury, including death, property damages, deprivation of civil rights or civil liberties, defamation of character, libel, slander, and other similar causes of action; the group or organization waives any right of subrogation against the District in connection with any insurance proceeds received by or due to the District. Groups/organizations or businesses shall furnish, not less than two (2) weeks in advance of the date for the facility reservation a certificate showing such insurance to be in effect. Groups/organizations or businesses should understand and agree that if it fails to provide timely evidence of such insurance sufficient to provide primary insurance coverage to the District for all risks and limits described herein, the District will prohibit the use of the facility and any deposit will be forfeited without waiver of the District's rights to recover any other damages for such breach.

### **Deposit and Cancellation**

In order to reserve a facility, groups/organizations and businesses that rent campus facilities on a long-term basis [six (6) weeks or more out of the year] are required to pay a security deposit equal to one month's estimated fees for rental and employee services upon confirmation of facility availability.

Groups/organizations and businesses renting campus facilities must provide a minimum of 24 hour advance written notice of cancellation. Failure to provide an adequate cancellation notice may result in the group/organization or business being billed for a minimum of three two (2) scheduled personnel services,

### **Payment of Fees for Rental and Employee Services**

Ten (10) business days prior to an event, the group/organization or business will be responsible for paying the estimated fees associated with the facility rental and cost of the services as established in this exhibit. Possible charges include, but are not limited to, custodial, food service, District event supervisor, technology, parking, security, and maintenance employee services. In addition, any other services requested by the group/organization or business will be payable ten (10) business days prior to the event. The prepaid estimate of charges (and deposit, if applicable) will be applied toward the final charges for the event.

Immediately following the event, the Facility Rental Department will issue a final invoice for the balance owed. Payment will be due immediately upon receipt. The balance owed must be paid in full prior to the next event in a series taking place. Failure to make payment will result in denial of future use. In the event that the actual charges are less than the estimate (and deposit, if applicable), the group/organization or business will be reimbursed the difference no later than 30 days following the use of the facility. Overtime rates will be charged for employee service fees at all facilities on designated holidays as specified in this exhibit.

## Employee Services

In addition to facility rental fees, the fees for employee services are billed for a minimum of three (3) hours of School Days and a minimum of four (4) hours on Non-School Days at the following hourly rates:

▪ Event Supervisor	\$45
▪ Stadium Supervisor	\$75
▪ Custodians	\$40
▪ Food Service Employees	\$75
▪ Pearland Police	\$45
▪ Maintenance Employees	\$45
▪ Technicians	\$40
▪ Other employee services as required by the event	

All employee service hours worked after the three-hour or four-hour minimum will be billed in full hour increments based on the full-hour rate as listed above.

## Staffing Information

- The Maintenance & Operations Department will determine the minimum number of staff members necessary based on the type of activity, requested setup, and the anticipated number in attendance.
- Rental of a kitchen, including the use of serving lines only, requires staffing by at least one PISD Food Service employee.
- Groups reserving outside athletic facilities in enclosed areas may be required to pay for a district event supervisor to monitor facility use, turn lights on and off, unlock gates, and restrooms, as appropriate. This individual will also serve as a contact in addressing concerns or problems that may arise during the rental event.
- Clients may provide additional labor, but it does not supersede or replace the requirements stated above.

## Designated Holidays and Non-instructional Day Use

District facilities will be closed on the following designated holidays unless permission is granted by the Facility Rental Department :

- New Year's Day
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day (July 4 and a specified weekday, if applicable)
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

If permission is granted for use, all employee service hours worked on designated holidays may be billed at holiday overtime rates equivalent to two times the rate specified as employee fees above.

District facilities operate with regular staff and schedule on the School Days designated on the District's instructional calendar. On Non-School Days, access to facilities may be limited due to changes in custodial hours and staff on these days.

## Food/Catering

All arrangements and requirements for food and beverages being prepared and/or served in District facilities must be made and met in advance of the event. A waiver to the District's food and beverage requirements may be obtained in some instances, and a fee may be assessed for this option. Catering fees will be determined by the Nutrition and Food Services Department based upon menu selection.

## **Parking and Security**

Parking Lots at all school facilities are available for rent, after school hours and on weekends. A Facility Reservation Request form must be submitted to the Facility Rental Department at least 15 days prior to the event date, and applicable facility fees will apply. A certificate of insurance must be provided and there will be fees for restroom access and/or parking lots. The Facility Rental Department shall determine whether the event requires security, District Event Supervisor or other support personnel. Additional fees will apply.

At all Pearland ISD Facilities, vehicular parking is restricted to approved parking lots. Parking on school grounds, or any unpaved surface/area is prohibited without the prior consent of the Facility Rental Department . Public parking on District property is at the vehicle owner's risk. Parking lot violators are subject to having vehicles towed at the owner's expense.

The District reserves the right to charge a parking fee for special events and to determine when Pearland Police Officers are necessary for traffic control.

## **Prohibitions**

The District shall have the authority to prohibit any performance, activity, exhibition, or entertainment that is deemed to be indecent, obscene, immoral or in any manner publicly offensive. Groups/organizations and businesses that are known to have a history of or propensity for such prohibited types of activities will be prohibited from renting facilities.

Use, possession, or storage of any pesticide or herbicide on any Pearland ISD property is prohibited as required by law. Violating any federal, state or local laws or regulations may result in forfeiture of future activities on school property.

Use, sale, or possession of alcoholic beverages, illegal drugs, pyrotechnics (including candles, any open flame and fireworks), weapons, and firearms, and the use of tobacco or vape products on District property will not be permitted. No firearms, including concealed handguns, will be permitted on District property without specific authorization from the Executive Director of Safety and Operations. [See GKA (REGULATION) for additional information.] Violators shall be prosecuted to the fullest extent of the law. Evidence of any violation of federal, state, or local laws during the use of a District facility shall be cause for suspension of privileges of future use.

Groups/organizations and businesses reserving a District facility may not post any signage on District property except at the facility during the scheduled date and time of the facility reservation. All signage shall be submitted for review to the Facility Rental Department prior to posting.

### **The group/organization or business must agree to:**

- Keep aisles, corridors, passages, vestibules, elevators, and stairways free and clear of obstructions and shall not use these areas other than for ingress and egress;
- Refrain from injuring or defacing the premises or any part thereof and not to drive or permit others to drive nails, hooks, tacks, or screws into any part of the premises or furnishings or to apply tape or other materials to the wall;
- Make no alterations in the authorized areas;
- Not use or permit the use of flammable tissue paper, crepe paper, or material for decorative purposes or any combustible liquid or substance.
- Not post, display, distribute, or announce in, on or adjacent to the reserved facility any signs, messages, or other materials without prior approval of the Facility Rental Department .

## Rental at Pearland Stadium

1. All bathrooms will be unlocked and available for use unless the restroom is out of order. The bathrooms will be taken care of by Pearland ISD staff.
2. Home side Concession is off limits. You can set up outside of the concession stand but there will be no access to the inside concession stand.
3. You have access to the VISTORS side concession station ONLY.
4. You can put your items in the VISTORS concession on Friday, if available, for storage and can use that concession the day of your event. (without additional charges)
5. If the stadium is available and not being used, you can pay an additional charge(\$500.00) for Friday to set up tents ONLY. Pearland ISD is not liable for any damages/vandalism to any items that are left at the stadium overnight. There will be NO Tents on the field at any time.
6. Any markings on the track/field will need to be cleaned up before leaving. Any marking's that are not cleaned at the end of the event will be a \$250.00 Clean up fee
7. There will be NO DRIVING of vehicles, buggies, or golf cart at any time (unless there is an emergency, and Pearland PD is driving the buggies) inside the gate of PEARLAND STATUIM.
8. Shot put and discus area will be open for you to use. There is a gate off Pearland Parkway that can be opened for dropping off equipment in these areas.
9. All equipment in the high jump and pole vault areas must be properly covered to original position after usage. The mats must be left covered and protected from the weather.
10. When holding any event at Pearland Stadium you will have a Pearland Police Officer working your event no exceptions. This will be confirmed through the Pearland Police SRO Officers.
11. You can request to use the PA system at the stadium. If you choose to use the PA system you only have access to the microphone for you to make your announcements. You will not be allowed in any part of the press box at any time. Yes, there will be a person running the system to make sure that it's in working order but no announcements of events from the press box.
12. When using a starting pistol all shells must BE picked up. If there are any found on the track or field after your event there will be a \$250.00 clean up fee that will be charged to your account and will have to be paid within 5 day of the notice or any future rentals will be canceled.
13. Any cleat pieces found on the turf/ track will be a \$250.00 clean up fee that will be charged to your account and will have to be paid within 5 day of the notice or any future rentals will be canceled.

## End of Event Check List

- Remove any markings from the track
- Remove any broken tents or other large items from Pearland ISD property
- Report any damage to Pearland ISD Facility Rental Department via email within 12 hours.
- Ensure that any Pearland ISD equipment used is covered and stored as it was found.
- Pick up trash from any area used during the rental.
- Remove any tape used during the event from Pearland ISD property.
- Removal all signage from facilities at the end of the rental.
- Ensure any area used for concessions or food preparation is cleaned.

***If any of the above items are not take care of there will be a cleanup fee for each item that needs to be cleaned***

## Rental of Gyms

1. Whichever gym you are assigned to is the gym you will use. (Practice or Competition)
2. There will be no use of gym equipment: basketballs, volleyballs, volleyball nets, etc....) you must bring your own equipment.
3. You must request the use of chairs on the side so that the proper padding is put down on the floors
4. Only inside sports (basketball volleyball) will be permitted in gyms. There will be no baseball, softball, soccer, or football practice in gym at any time no exceptions.
5. All basketball games will have a Pearland Police Officer working your event no exceptions. This will be confirmed through the Pearland Police SRO Officers.

***In short ensure the facility is left as it was found. Pearland ISD staff will ensure restrooms are stocked and trash cans are emptied in dumpsters.***

## Cafeteria Usage

1. You may use the tables/chairs in the cafeteria or request the use of folding chairs. Each Campus has 200 chairs. If you are needing more than 200. There will be a \$50.00 fee for the more chairs to be brought in.
2. If use of the kitchen or serving lines is needed there will an additional charge to have Pearland ISD Food Service staff work the rental.
3. There is a projector screen in all the cafeterias, you must bring your own projector and microphone system.
4. There is a microphone/speaker system and a projector you can rent from Facilities Department for \$50.00 a day.
5. No classrooms will be available for any rentals at campus.

## Auditorium

1. Only CA Nelson, and Pearland Jr. High South auditoriums are available for rent.
2. There are only house lights available to rental groups in these auditoriums. There is no use of any audio or stage light equipment in these auditoriums.
3. There are green rooms that can be used but there will be no classrooms available for changing rooms or any other activities.
4. You can request the rental of the gyms (no locker rooms) and the cafeteria for changing rooms
5. No food or drinks are allowed in the auditoriums at any time. You may rent the cafeteria for food and drinks.
6. Both auditoriums will seat around 1,000 people.