

REQUEST FOR USE OF SCHOOL FACILITIES  
POTEET INDEPENDENT SCHOOL DISTRICT  
P.O. BOX 138 POTEET, TX 78065

**SUBMIT REQUEST 30 WORKING DAYS PRIOR TO EVENT**

Name of person / organization wishing to use the facility ("Applicant"): \_\_\_\_\_

Full address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Date(s): \_\_\_\_\_

Purpose: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

P / A System \_\_\_\_ yes \_\_\_\_ no Table / Chair Set Up \_\_\_\_ yes \_\_\_\_ no

Other Items: \_\_\_\_\_

Responsible Person's Name: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed Name) (Signature)

**Please note: Poteet ISD reserves the right to make any changes as special circumstances may arise.**

The Applicant agrees to the following:

1. Pay charges for use of the facility as determined by Poteet Independent School District.
2. Protect and maintain facility and equipment in the same or better condition than when accepted for use. Additional charges will be applied if district staff is required for clean-up.
3. Payments are due in full one week prior to the event or season.
4. The Applicant is responsible for insuring that the facilities form has been approved by each department related to the use of the facility.
5. Applicants will be banned from using all district facilities if persons / organizations in any way disparage the district, district employees, or school board members through any form of communication (verbal, e-mail, text message, social media).
6. Persons/Organizations agree to comply with District Policy GKD (LOCAL), attached.

Facility Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Central Office Administration: \_\_\_\_\_ Date: \_\_\_\_\_

# Poteet Independent School District

## Release of Liability

State of Texas

County of Atascosa

Applicant hereby agrees to and shall indemnify, defend and hold harmless Poteet independent School District ("District"), its agents, trustees, officers and employees from and against any and all suits, actions, losses, damages, liability and claims of any character, type, or description (including without limitation court costs and attorney's fees, and all such other expenses of litigation or counter suits) brought or made for or on account of any injuries or damages received or sustained by any person or persons or property arising out of or occasioned by or connected with the use of the District's facilities by Applicant, its agents, officers, employees or invitees. **Such indemnity shall apply where the above referenced suits, actions, losses, damages liability or claims arise in whole or in part from alleged the negligence of the District.**

Applicant hereby releases District, its agents, trustees, officers and employees from and against any and all suits, actions, losses, damages, liability and claims of any character, type, or description (including without limitation court costs and attorney's fees, and all such other expenses of litigation or counter suits) brought or made for or on account of any injuries or damages received or sustained by any person or persons or property arising out of or occasioned by or connected with the use of the District's facilities by Applicant, its agents, officers, employees or invitees.

In witness whereof, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Responsible Person

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed Name

My Commission Expires:

[SEAL]

## FACILITY RENTAL CHARGES – EFFECTIVE AUGUST 1, 2018

<p><b>GROUP A</b>          SCHOLARSHIP SPONSORS OF          POTEET ISD STUDENTS          PARENT ORGANIZATIONS /          BOOSTER CLUBS          STUDENT GROUPS (4-H / FFA)          CHURCH ORGANIZATIONS          (NON ATHLETIC)</p>	<p style="text-align: center;">NO CHARGE  <i>(additional charges may apply if district staff is required for clean-up)</i></p>
<p><b>GROUP B</b>          LOCAL YOUTH          ORGANIZATIONS THAT          INVOLVE POTEET ISD          STUDENTS <i>(seasonal game          usage)</i></p>	<p>JH Practice Field / Old Elementary Gym free of charge          Game Usage Fee of \$1,000 per season <i>(regular season schedule must be          attached to rental agreement)</i></p> <ul style="list-style-type: none"> <li>○ Football (JH Game Field) – August through November</li> <li>○ Volleyball (Elem Gym) – August through November</li> <li>○ Basketball (Elem Gym) – November through February</li> <li>○ Baseball / Softball (Little League Field) – February through May</li> </ul> <p>Additional usage outside of game days will revert to Group C Fees          Payments are due in full one week prior to the first game of the season</p>
<p><b>GROUP C</b>          LOCAL YOUTH          ORGANIZATIONS THAT          INVOLVE POTEET ISD          STUDENTS          ORGANIZATIONS HOSTING AN          EVENT FOR POTEET CITIZENS</p>	<p>JH Practice Field / Old Elementary Gym free of charge          Facility Usage Fee per day</p> <ul style="list-style-type: none"> <li>○ Auditorium / Cafeteria - \$175</li> <li>○ Elementary Gym - \$125</li> <li>○ JH Gym - \$150</li> <li>○ HS Gym - \$175 (per gym)</li> <li>○ Little League Field - \$150</li> <li>○ Baseball / Softball Field - \$250 (per field)</li> <li>○ JH Football Field - \$250</li> <li>○ HS Football Field - \$500</li> </ul> <p>Payments are due in full one week prior to the event</p>
<p><b>GROUP D</b>          NON-LOCAL ORGANIZATIONS          OTHER SCHOOL DISTRICTS</p>	<p>Facility Usage Fee per day</p> <ul style="list-style-type: none"> <li>○ Auditorium / Cafeteria - \$350</li> <li>○ Elementary Gym - \$250</li> <li>○ JH Gym - \$750</li> <li>○ HS Gym - \$750 (per gym)</li> <li>○ Little League Field - \$500</li> <li>○ Baseball / Softball Field - \$1,000 (per field)</li> <li>○ JH Football Field - \$1,000</li> <li>○ HS Football Field - \$2,500</li> </ul> <p>Pay Staff \$20.00 per hour. Minimum of 2 hours to open and close the          facility. If additional hours are needed staff will be paid for the entire          length of the event</p> <p>Use of District Utilities will be an additional charge of \$100.00 per hour          Final pricing may vary depending on expenditures required by Poteet ISD          to host an event (Example: Playoff Games which require the district to          pay UIL fees, security, and game workers)</p> <p>Payments are due in full one week prior to the event</p>

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

SCOPE OF USE	<p>The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.</p> <p>Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.</p> <hr/> <p><b>Note:</b> See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none"><li>• Use by employee professional organizations: DGA</li><li>• Use of facilities for school-sponsored and school-related activities: FM</li><li>• Use by noncurriculum-related student groups: FNAB</li><li>• Use by District-affiliated school-support organizations: GE</li></ul> <hr/>
NONPROFIT FUND-RAISING	<p>The District shall not permit nonprofit organizations not affiliated with the District to conduct fund-raising events on District property.</p>
FOR-PROFIT USE	<p>The District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the District shall permit public performances, recitals, or presentations so long as no admission fee is charged and when these activities do not conflict with school use or with this policy.</p>
CAMPAIGN-RELATED USE	<p>Except to the extent a District facility is used as an official polling place, District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.</p>
SCHEDULING	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>
APPROVAL OF USE	<p>The Superintendent is authorized to approve use of any District facility.</p>
EXCEPTION	<p>No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such</p>

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	as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.
EMERGENCY USE	In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.
USE AGREEMENT	Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.
FEES FOR USE	<p>Nonschool users shall be charged a fee for the use of designated facilities.</p> <p>The Superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>
EXCEPTIONS	<p>Fees shall not be charged when school buildings are used for public meetings sponsored by state or local governmental agencies.</p> <p>Fees shall not be charged for use by District employee professional organizations. [See DGA]</p>
REQUIRED CONDUCT	<p>Persons or groups using school facilities shall:</p> <ol style="list-style-type: none"><li>1. Conduct business in an orderly manner.</li><li>2. Abide by all laws and policies, including but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]</li><li>3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.</li></ol> <p>All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.</p>