



Palmer Independent School District
P. O. Box 790 – 303 Bulldog Way
Palmer, Texas 75152
972-449-3389 * Fax: 972-845-2112

Kevin Noack, Superintendent

Facility Rental/Use Request Form

1. Name of the School or Facility _____

Circle One

Fields Gym Cafeteria Auditorium

2. Date(s) of Usage _____ Hours Needed _____

3. Name of Organization Requesting Usage _____

4. Purpose of Usage _____

5. Type of Program to be Held (*Be explicit as to the name of the speaker, type of entertainment, etc.*)

6. Facilities are available for Palmer ISD community use only. These organizations must of a nonprofit nature whose primary purpose is that of furthering the welfare of Palmer Independent School District, provided:

- A. That the use of the facility does not interfere with the operations of the facility for school purposes.
- B. That the request must have been approved by the Supervisor of Operations, the Principal of the school or manager of the facility, and the Superintendent of Schools.
- C. That any agreement may be cancelled by the School District in favor of school activities.
- D. That any organization or group using school facilities shall designate one of its group as being in charge of and responsible for the program or activity. This person in turn shall be responsible to the school in which the event is scheduled.
- E. The group that is using the building for an event to which the general public is eligible to attend accepts full responsibility for and shall pay to Palmer ISD any damage done to buildings, equipment, or other school property used by the Renter. Renter also assumes full responsibility for the conduct of any and all persons using the facility during the rental.

- F. An access limited key card will be issued and will expire at the end of the stated usage time.
- G. That there will be no possession, consumption or use of alcohol, tobacco or controlled substances at any time.
- H. Renter agrees that no street shoes shall be permitted on the gym playing floor (if gym is included).
- I. Tables cannot be moved. The room must be used in the current set up.
- J. Nothing may hung from the ceilings and nothing attached to the wall that would damage paint.

7. All drink products sold on Palmer I.S.D. property and/or facilities must be Dr. Pepper products. The District is under an exclusive contract with Dr. Pepper.

8. Renter pays a \$300.00 cash deposit at time of booking. All fees must be paid when the key is picked up for event. All checks for rental should be made payable to Palmer I.S.D. and turned in at the Administration Building, 303 Bulldog Way, Palmer, TX. Refund of deposit shall be made upon return of key card if premises are left in satisfactory condition.

Applicant(s) hereby agree(s) to the above conditions.

Signature of Authorized Representative

Name of Organization

Address

Telephone

When approved by the proper school officials, this application shall constitute a binding agreement.

Approved by Campus Principal or Facilities Manager

Name: _____

Title

Date

FEES: See Facilities Usage Rental Fees attachment

Approved: _____

Name: Kevin Noack
Title: Superintendent of School

Date: _____

Fee Schedule for PISD Facility Usage (revised 08/09/2017)

Classification Group 1:

Those groups whose members are comprised of sponsored student groups, staff, and campus-registered booster clubs/parent-teacher organizations, parents of the District whose activities benefit the schools, students, or teachers.

Classification Group 2:

Private Parties – any group or individual desiring to use a facility for a private event such as a birthday party, family reunion, meeting etc. that reside within Palmer ISD. Usage is limited to one rental per calendar month by any individual or organization.

Group 2 \$300.00 deposit required for indoor use.

Classification Group Fees:	1	2
Cafeteria	N/C	\$150.00
Gymnasium	N/C	\$150.00

Kitchen Facility Fees:

A cafeteria employee must be present at any time the kitchen facilities are being used.

\$50.00 half day (up to 4 hours) \$100.00 full day (over 4 hours, up to 8 hours)

** Annually, in July, the Palmer ISD Facility Usage Fee Schedule will be reviewed regarding the fees and/or deposits required. The new Fee Schedule will remain in place until review the following year.