

PAMPA INDEPENDENT SCHOOL DISTRICT  
RENTAL AGREEMENT/BUILDING USE FORM

The principal or designee is authorized to approve use of facilities on a school campus. The athletic director or designee is authorized to approve the use of District athletic facilities. The Superintendent or designee is authorized to approve use of all other District facilities.

**Officially recognized Booster clubs** are allowed to use District facilities with prior approval of the appropriate administrator.

**School-sponsored student groups** may use District facilities with prior approval of the appropriate administrator.

**Organizations representing professional, paraprofessional, or support employees** may use District facilities with prior approval of the appropriate administrator.

**Nonschool users shall be charged custodial, cafeteria and facility rental fees for the use of designated facilities.** Facility rental fees shall not be charged for use by community and civic groups when the funds earned, or the activity, will benefit school-age children. **Waiver of facility rental fees must be approved when request for use submitted.**

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**I. Billing Information:**

- A. Organization or Group Name: \_\_\_\_\_
- B. Authorized Representative: \_\_\_\_\_
- C. Mailing Address: \_\_\_\_\_
- D. Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_
- E. Signature of Authorized Rep. \_\_\_\_\_
- F. Date of Signature \_\_\_\_\_

**II. Rental Information:**

- A. Any expenses incurred for facility damage will be charged back to the organization using the facility.
- B. Date(s) Requested: \_\_\_\_\_ Times Requested: \_\_\_\_\_
- C. Custodial personnel are required to be on duty when a facility is being used. A fee of \$20.00/hour will be charged for use on weekends, non-school days, or after 8:00 p.m. in the evening on a school night.

\_\_\_\_ Number of hours (times) \$20.00 = \_\_\_\_\_ OR over 4 hours = \$100.00

**D. Facility: (circle to indicate)**

Administration Building, PHS, PJHS, Austin EL, Lamar EL, Travis EL, Wilson EL

- A. Equipment Needed and number: Chairs \_\_\_\_\_, Tables \_\_\_\_\_, P.A. System \_\_\_\_\_  
Podium \_\_\_\_\_, Risers \_\_\_\_\_.

**E. Area Requested: See Fee Schedule (circle to indicate)**

- |   |  |
|---|--|
| <input type="checkbox"/> Fee waived                                       | <input type="checkbox"/> McNeely Fieldhouse (\$200 min)            |
| <input type="checkbox"/> Elementary & Junior High<br>Gymnasium (\$50 Min) | <input type="checkbox"/> Administration Building (\$150 Min)       |
| <input type="checkbox"/> North Cavalier Center (\$50 Min)                 | <input type="checkbox"/> High School Commons/Cafeteria (\$150 Min) |
| <input type="checkbox"/> South Cavalier Center (\$150 Min)                | <input type="checkbox"/> Junior High Commons/Cafeteria (\$150 Min) |
| <input type="checkbox"/> Softball Field (\$50 min)                        | <input type="checkbox"/> Auditoriums (\$150 Min)                   |
| <input type="checkbox"/> Football Field (\$50 min)                        | <input type="checkbox"/> Elementary Cafeteria (\$50 Min)           |
|   | <input type="checkbox"/> Tennis Courts (\$50 Min)                  |

**III. Total Fees Due (Total C, E): \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_**

**IV. Custodial Fees (C): \_\_\_\_\_ Billed: \_\_\_\_\_ Rec.: \_\_\_\_\_**

See Attached Rental fee schedule.

**INTERNAL USE ONLY**

Initial: _____	Initial: _____
Principal	Business Office _____ Facilities Director
Custodial Supervisor	Athletic Director _____ Energy Manager

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1. Guidelines and Restrictions:

- A. Any and all damage is the responsibility of the renter. Actual repair or replacement charges will be billed.
- B. All activities and events shall be completed by 10:00 p.m. Exceptions will be decided on an individual basis.
- C. Pampa ISD is not liable for any injuries on school property by state law. The renter may be required to show proof of insurance or sign a waiver taking on all liability for personal injury or personal property damage.
- D. The Campus Principal, Athletic Director and Facility Director will be the final authority over the use of facilities.
- E. Custodial personnel shall be required to be on duty when a facility is rented. No exceptions will be made.
- F. Cancellations must be made 24 hours in advance to the Facilities Office – 669-4990 or custodian fees will be charged.
- G. All groups sponsoring a Pampa ISD student dance must provide a police officer or sheriff deputy for security. This fee will be paid directly to that official.

See fee schedule

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**The following fee schedule will apply for individuals and organizations that use school facilities.**

**Custodian/ Cafeteria Fee:**

1. \$20 per hour for all custodial and cafeteria services. Custodial personnel will be required to be on duty when a facility is used. When a school cafeteria will be used for food preparation, cafeteria personnel will be required.

**Facility Rental Fees:**

2. Administration Building: \$150.00 minimum charge plus \$20.00 per hour after three hours use.
3. High School Commons/Cafeteria: \$150.00 minimum charge plus \$20.00 per hour after three hours use.
4. Junior High Commons/Cafeteria: \$150.00 minimum charge plus \$20.00 per hour after three hours use.
5. Auditoriums: \$150 minimum charge plus \$20.00 per hour after three hours of use.
6. Elementary Cafeteria: \$50 minimum charge plus \$20 per hour after three hours of use.

**Athletic Facility Rental Fees:**

7. Elementary and Junior High Gymnasiums: \$50 minimum charge plus \$20 per hour after three hours of use.
8. MPAC Building:
  - a. \$50 minimum charge for the north end of the MPAC building plus \$30 per hour after three hours of use.
  - b. \$150 minimum charge for the south end of the MPAC building plus \$40 per hour after three hours of use.
9. McNeely Field House: \$200 minimum charge plus \$50 per hour after three hours of use.
10. Playoff Sporting Event:
  - a. \$400 minimum fee for hosting a playoff event plus the cost of security.
11. Double Header Playoff Game:
  - a. \$600 minimum charge, which will be split between the participant groups.