



# REQUISITION FOR USE OF SCHOOL PROPERTY

Date of Meeting/Event: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Time (please indicate "From" and "To" a.m./p.m.): \_\_\_\_\_

Purpose/Description of Meeting or Event: \_\_\_\_\_

Audience:  PAISD Personnel  Other: \_\_\_\_\_

Number Expected to Attend: \_\_\_\_\_

### **LOCATION REQUESTED – PLEASE INCLUDE YOUR CAMPUS NAME W/LOCATION**

**Campus/Area** (i.e., athletic facilities, auditoriums, cafeterias)  
\_\_\_\_\_

**Computer Labs:**

- Technology (D213)
- Computer Lab (C404)
- Computer Lab (C403)

**FEES:** \$ \_\_\_\_\_  
*(see page 2)*

**ADMISSION:** \$ \_\_\_\_\_

**Administration Conference Rooms:**

- Large Conference - #A (C400)
- Large Conference - #B (C400)
- Large Conference - #C (C400)
- Media Room (B101)

Other (Please Illustrate):

### **ROOM ARRANGEMENT**

- With chairs in \_\_\_\_\_ rows, facing \_\_\_\_\_.  
(# of rows) (direction)
- With \_\_\_\_\_ in \_\_\_\_\_, facing \_\_\_\_\_.

### **SPECIAL EQUIPMENT NEEDS**

- TV/VCR
- Projector/Screen
- Computer Equipment (Describe) \_\_\_\_\_
- Other \_\_\_\_\_

Please submit the **original** Requisition through school mail or at P.O. Box 1388, Port Arthur, Texas 77641-1388, to Penny Porterie **at least ten (10) days prior to the date of the meeting/event**. **CAMPUS SECRETARIES: All facility use expenses should be charged to Organization Code 910 (Building Use).**

The Requisitioner hereby agrees and undertakes to save and hold harmless the School District from any and all claims for damages, personal or otherwise, that may arise out of the use of said property, whether by a member of his organization or by other persons using or enjoying said property, and without regard to whether the damage, personal or otherwise, is brought about or caused by the negligent operation of said property by Requisitioner.

**NOTE: Please review the attached Facility Use Agreement Insurance Requirements form (see pg. 3). This form must be signed, and insurance certificate must be provided to the district before the meeting can be scheduled.**

### **APPROVED:**

\_\_\_\_\_  
Dr. Mark Porterie, Superintendent

\_\_\_\_\_  
Department or Organization

\_\_\_\_\_  
Principal or Director

\_\_\_\_\_  
Person Requesting Building/Location

- Requesting Party**
- Principal**
- Campus Secretary**
- Campus Custodian**
- Maintenance Dept.**
- Administration Custodian:** \_\_\_\_\_

## RULES GOVERNING THE USE OF PAISD SCHOOL PROPERTY

The use of school facilities for school-directed activities is under the supervision of the principal on school days between the hours of 7 a.m. and 5 p.m. If the school principal desires to use school facilities for school activities at other times, a requisition must be completed and ORIGINALS (no copies) sent to the Administration Building mail room at least 10 days prior to event for approvals. It will then be submitted to the Maintenance department so that a custodian may be assigned, and lights, air conditioning and/or heat remain on. **Contact the Athletics department at 409.962.3702 to rent any athletic facility.**

School-sponsored groups that use District facilities will not be charged a service fee if the activity is approved by the school principal and administrator is a part of the instructional program of the respective school. However, the principal of the building must submit an ORIGINAL (no copies) requisition for use of the building or specified facility to the Administration Building mail room so that maintenance and custodial services can be provided.

The use of school facilities by groups outside the school during the school day and at any other time shall come under the supervision of the campus principal and approval for use must be obtained in writing five days prior to date of use. A building requisition will be issued by the Administration office.

All requisitions must be first approved by the facility principal, then the Administration office. Once approved by all departments, the requisition is sent to Maintenance/Custodian department.

The use of buildings, grounds, and equipment belonging to the Port Arthur Independent School District shall be governed by the following regulations:

1. **NO FOOD OR BEVERAGES ALLOWED IN AUDITORIUMS.**
2. **Property shall not be used for personal or commercial profits, gain or advertisement of any nature.**
3. **Acceptable supervision must be provided by each organization and when so directed, guards must also be provided to prevent trespassing in portions of the building not authorized for use.**
4. **Property may be used by religious organizations with the understanding that it will not be used for sectarian purposes.**
5. **Property shall not be used for any purpose which is in conflict with the aims and objectives of the public school system.**
6. **Total payment of all charges shall be made in the Office of the Assistant Superintendent for Business & Finance no later than 10 days prior to the date of use.**
7. **Property used under these rules shall be limited to that listed on the approved requisition.**
8. **Property shall not be removed from school premises.**
9. **Requisitioner shall furnish and be responsible for motion picture projector operators, spotlight operators, stage hands, etc.**
10. **Requisitioner shall be held responsible for the proper use of property and shall pay for all damage beyond ordinary wear and tear.**
11. **Requisitioner shall abide by all national and state laws, local ordinances, and rules of the police and fire departments.**
12. **There shall be no smoking or alcoholic beverages on school district property.**
13. **No changes shall be made to existing stage lighting panels or additional lights be added without prior approval and under the supervision of PAISD's Maintenance/Electrical department.**

**Service charges are as follows and are based on average expenses incurred for custodial services and utilities:**

AUDITORIUMS	
All auditoriums except Memorial HS (1 <sup>st</sup> 4 hours)	\$500
Memorial HS (1 <sup>st</sup> 4 hours)	\$1,000
Additional time fee (per hour)	\$125
Woodrow Wilson (1 <sup>st</sup> 4 hours)	\$1,500
Woodrow Wilson—Additional time fee (per hour)	\$187.50
ALL-PURPOSE, TEAM-TEACHING, & OTHER LARGE ROOMS	
Days or Nights (1 <sup>st</sup> 4 hours)	\$375
Additional time fee (per hour)	\$80
DESIGNATED GYMNASIUMS	
With A/C (1 <sup>st</sup> 4 hours)	\$500
Additional time fee (per hour)	\$125
ALL OTHER GYMNASIUMS (1st 4 hours)	
Without air conditioning	\$375
Additional time fee (per hour)	\$80
CLASSROOMS	
When used with other school facilities without air conditioning (i.e. auditorium and cafeteria)	\$45
Independent of any other facilities (with A/C) (per hour)	\$100
CAFETERIAS (Without cooking facilities (all A/C)	
All schools except Memorial High School (1st 4 hours)	\$375
Additional time fee (per hour)	\$80
Memorial High School—Commons Area	\$475
Additional time fee (per hour)	\$90

*A member of the cafeteria staff must be present when the cafeteria kitchen is opened for limited use. When meals are served and full use of the kitchen and facilities are required, regularly employed cafeteria staff members must be engaged. Each cafeteria employee needed will be an additional charge \$15 PER HOUR.*

### MEMORIAL STADIUM OR BASEBALL FACILITIES

Unless approved as part of the summer recreation program, the fee charged shall be the greater of the following:

- 10% of gross receipts (exclusive of Federal Tax)
- \$500 for 4 hours or less, plus \$100/hour in excess of 4 hours. (WITH LIGHTS)
- \$350 for 4 hours or less, plus \$100/hour in excess of 4 hours. (NO LIGHTS)

In addition to above fee(s), the Requisitioner shall furnish tickets, ticket sellers, ticket takers, traffic officers, and shall assume any other expense except that owner shall supply fence and property guards and lights for nights events.

### BUILDINGS USED FOR ELECTIONS

County .....	No Charge
City (per building) .....	\$50
Other (per building) .....	\$75

**When used in conjunction with School Election and in the same building,  
there will be no charge. \***



### FACILITY USE AGREEMENT INSURANCE REQUIREMENTS

- Facility User agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, and including endorsements described herein. The requirements contained herein, as well as PAISD's review or acceptance of insurance maintained by Facility User is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Facility User under any resulting contract.
- Commercial General Liability Facility User agrees to maintain Commercial General Liability at a limit of liability not less than \$500,000 Each Occurrence, \$1,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.
- Additional Insured Facility User agrees to endorse PAISD as an Additional Insured with a CG 2026 07 04. Additional Insured – Designated Person or Organization Endorsement, or CG 20 11 01 96 Additional Insured – Managers or Lessors of Premises, or similar endorsements, to the Commercial General Liability. The Additional Insured shall read "Port Arthur ISD."
- Waiver of Subrogation Facility User agrees by entering into this contract to a Waiver of Subrogation for each required policy here-in. When required by the insurer, or should a policy condition not permit Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Facility User agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Facility User enter into such an agreement on a pre-loss basis.
- Certificate(s) of Insurance Facility User agrees to provide PAISD a Certificate(s) of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage. The Certificate Holder's address shall read:

Port Arthur ISD  
Attn: Purchasing Manager  
Purchasing Department

Right to Revise or Reject: Facility User reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies, which fail to meet the criteria stated herein. Additionally, PAISD reserves the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operate legally.

Signature: \_\_\_\_\_

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