

COMMUNITY RELATIONS:  
USE OF SCHOOL FACILITIES

FACILITIES  
AVAILABLE

Eligible organizations and/or groups may use, under contract, the following:

1. Facilities
  - a. Auditoriums
  - b. Cafeteriums
  - c. Gymnasiums
  - d. Kitchens\*\*
  - e. Cafeterias  
(Groups and/or organizations may not contract for use of classrooms.)
2. Grounds:
  - a. Baseball fields
  - b. Football fields
  - c. Softball fields
  - d. Practice fields
  - e. Tennis courts
  - f. Parking areas
  - g. Play grounds
3. Equipment
  - a. Projectors\*
  - b. Tape recorders
  - c. Pianos
  - d. Spotlights\*
  - e. Record players
  - f. Kitchen equipment\*\*

(\*For use in high school auditoriums only, under the direct supervision of District personnel, and for educational purposes only)

(\*\*Under the direct supervision of cafeteria personnel)

EQUIPMENT  
RESTRICTIONS

Organizations and/or groups shall comply with the following restrictions as a condition for use of school equipment.

1. The organization and/or group shall be responsible for repairing or replacing any equipment damaged or lost while in its possession or care.
2. The principal or other appropriate administrator reserves the right to deny requests to use school facilities or District equipment if, in the administrator's judgment, it is not in the best interest of the campus or District to grant the request.

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Black Box	\$85/hour	\$85/hour
Lighting Tech	\$50/hour	\$50/hour
Sound Tech	\$50/hour	\$50/hour
Digital Tech	\$50/hour	\$50/hour
Curtain Controller	\$10/hour	\$10/hour
Utilities	\$180 (4 hours)	\$180 (4 hours)
Custodian	\$126 (4 hours)	\$126 (4 hours)
Security	\$50/hour	\$50/hour
Gyms (Each Court)	\$400 (4 hours)	\$800 (4 hours)
Deposit	\$300	\$600
Utilities	\$180 (4 hours)	\$180 (4 hours)
Custodian	\$126 (4 hours)	\$126 (4 hours)
Gym Adm.	\$28/hour	\$28/hour
Security	\$50/hour	\$50/hour

INTERMEDIATE & MIDDLE SCHOOLS

Auditorium or Cafeteria	\$300 (4 hours)	\$500 (4 hours)
Gym (Each Court)	\$200 (4 hours)	\$400 (4 hours)
Deposit	\$300	\$600
Utilities	\$140 (4 hours)	\$140 (4 hours)
Custodian	\$114 (4 hours)	\$114 (4 hours)
Gym Adm.	\$28/hour	\$28/hour
Security	\$50/hour	\$50/hour

\*Beverly Hills Intermediate rentals will be charged the high school rates.

ELEMENTARY SCHOOLS

Cafeteria	\$300 (4 hours)	\$500 (4 hours)
Gym (Each Court)	\$200 (4 hours)	\$400 (4 hours)
Deposit	\$300	\$600
Utilities	\$120 (4 hours)	\$120 (4 hours)
Custodian	\$102 (4 hours)	\$102 (4 hours)
Gym Adm.	\$28/hour	\$28/hour
Security	\$50/hour	\$50/hour

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FEES FOR  
CENTRAL  
ATHLETIC  
FACILITIES

The following schedule is based upon a minimum of four hours use of the central athletic facilities listed below, with interior lighting provided. Any continuous use of a facility over four hours shall be considered another four-hour term, with rates charged accordingly.

Dependent upon the activity, out-of-district groups and/or organizations shall be charged Commercial Use rates or Noncommercial Use rates.

Rental Rate Schedule

	MEMORIAL STADIUM	AUXILIARY STADIUM	BASEBALL FIELD	CENTRAL GYMNASIUM
Professional or Commercial Use	\$3300 or 15% of gross whichever is greater	\$1650 or 15% of gross whichever is greater	\$1100 or 15% of gross whichever is greater	\$1650 or 15% of gross whichever is greater
College Use	\$1100 minimum or 15% of gross whichever is greater	\$330 or 15% of gross whichever is greater	\$330 or 15% of gross whichever is greater	\$550 or 15% of gross whichever is greater
Out-of-District and/or Noncommercial Use	\$550 or 15% of gross whichever is greater	\$220 or 15% of gross whichever is greater	\$220 or 15% of gross whichever is greater	\$330 or 15% of gross whichever is greater
P.I.S.D. School Activity	Cost recovery only	Cost recovery only	Cost recovery only	Cost recovery only

PLAYOFF GAMES

Rates for high school playoff games shall be negotiated by the District Director of Athletics and shall be based upon expenses.

FACILITIES  
PRIORITIES

Use of all central athletic facilities shall be governed on the basis of the following priorities.

1. The scheduled athletic program
2. Other approved school activities wherein no admission is charged
3. Other approved school activities wherein admission is charged
4. Eligible community and commercial events

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APPROVAL FOR LEASING	<p>Prior to the acceptance of a rental contract, the District Athletic Department shall determine if the proposed activity is consistent with the best interests of the District.</p> <p>All parties seeking rental of the facility shall be required to submit a request to the District Athletic Office stating the nature of the usage. If the request is neither granted nor denied within five (5) working days of receipt by the District Athletic Office, the request is considered denied.</p>
SHORT-TERM RENTAL	<p>The District Director of Athletics may confirm rental agreements for one-time usage or for a short series of usages.</p>
REGULAR USE	<p>The regular use of District athletic facilities for a period of greater than two years is allowed only for student-oriented groups and organizations. Regular use is defined as regular daily, weekly or monthly use of the facility at a specified time.</p>
RENTAL CONTRACTS	<p>A rental contact must be completed and signed by the authorized representative of the group and/or organization seeking to rent the facility and by the District Director of Athletics. Copies of the contract shall be distributed to the renting party, the District Director of Athletics, and the District Athletic Office.</p>
PAYMENT OF FEES	<p>The athletic facility rental fee must be paid in advance of the event. Checks only will be accepted and must be made payable to the District Athletic Department, Pasadena Independent School District. Upon receipt, the check shall be endorsed For Deposit Only, Stadium Fund, Pasadena Independent School District.</p>
EXTRA PERSONNEL	<p>Security, ticket sellers and takers, supervisory and other personnel determined by the District Director of Athletics to be necessary for the proper conduct of an event shall be supplied by the District. The cost of such personnel shall be borne by the using group.</p> <p>Supplementary personnel shall be supplied by the District and, if regular District employees, shall be compensated through the usual payroll process. Those not otherwise employed by the District will be paid by check. Concession stand workers, if not regular District employees, may be paid by cash disbursement from the District Athletic Activity cash fund.</p> <p>Under such circumstances, the receipt for disbursement shall be filed with the Business Office, and with a requisition filed, the District Athletic</p>

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Activity cash fund shall be reimbursed.

Under no circumstances are cash payments deducted from gross proceeds of an event.

If the terms of a rental contract provide the necessary supplementary personnel, the District Athletic Office shall not participate in any way in the payment of such personnel.

USE OF CENTRAL  
GYMNASIUM

The following guidelines shall govern the use of the central gymnasium.

1. The concession stand will be opened only by the concession stand manager and only when the sale of concessions has the specific approval of the District Athletic Department.
2. Equipment in excess of 300 pounds will not be allowed on the playing floor, nor will any other equipment which could possibly damage the floor.
3. No construction of any kind shall be allowed.
4. The District shall not be responsible for lost or damaged items.
5. No vehicle shall be allowed on the front ramps.
6. The renting group shall be responsible for providing adequate supervision.
7. A District supervisor shall be required at events or activities conducted by non-school groups.

USE OF STADIUM

The following special provisions shall apply to the use of the stadium.

1. All school activities where no admission is charged must have the prior approval of the campus principal. Unless a supervisor and security are deemed necessary by the District Director of Athletics, only cost recovery fees shall be charged for school activities.
2. A District supervisor shall be required at events or activities conducted by non-school groups.

USE OF SPORTS  
COMPLEX

The following provisions shall apply to the use of the Sports Complex (softball).

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1. The renting group shall be responsible for providing adequate supervision.
2. A District supervisor shall be required at events and activities conducted by non-school groups.
3. The concession stand will be opened only by the concession stand manager and only when the sale of concessions has the specific approval of the District Athletic Department.

FEES FOR SPORTS  
COMPLEX

The following rental rates shall apply to use of the Sports Complex (softball).

1. Rental fee (4 hrs. or more): \$150 per day
2. Rental fee (fewer than 4 hrs.): \$40 per hour
3. Lights: \$35 per hour
4. P.I.S.D. School Activities: Cost recovery of District expenses
5. Youth-oriented Tournaments (not sponsored by P.I.S.D.):  
  
Twelve (12) or more teams: All gate receipts and all proceeds from concessions  
  
Fewer than twelve (12) teams: \$150 rental fee per day, all gate receipts and all proceeds from concessions
6. Adult-oriented League Play: \$100 rental fee per team, \$1 of each gate admission and all proceeds from concessions
7. Charity Organizations: Cost recovery of District expenses

USE OF POOLS

The following special provisions and fees shall apply to the use of District swimming pools.

1. A qualified supervisor must be on duty whenever the pool is open to the public.
2. A \$20 per hour fee shall be charged to use the electronic system at the Southmore Intermediate pool.

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