

FACILITY RENTAL PACKET

HOW TO MAKE FACILITY RENTAL ARRANGEMENTS

- Get ***FACILITY RENTAL PACKET*** from Campus Administration/Facility Management Office.
- Read carefully, and return completed ***PERMIT TO USE PUBLIC SCHOOL FACILITIES*** to:

Pearland ISD
Energy and Risk Management Office
PO Box 7
Pearland, TX 77588

- Submit specific details, such as: dates, times, special equipment/security needs when you submit the Packet to the Facilities Manager.
- Groups must show evidence of liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate with the Pearland Independent School District listed as additional insured and waiver of subrogation.
- Once your Packet has been reviewed and approved, you will receive a permit listing applicable fees.
- Your payment is due to the Facilities Manager at least 10 days before the scheduled event.
- Reservations will be made on a "first-come, first served" basis.
- Pearland Independent School District reserves the right to reject any requests not in the best interest of the District.
- If you any questions concerning these procedures or guidelines, please call 281-485-3203.

Topic: Facility Rental Procedures

Updated/Entry: June 2010

Reference or Contact: Energy and Risk Manager

The following is information and procedures pertaining to renting District facilities.

1. **PHILOSOPHY.**

Public school buildings are provided primarily for the regular educational program of the Pearland Independent School District and they must be maintained at all times in a satisfactory manner for this essential purpose. The Board of Education has attempted to provide maximum use of public school facilities within the framework that will assure the taxpaying public that school facility use is in no way detrimental to the regular educational program. The use of public school facilities outside of school hours will be granted for non-profit educational, cultural, recreational and civic activities as freely as is consistent with the statutes, the primary purpose of the schools, and the rules and regulations of the Board of Education. The Pearland Independent School District reserves the right to reject any requests not in the best interest of the District.

2. **PURPOSE.**

The purpose of this packet is to provide opportunities for citizens to participate in educational and recreational activities through the establishment of a building and facilities rental fee schedule and procedures.

3. **CONDITIONS.**

The following guidelines shall apply to all nonschool groups desiring to use District facilities in accordance with policy GKD [Local], policy GKD [LEGAL] and applicable administrative regulations.

- a. The program of activities must be suited to the available facilities; they must be of an educational, cultural, recreational or civic nature.
- b. The agency or group requesting the use of the facility shall pay cost of operating expenses and custodial services. The group or agency shall assume full responsibility for any damage to District property beyond that resulting from reasonable usage.
- c. A District employee shall be on duty at any time a school facility is in use by a nonschool group.
- d. Except as otherwise provided in this policy, at least 60 percent of the membership of any group using District facilities must be District residents.
- e. Minors shall not be permitted to assume responsibility for engaging the use of school facilities
- f. Only authorized employees of the District shall be permitted to have keys to District facilities, **unless prior arrangements are made with the Facilities Manager**

- g. All users shall restore the facilities to the condition in which the group found them prior to use. Designated administrators may use checklists or other means to document the original condition.
- h. The user shall pay for any damages to the property. Misuse or abuse of equipment or facilities shall result in immediate denial of further use
- i. All users shall comply with applicable policies, administrative guidelines, and fee schedules established by the District for the facility being used. Any group that does not comply with appropriate policies and guidelines shall be denied further use of District facilities.
- j. Certain areas, such as laboratories, shops and offices, shall not be available for public use.
- k. Certain equipment, such as audio-visual equipment and instructional materials, shall not be available for nonschool use.
- l. Use of the school buildings and their equipment shall be authorized upon written contract issued by the Facilities Manager in accordance with the rules of the Board of Education.
- m. Use of public school facilities for subversive purposes, for private gain or for any purpose not in the public interest is prohibited.
- n. Smoking and the use of tobacco products, the use of alcoholic beverages, drugs and/or the distribution of advertising of alcoholic beverages or of dealers in such beverages in school buildings or on school premises are prohibited, **unless prior arrangements are made with the Facilities Manager.**
- o. All applicable fire and safety regulations of the Board of Education, the City of Pearland, the City of Brookside and the State of Texas must be followed at all times.
- p. The applicant, organization, association, or renter agrees that it shall defend, hold harmless and indemnify the Pearland Independent School District, Board of Education and employees from any and all demands, claims, suits, action and legal proceedings brought against it from the use of facilities.
- q. A certificate of general liability insurance shall be issued to the district prior to the use of a facility in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate with Pearland Independent School District listed as the additional insured and waiver of subrogation.
- r. Events open to the public or events at which a large number of participants are expected may require the use of security personnel, through the Pearland Police Department.
- s. Applicants who fail to give the District written notice of cancellation at least twenty-four hours in advance of the scheduled activity will be responsible for the same costs that would have been incurred had the activity been held as scheduled. If notice of cancellation is made by telephone, a written confirmation of this cancellation must be forwarded to the Facilities Manager.

- t. A church group-requesting rental must be in the process of acquiring a permanent church site for a church building in the Pearland community. At the end of a six-month rental agreement, they must show proof of progress in purchasing a site. This proof must be brought to the Facilities Manager for the Pearland Independent School District. Rental of a school facility for a period longer than 12 months shall only be upon approval of the Superintendent of Schools.
- u. Only the areas or rooms specified in the ***PERMIT TO USE PUBLIC SCHOOL FACILITIES*** will be used.
- v. The Board of Education reserves the right to revise rental rates and procedures at any time.

4. PRIORITY.

The Board of Education has approved four categories for using school district facilities:

Category A	Approved school activities, public elections, and other government activities - No fees or insurance required.
Category B	Organized non-profit community, educational development religious groups
Category C	Organized cultural and private
Category D	Groups with special arrangements with the Board of Education or administration.

5. RENTAL TIME.

All rental time shall be computed from the time of requested opening to closing of the doors.

- a. Persons lingering in the building shall be the responsibility of the renting agency and closing time shall be the time when all persons associated with the rental have left the building.
- b. The fee will be adjusted for additional time.

6. SUPERVISION.

The assigned supervisor is responsible for oversight of the building and facilities used during the rental period. All renting groups must provide adequate supervision to maintain order and prevent damage to school property.

- a. The activity must be under competent adult supervision and/or leadership. The District reserves the right to judge the adequacy of such supervision and if in its judgment it is advisable to do so, may require a person or persons to be assigned to the function and the applicant pay for the services.
- b. Buildings may not be left without such supervision while occupied.

7. CONDUCT.

All groups shall comply with the policies and regulations as established by the district for the facility to be used. Violations of these policies, rules and regulations or inaccurate or untruthful statements

in the application may place the organization on the ineligible list for future use of school facilities. Contracts may be canceled at any time there is evidence that District policies and regulations are being violated. In case of cancellation, the Board of Education assumes no liability other than the return of fees charged for unused facilities.

8. **GYMNASIUMS.**

Gymnasiums shall be rented only where adequate protection of the gym floor and participants is assured by the renting agency. The renting agency shall pay for any damages caused to the gym, equipment, or floor.

9. **BUILDING EQUIPMENT, KEYS, AND PROPERTY.**

Equipment, keys, and property shall not be loaned or removed from the building, **unless prior arrangements are made with the Facilities Manager.**

10. **FACILITIES RENTAL FEE SCHEDULE.**

The Building Rental Fee Schedule shall be established by the Board of Education. The rental fee schedule is subject to annual review by the Facilities Use Committee. The ***FACILITIES USE FEE SCHEDULE*** is the list of current charges for facility rentals for the District.

11. **COLLECTION OF FEES**

The Facilities Manager will establish a process for billing, monitoring, and collection of fees. Facilities rental payments will be deposited into the general operating account. Late payments are sufficient grounds for denying future facility usage.

12. **DEPOSIT.**

The District reserves the right to require deposits not greater than 75% of the total facilities rental fees prior to leasing a school facility. The deposit will apply to rental fees if no damages are incurred. In the event that damages incurred are greater than the deposited amount, the using group will be billed for the difference.

13. **SIGNAGE.**

Signs advertising group's events or activities are permitted only during rental times. Signs are not permitted during normal school hours or overnight. Signs should comply with applicable city ordinances.

14. **ADDITIONAL CHARGES.**

The Facilities Manager shall establish additional charges for:

- a. School equipment (spot lights, microphones, etc. and supplies used by the renting agency.)
- b. The cost of all stagehands, light crews, sound technicians, security, ushers, etc. shall be in addition to the basic fee.

- c. Field lights, sound, scoreboards, field technicians and setup of fields will be in addition to the basic fee.

15. **STORAGE**

Renting organization will not store equipment, supplies, or materials in Pearland ISD facilities unless prior arrangements are made with the Facilities Manager. Any storage arrangements that are made will be strictly temporary. The district is not responsible for items left in school facilities.

16. **EXCEPTIONS.**

- a. The Superintendent of Schools may grant classes conducted for the benefit of students, such as private music lessons, private tutoring, and athletic camps on a case-by-case basis.
- b. The Campus Principal or Facilities Manager may grant limited free use to public service organizations that perform strictly public services, where these services are directed at current or graduating Pearland ISD students when Pearland ISD funds do not subsidize these events and the requests are for occasional use only.

PEARLAND INDEPENDENT SCHOOL DISTRICT
FACILITIES USE FEE SCHEDULE

Category A: Approved school activities, public elections, and school related groups - No fees or insurance required.

Category B: Organized "LOCAL" non-profit community, religious and educational development

Category C: Organized "LOCAL" cultural and private groups.

PEARLAND INDEPENDENT SCHOOL DISTRICT
FACILITIES USE FEE SCHEDULE
Category B

Organized "LOCAL" non-profit community, religious and educational development

Facility	Liability Insurance ①	Administration Fee ②	Hourly Rate Two Hour Min. ③	Additional Charges per hour ④	Availability & Reservations ⑤
District Facilities					
Ropes Course	REQUIRED	\$50.00	\$350 per day	\$20 an hour per 15 participants	Facilities Manager
ESC Conference Rooms	REQUIRED	\$50.00	\$50.00		Facilities Manager
Prensner Stadium	REQUIRED	\$50.00	\$100.00	Lights \$75	Facilities Manager
Jr High East Football Field	REQUIRED	\$50.00	\$100.00		Facilities Manager
Bailey Road Football Field	REQUIRED	\$50.00	\$100.00		Facilities Manager
Bailey Road Track	REQUIRED	\$50.00	\$50.00		Facilities Manager
Berry Miller Football Field	REQUIRED	\$50.00	\$100.00	Field Equipment \$25	Facilities Manager
C.J. Nichols Baseball Field	REQUIRED	\$50.00	\$75.00		Facilities Manager
Bailey Road Auditorium	REQUIRED	\$50.00	\$175.00	Sound and Lighting On Call \$30 / On Site \$50	Facilities Manager
C. A. Nelson Auditorium	REQUIRED	\$50.00	\$150.00		Facilities Manager
Junior High Facilities					
Berry Miller Cafeteria	REQUIRED	\$50.00	\$125.00	Kitchen \$75	Facilities Manager
Berry Miller Large Gym	REQUIRED	\$50.00	\$125.00		Facilities Manager
Berry Miller Small Gym	REQUIRED	\$50.00	\$125.00		Facilities Manager
Jr High West Cafeteria	REQUIRED	\$50.00	\$125.00	Kitchen \$75	Facilities Manager
Jr High West Boy's Gym	REQUIRED	\$50.00	\$125.00		Facilities Manager
Jr High West Girl's Gym	REQUIRED	\$50.00	\$125.00		Facilities Manager
Jr High East Cafeteria	REQUIRED	\$50.00	\$125.00	Kitchen \$75	Facilities Manager
Jr High East Large Gym	REQUIRED	\$50.00	\$125.00		Facilities Manager
Jr High East Small Gym	REQUIRED	\$50.00	\$125.00		Facilities Manager
Middle School Facilities					
Alexander Cafeteria	REQUIRED	\$50.00	\$100.00	Kitchen \$75	Facilities Manager
Alexander Gymnasium	REQUIRED	\$50.00	\$100.00		Facilities Manager
Jamison Cafeteria	REQUIRED	\$50.00	\$100.00	Kitchen \$75	Facilities Manager
Jamison Gymnasium	REQUIRED	\$50.00	\$100.00		Facilities Manager
Rogers Cafeteria	REQUIRED	\$50.00	\$100.00	Kitchen \$75	Facilities Manager
Rogers Gymnasium	REQUIRED	\$50.00	\$100.00		Facilities Manager
Sablatura Cafeteria	REQUIRED	\$50.00	\$100.00	Kitchen \$75	Facilities Manager
Sablatura Gymnasium	REQUIRED	\$50.00	\$100.00		Facilities Manager
Elementary School Facilities					
Carleston Cafetorium	REQUIRED	\$50.00	\$75.00	Kitchen \$75	Facilities Manager
Carleston Activity Rm	REQUIRED	\$50.00	\$75.00		Facilities Manager
Challenger Cafetorium	REQUIRED	\$50.00	\$75.00	Kitchen \$75	Facilities Manager
Challenger Activity Rm	REQUIRED	\$50.00	\$75.00		Facilities Manager
Cockrell Cafetorium	REQUIRED	\$50.00	\$75.00	Kitchen \$75	Facilities Manager
Cockrell Activity Rm	REQUIRED	\$50.00	\$75.00		Facilities Manager
C. J. Harris Cafetorium	REQUIRED	\$50.00	\$75.00	Kitchen \$75	Facilities Manager
C. J. Harris Activity Rm	REQUIRED	\$50.00	\$75.00		Facilities Manager
Lawhon Cafetorium	REQUIRED	\$50.00	\$75.00	Kitchen \$75	Facilities Manager
Lawhon Activity Rm	REQUIRED	\$50.00	\$75.00		Facilities Manager
Magnolia Cafetorium	REQUIRED	\$50.00	\$75.00	Kitchen \$75	Facilities Manager
Magnolia Activity Rm	REQUIRED	\$50.00	\$75.00		Facilities Manager
Massey Ranch Cafetorium	REQUIRED	\$50.00	\$75.00	Kitchen \$75	Facilities Manager
Massey Ranch Activity Rm	REQUIRED	\$50.00	\$75.00		Facilities Manager
Shadycrest Cafetorium	REQUIRED	\$50.00	\$75.00	Kitchen \$75	Facilities Manager
Shadycrest Activity Rm	REQUIRED	\$50.00	\$75.00		Facilities Manager
Silvercrest Cafetorium	REQUIRED	\$50.00	\$75.00	Kitchen \$75	Facilities Manager
Silvercrest Activity Rm	REQUIRED	\$50.00	\$75.00		Facilities Manager
Silverlake Cafetorium	REQUIRED	\$50.00	\$75.00	Kitchen \$75	Facilities Manager
Silverlake Activity Rm	REQUIRED	\$50.00	\$75.00		Facilities Manager
Rustic Oak Cafetorium	REQUIRED	\$50.00	\$75.00	Kitchen \$75	Facilities Manager
Rustic Oak Activity Rm	REQUIRED	\$50.00	\$75.00		Facilities Manager

- ① The liability Insurance required is \$1,000,000 per each occurrence and \$2,000,000 aggregate & names the "District" as
- ② The actual cost for cleanup or repair shall be charged for any facility not left in satisfactory condition.
- ③ If two facilities in the same building are rented for the same time period there will be a 25% discount for the second
- ④ A district employee shall be present while facility is in use by groups in Category B, C, & D.
- ⑤ Interlocal agreements supercede the fees, charges, and arrangements set forth in this schedule.

PEARLAND INDEPENDENT SCHOOL DISTRICT
FACILITIES USE FEE SCHEDULE
Category C

Organized "LOCAL" cultural and private groups.

Facility	Liability Insurance ①	Administration Fee ②	Hourly Rate Minimum Two Hours	Additional Charges per hour ④	Availability & Reservations ④
District Facilities					
Ropes Course	REQUIRED	\$50.00	\$450 per day	\$30 an hour per 15 participants	Facilities Manager
ESC Conference Rooms	REQUIRED	\$50.00	\$80.00		Facilities Manager
Prensner Stadium	REQUIRED	\$50.00	\$200.00	Lights \$100	Facilities Manager
Jr High East Football Field	REQUIRED	\$50.00	\$200.00		Facilities Manager
Bailey Road Football Field	REQUIRED	\$50.00	\$200.00		Facilities Manager
Bailey Road Track	REQUIRED	\$50.00	\$75.00	Field Equipment \$50	Facilities Manager
Berry Miller Football Field	REQUIRED	\$50.00	\$200.00		Facilities Manager
C.J. Nichols Baseball Field	REQUIRED	\$50.00	\$100.00		Facilities Manager
Bailey Road Auditorium	REQUIRED	\$50.00	\$275.00	Sound and Lighting On Call \$30 / On Site \$50	Facilities Manager
C. A. Nelson Auditorium	REQUIRED	\$50.00	\$250.00		Facilities Manager
Junior High Facilities					
Berry Miller Cafeteria	REQUIRED	\$50.00	\$200.00	Kitchen \$75	Facilities Manager
Berry Miller Large Gym	REQUIRED	\$50.00	\$200.00		Facilities Manager
Berry Miller Small Gym	REQUIRED	\$50.00	\$200.00		Facilities Manager
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Jr High East Large Gym	REQUIRED	\$50.00	\$200.00		Facilities Manager
Jr High East Small Gym	REQUIRED	\$50.00	\$200.00		Facilities Manager
Middle School Facilities					
Alexander Cafeteria	REQUIRED	\$50.00	\$175.00	Kitchen \$75	Facilities Manager
Alexander Gymnasium	REQUIRED	\$50.00	\$175.00		Facilities Manager
Jamison Cafeteria	REQUIRED	\$50.00	\$175.00	Kitchen \$75	Facilities Manager
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Sablatura Gymnasium	REQUIRED	\$50.00	\$175.00		Facilities Manager
Elementary School Facilities					
Carleston Cafetorium	REQUIRED	\$50.00	\$150.00	Kitchen \$75	Facilities Manager
Carleston Activity Rm	REQUIRED	\$50.00	\$150.00		Facilities Manager
Challenger Cafetorium	REQUIRED	\$50.00	\$150.00	Kitchen \$75	Facilities Manager
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Silvercrest Activity Rm	REQUIRED	\$50.00	\$150.00		Facilities Manager
Silverlake Cafetorium	REQUIRED	\$50.00	\$150.00	Kitchen \$75	Facilities Manager
Silverlake Activity Rm	REQUIRED	\$50.00	\$150.00		Facilities Manager
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- ① The liability Insurance required is \$1,000,000 per each occurrence and \$2,000,000 aggregate & names the "District" as
- ② The actual cost for cleanup or repair shall be charged for any facility not left in satisfactory condition.
- ③ If two facilities in the same building are rented for the same time period there will be a 25% discount for the second
- ④ A district employee shall be present while facility is in use by groups in Category B, C, & D.
- ⑤ Interlocal agreements supercede the fees, charges, and arrangements set forth in this schedule.

PEARLAND INDEPENDENT SCHOOL DISTRICT
Facilities Management Office

FACILITIES USE BY SCOUTING GROUPS

1. Purpose.

The following supplement to the administrative guidelines is to provide specific guidance to specialized groups desiring to use school facilities. Applicants are encouraged to review the entire *Facilities Rental Packet*.

2. Availability of Facilities.

Elementary school cafeteriums are available to scouting groups at no cost under the following conditions:

- Monday-Friday during the school year after 4pm until 5pm (Air-conditioning/heating *IS* provided.)
- Monday-Friday during the school year after 5pm (Air-conditioning/heating *IS NOT* provided.)

Charges apply to scouting groups using elementary school cafeteriums under the following conditions:

- Monday-Friday during the school year after 5pm (\$50/hour.)
- Weekends, school holidays, and summer breaks (Charges enumerated in *Category B* of *Facilities Use Fee Schedule*.)

1. Membership Rallies.

One membership rally may be conducted at no cost at each elementary school cafeteria per year.

4. Limitations.

Use of school facilities is limited to one school year per application. All permits expire on the last day of the school. Applications must be submitted to the Facilities Management Office no later than two weeks prior to the first date of use. Separate applications should be submitted for each type of activity (i.e., all regular meetings on one application, blue/gold banquet on another, pinewood derby on another, etc.)

FACILITIES USE BY CHURCH AND RELIGIOUS ORGANIZATIONS

1. Purpose.

The following supplement to the administrative guidelines is to provide specific guidance to specialized groups desiring to use school facilities. Applicants are encouraged to review the entire *Facilities Rental Packet*.

2. Application Timeline.

A request for use of a District facility shall be filed no later than ten business days prior to the planned use of the planned event or activity. Scheduling of events and activities shall be in accordance with district administrative guidelines.

3. Residency requirements.

Church and religious organizations must have a majority of members residing inside the District boundaries to be eligible to use school facilities.

4. Limitations.

The use of school facilities by church or religious organizations on a regular basis shall be rented in six month periods. Any rental by such organizations that extends past 12 months must be approved by the Superintendent of Schools.

5. Signage.

Signs advertising group's events or activities are permitted only during rental times. Signs are not permitted during normal school hours or overnight. Signs should comply with applicable city, state and local ordinances.

6. Storage.

Renting organization will not store equipment, supplies, or materials in Pearland ISD facilities unless prior arrangements are made with the Facilities Manager. Any storage arrangements that are made will be strictly temporary. The district is not responsible for items left in school facilities.

SCHOOL PRACTICE FIELD USE BY COMMUNITY ATHLETICS GROUPS

1. Purpose.

The following supplement to the administrative guidelines is to provide specific guidance to specialized groups desiring to use school facilities. Applicants are encouraged to review the entire *Facilities Rental Packet*.

2. Availability.

School practice fields are available:

- Monday-Friday during the school year after 5 pm until dusk.
- Weekends, holidays, and summer/spring break during daylight hours until dusk.

School practice fields are NOT available:

- While school or summer school is in session.
- During district in-service days, teacher workdays, or staff development days.
- When practice may conflict with campus activities. (i.e., carnivals, open house, or choir performances.)

1. Limitations.

Use of school practice fields is limited to one school year per application. All permits expire the last day of school. Applications must be submitted to the Facilities Management Office no later than two weeks prior to the first date of use.

4. Parking.

Parking is permitted only in designated parking areas. Under no circumstances will privately owned vehicles be permitted to drive or park on fields, grass, or sidewalks.

NOTE:

The applicant is responsible for all persons present during activities under his/her supervision.

6. Equipment (pitching machines, sprinklers, etc.)

No equipment shall be connected or attached to the District's facilities without written approval from the Facilities Management Office.