

# FACILITY RESERVATION REQUEST

**Request must be received not later than 30 days prior to the scheduled event in order to be processed and considered for approval.**

## ORGANIZATION INFORMATION

Name of Organization: \_\_\_\_\_  
Responsible Party: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State and Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## FACILITY INFORMATION

Facility Requested: \_\_\_\_\_  
Location Within Facility: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Time of Event: \_\_\_\_\_  
Purpose of Use: \_\_\_\_\_

## TERMS AND CONDITIONS

The applicant agrees:

That priority of use for all Fort Stockton ISD facilities is for Fort Stockton ISD business. Fort Stockton ISD reserves the right to cancel any use by non-FSISD affiliated users with 5 work days notice or as otherwise provided by mutual agreement.

To indemnify, defend and hold harmless, the Fort Stockton ISD from any loss or claim for damages by reason of bodily injury or property damage arising out of the activity.

To provide a Certificate of Insurance from the applicant's insurance carrier certifying that the applicant carries liability insurance at limits of not less than \$500,000 per occurrence on bodily injury and property damage and that the Fort Stockton ISD is included as an additional insured. Certificate must be attached to this request.

To have the authority to act for the above described organization and agree on behalf of the organization, to assume full responsibility for the care and use of the facility requested as outlined in the Fort Stockton ISD policies GK and GK (Local).

That approved use is confined to the immediate proximity of the designated location only.

To provide direct supervision of all activities and adhere to all federal, state and local laws, in addition to the rules of the Fort Stockton ISD.

That gambling and consumption of alcoholic beverages is prohibited.

To leave the facility clean upon completion of the event.

That all charges must be paid in full prior to reservation confirmation.

\_\_\_\_\_  
Printed Name Signature Date

**Facility supervisor will confirm actual costs.**

## APPROVALS AND FEE DISCLOSURES

**Facility Supervisor - Please distribute copy of Fee Schedule to requestor and fill in fees below prior to submission to administrator**

\_\_\_\_\_  
Facility Supervisor Approval Date

\_\_\_\_\_  
Facility Administrator Approval Date

\_\_\_\_\_  
Superintendent Approval Date

Facility Use Fee: \_\_\_\_\_

Staff Fee: \_\_\_\_\_

**Total Amount Due:** \_\_\_\_\_

## FACILITY USE FEES

Location	Per Hour	Per Day	**Staff Fee Per Hour
Classroom	\$15.00	\$40.00	\$20.00
Cafeteria Dining Room	\$20.00	\$50.00	\$20.00
**Cafeteria w/kitchen & food	X	\$125.00	\$20.00
Gym	\$35.00	\$125.00	\$20.00
High School Football Field	X	\$500.00	\$20.00
Middle School Football Field	X	\$100.00	\$20.00
Auditoriums	\$300.00 up to 5 hours - \$60.00 for each additional hour	X	\$20.00
**Special Events Center	\$500.00 up to 5 hours - \$100.00 for each additional hour	X	\$20.00
*/**Technology Lab	\$200.00 up to 4 hours - \$100.00 each additional hour	X	\$20.00

\*Qualified Technology Staff Required

\*\*Qualified Paraprofessional Staff Required

Policy GKD Local - Facility use fee will be waived for activities sponsored by  
the city, county and/or school. Staffing fees are not waived.

Adopted by the Board of Education  
November 24, 2014