

**GLEN ROSE INDEPENDENT SCHOOL DISTRICT  
BUILDING USAGE REQUEST**

Campus/Facility \_\_\_\_\_

Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

Person Requesting & Position \_\_\_\_\_ Phone No. \_\_\_\_\_

Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Time(s) Needed \_\_\_\_\_ Estimated number to attend event \_\_\_\_\_

Describe activity that will take in facility \_\_\_\_\_

Areas Needed \_\_\_\_\_

Specific Equipment Needed \_\_\_\_\_

Special Arrangements \_\_\_\_\_

- Need Custodians
- Need Lighting/Technical/Air Conditioning/Heat
- Other – Please specify below

**Regulations: (See Facilities Use Guidelines)**

1. Damaged or missing property must be paid for.
2. Use must be limited to specific facility requested.
3. User is responsible for participants' safety and welfare.
4. No food or drinks are allowed in restricted areas.
5. No tobacco/firearms/weapons are allowed on school property.
6. No supplies, utensils or equipment belonging to the school are to be used or moved without prior approval.
7. Custodial fee is \$20.00 per hour including cleanup before and after the activity.
8. Cafeteria kitchens or equipment may not be used without a school employee present payable at \$20 per hour.
9. Deposits or full payment will be required in advance for individual use.
10. The school will determine number of custodians etc. required for facility requested.

I agree to the regulations and agree to reimburse the school for any damage or missing items and acknowledge that the District is not liable for any personal injury or damages to personal property related to the nonschool use. (GKD Local)

I acknowledge the receipt of Glen Rose ISD Facilities Use Guidelines.

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
District's Approval

\_\_\_\_\_  
Date

**BUSINESS OFFICE:**

Payment received \$ \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_