

# APPLICATION for BUILDING and FACILITY USE

## FRISCO INDEPENDENT SCHOOL DISTRICT

P. O. Box 910, Frisco TX 75034

Organization \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_

### Campus/Facility Requested

Campus: \_\_\_\_\_  
 \_\_\_\_\_ Auditorium \_\_\_\_\_ Computer Lab Fields: \_\_\_\_\_  
 \_\_\_\_\_ Cafeteria \_\_\_\_\_ Kitchen \_\_\_\_\_ Baseball  
 \_\_\_\_\_ Gymnasium \_\_\_\_\_ Library \_\_\_\_\_ Football  
 \_\_\_\_\_ Other (specify) \_\_\_\_\_ Soccer \_\_\_\_\_  
 \_\_\_\_\_ Track  
 \_\_\_\_\_ Tennis

Total number of rooms/fields: \_\_\_\_\_ Stadium location: \_\_\_\_\_

### Organization Type

\_\_\_\_\_ Adult (nonprofit) \_\_\_\_\_ Government  
 \_\_\_\_\_ Boy Scouts # \_\_\_\_\_ \_\_\_\_\_ Homeowners Assn.  
 \_\_\_\_\_ Civic \_\_\_\_\_ PTA/Booster  
 \_\_\_\_\_ Commercial \_\_\_\_\_ Youth Sports Assn.  
 \_\_\_\_\_ Church \_\_\_\_\_ Youth (other)  
 \_\_\_\_\_ Girl Scouts # \_\_\_\_\_ \_\_\_\_\_ Other

### Activity Use

Purpose of Event \_\_\_\_\_  
 \_\_\_\_\_  
 Is activity sponsored by the school district? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Is activity a fund-raising event? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Is this organization nonprofit/tax exempt? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Are you insured? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Will your participants pay a fee? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Will concessions be sold? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Number of anticipated attendance: \_\_\_\_\_

### Instructions and Agreement

- Fees shall be assessed for the use of the school facilities and equipment in accordance with Board of Education policy. Payment is due upon receipt of invoice.
- This application is not considered valid until approved and signed by Facilities Coordinator.
- Accurate information is very important. Incorrect information, or omission of information, will void this application.
- All questions, including fee estimates, should be directed to the Facilities Coordinator.
- Cancellation and revision must be coordinated with the Facilities Coordinator and notice sent to campus.

The applicant does hereby agree to indemnify and hold harmless Frisco ISD, it=s officers, employees and agents, from and against all liability, claims and demands on account of injury, loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this event. Applicant agrees to be legally and financially responsible for the conduct and control of both patron and participant, and to comply with all federal, state and local laws, the Frisco ISD Application for Building and Facility Use, and Board of Education Policies relative to community use of District property. ***NOTE: SMOKING, ALCOHOL, AND ILLEGAL DRUGS ARE EXPRESSLY FORBIDDEN ON SCHOOL DISTRICT PROPERTY.***

### Dates and Times Requested

(School approval necessary for additional times & dates)  
 (Use additional sheets if necessary)

Date	Day	Time: From	To	
_____	_____	_____	_____	am/pm am/pm
_____	_____	_____	_____	am/pm am/pm
_____	_____	_____	_____	am/pm am/pm
_____	_____	_____	_____	am/pm am/pm
_____	_____	_____	_____	am/pm am/pm

Total Days requested \_\_\_\_\_ Hours requested \* \_\_\_\_\_

\* 1 additional hour will be added for custodial opening / closing / clean-up. Additional custodial time may be necessary for clean-up.

Special needs: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments/Restrictions: \_\_\_\_\_  
 \_\_\_\_\_

Principal=s/Designee=s signature \_\_\_\_\_

Request for facility use is approved \_\_\_\_\_ / disapproved \_\_\_\_\_.

Facilities Coordinator=s signature \_\_\_\_\_ Date \_\_\_\_\_

Estimated Fee: Building use \_\_\_\_\_ Payment due in advance for continual use by the 10<sup>th</sup> of each month. Additional charges will be billed separately.

Custodian(s) \_\_\_\_\_  
 Kitchen Supervision \_\_\_\_\_  
 Sound/Light Tech \_\_\_\_\_ Other \_\_\_\_\_  
 Reservation fee \_\_\_\_\_ Continual use \_\_\_\_\_

Payment received \_\_\_\_\_ Date \_\_\_\_\_ Ck. # \_\_\_\_\_

Estimated Total Use Fee \_\_\_\_\_ \$ \_\_\_\_\_

Form distribution after approval: White - Facilities, Yellow - Applicant, Copies: Campus, Custodial, Maintenance, \_\_\_\_\_