APPLICATION for BUILDING and FACILITY USE

FRISCO INDEPENDENT SCHOOL DISTRICT

12025 Rolater Rd. Frisco, 75035

Organization_____

Contact Person_____

Signature_____

Address_____

City_____ State_____ Zip_____

Phone No. _____

Campus/Facility Requested

Campus: _____

_____ Auditorium _____ Computer Lab
_____ Cafeteria _____ Kitchen
_____ Gymnasium _____ Library
_____ Other (specify)
_____
_____

Fields:
_____ Baseball
_____ Football
_____ Soccer
_____ Track
_____ Tennis

Total number of rooms/fields:_____ Stadium location:_____

Organization Type

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

1. Fees shall be assessed for the use of the school facilities and equipment in accordance with Board of Education policy. A minimum of 3 hours will be assessed. Payment is due upon receipt of invoice.
2. This application is not considered valid until approved by the facility coordinator.
3. Accurate information is very important. Incorrect information, or omission of information, will void this application.
4. All questions, including fee estimates, should be directed to the Facilities Coordinator.
5. Cancellation and/or revision of a rental agreement must be made with the Facilities Coordinator and must be done 48 hours prior to the event.

The applicant does hereby agree to indemnify and hold harmless Frisco ISD, its 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:_____

_____

_____ Principals/Designees 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 10th 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, _____