MIDLAND INDEPENDENT SCHOOL DISTRICT
REQUEST/CONTRACT FOR THE USE OF SCHOOL PROPERTY

Date of Request:_____ ***APPROVED BY CAMPUS*** _____

CAMPUS/FACILITY:_____

Emergency Numbers:_____ _____

Head Custodian **Building Engineer**

Request is hereby made for the use of the following facilities and/or set up: ***(Circle desired location or list additional rooms required.)*** **AUDITORIUM CAFETERIA GYMNASIUM LIBRARY STADIUM**

OTHER_____

Date(s) of Event _____**Time of Use:**_____AM / PM ***to*** _____AM / PM

_____

(Dates may not extend past the current fiscal year.)

Purpose of Use_____

Number of Participants - Performing:_____ Attending:_____

REQUESTED BY: ***Please Print or Type***

Group or Organization: _____

By - Name: _____Title:_____

Address: _____

_____

Phone#:_____

Email: _____

***Signature**: _____

ADDITIONAL CONTACT:

Name: _____

Address: _____

_____

Phone #: _____

Email: _____

*****Requests must be submitted to the Principal at least two (2) weeks in advance of proposed use.

*****Event organizer is PERSONALLY RESPONSIBLE for any damage to property subject to the policies, rules, and regulations of the District, which are hereby made an integral part of this agreement.

TO BE COMPLETED BY MISD BUSINESS OFFICE

Business Office Approval _____ _____ Proof of Insurance Attached

Athletic Office Approval _____

Exempt from Charges Y N

CLASSIFICATION:

_____ A: School-affiliated support organization
_____ B: Non-Profit student organization
_____ C: Educational, civic, and governmental organizations
_____ D: Sports camps, clinics, recitals, other performances
_____ E: Non-Profit adult groups, churches, etc.

(If actual hours exceed the advance payment OR if damages occur during use of the facility, an invoice will be issued to the hosting organization for the additional charges.)

Emailed approved copy to appropriate departments, campus/facility, and organization: _____

1: Original - Business Office 2: Maintenance & Custodial Services 3: Security Services 4: Organization 5: Athletics