Galveston Independent School District

Facility Request Form

Submit this completed form to notifyfinance@gisd.org

Please allow two weeks to process

NOTE: No food or drinks allowed in buildings without prior approval

Name of Organization _____

Type of Organization _____

(If your organization is classified non-profit, 501 (c)(3), please supply a copy of the supporting documentation for your organization)

Contact Person _____

Mailing Address _____

Phone _____Fax _____ Email _____

Facility Requested _____

Dates From _____ To _____

Time From _____ To _____

Purpose of Use _____

_____

_____

Where will you advertise this event? ☐ Radio ☐ TV ☐ Internet ☐ Other

_____

How many people will attend? _____ Charging Admission? ☐ YES ☐ NO

If charging admission, please explain _____

Signature of Applicant _____ Date _____

Please note that this application is not considered approved until it is reviewed and signed by the Facilities Department. Upon approval the organization will be notified and agree to pay all fees associated.

In the event that Galveston ISD approves the organization wishing to rent their facilities, the organization will be subject to the following:

- Galveston ISD facilities are for community use, by signing this form the organization agrees to all terms and conditions stated on the form and to follow all provisions of District Board Policy GDK Local.
- Fees may be charged according to District Board Policy. Fees may include security, custodial, or other Galveston ISD personnel and energy use.
- The user of the school buildings, grounds, and equipment under this agreement shall carry Public Liability Insurance in the amount of $100,000 each person, $300.000 each accident and property damage in the amount of $50,000 each accident. The Galveston Independent School District shall be named as co-insured and a certificate of such insurance shall be presented with the payment prior to use.
- The applicant does hereby agree to indemnify and hold harmless Galveston 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 in any manner connected with this event.