

Name of Organization \_\_\_\_\_

Facility Requested \_\_\_\_\_ Date/Time Requested \_\_\_\_\_

Facility Area(s) of Use \_\_\_\_\_

Purpose for Request \_\_\_\_\_

The above said organization agrees to pay all fees as outlined by the Harris County Board of Education Policy KG and further agrees to be responsible for any and all damage done to the property used by the undersigned organization and to be responsible for any injury, damage or claim for injury or damage resulting from the use of said facility by the undersigned organization including holding harmless and indemnifying Harris County Board of Education from any claims, actions, causes of action, legal cost, attorney fees, judgments, or other expenses resulting from any injury, damage, claim or injury or damage resulting from the use of said property by the undersigned organization.

**Copy of Insurance Certificate Required Prior to Approval (attach to form)**

**Organization**

I, \_\_\_\_\_, certify that I am an officer in the above named organization and that I am authorized to execute this agreement. I further certify that I have read the Harris County Board of Education Procedure for Use of School Facilities, and that we hereby bind our organization to the conditions of the procedure. I also understand and agree that the Superintendent reserves the right to cancel this agreement upon our failure to comply with the Board Policies set forth.

By: \_\_\_\_\_  
Signature Title Date Submitted

1<sup>st</sup> Contact Number 2<sup>nd</sup> Contact Number Fax Number or Email address

**Principal Recommendation:**

\_\_\_\_\_ Grant Request

\_\_\_\_\_ Do Not Grant Request

Name: \_\_\_\_\_

By: \_\_\_\_\_  
Signature Date

Cost of Property Use:	
1) No. Hours of Use	_____
2) Utility Fee	\$ _____
3) Custodian Fee	\$ _____
4) Security Fee	\$ _____
5) Other **	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>
**Description	_____

**Harris County Board of Education:**

Name \_\_\_\_\_

By: \_\_\_\_\_  
Signature Title Date Approved