

MATHIS INDEPENDENT SCHOOL DISTRICT
MR. TIM NORMAN, SUPERINTENDENT OF SCHOOLS
602 E. SAN PATRICIO AVENUE
MATHIS, TX 78368
361-547-3378, Ext. 1002

MATHIS ISD BUILDING FACILITY RENTAL AGREEMENT REQUEST FORM

I understand that by filling out this application, Mathis ISD is not responsible for any accidents or injuries that occur during the utilization of the facility. Furthermore, I accept responsibility for lost or damaged items that may occur during our time of facility rental. I have also posted proof of insurance to cover any liabilities that may occur during our event. I understand the facility must be left in the same condition as I found it. There will be a charge to the organization/responsible person for any damages that occur to facilities or equipment.

NAME OF ORGANIZATION: _____
PURPOSE: _____

TODAY'S DATE: _____ DATE OF EVENT: _____
(Not less than 2 or more than 60 days advance notice) (Please attach list if multiple dates/sites)

TIME OF EVENT: From: _____ A.M. /P.M. To: _____ A.M. /P.M.

FACILITY TO BE USED:
Event Center Cafetorium: _____ Event Center Gymnasium*: _____
Mathis Elementary Cafetorium: _____ Mathis Elementary Gymnasium*: _____
Mathis Middle School Cafetorium: _____ Mathis Middle School Gymnasium*: _____
Mathis High School Cafetorium: _____ Mathis High School Gymnasium*: _____
Library Room at McCraw Building: _____ Pavilion: _____ Other: _____

RESPONSIBLE PERSON: _____
Address: _____ City/State: _____ Telephone (Work): _____
Cellular: _____ Home: _____

Please list someone we can reach, in case we cannot reach you:
Name: _____ Cellular#: _____ Home#: _____

Rental Fee: \$30 per hour _____ Cleaning Fees: \$18.00 per hour (Time-and-a-half) _____
Total Fee: _____ Total Cleaning Fee: _____

Additional fees may apply if utilities are not properly turned off or for misuse of property.

All Facility Rental Fees Must Be Paid To Accountant, Vanessa Casas – Cash Only.

Approval By:

TIM NORMAN, Superintendent of Schools

A School District Employee is required to be at all Functions:

EMPLOYEE NAME: _____

MATHIS ISD TELEPHONE NUMBERS
Erasmio Leal, Maintenance Supervisor, (361) 215-0872
Leslie Cardenas, Superintendent Secretary, (361) 215-1225

THIS FORM MUST BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE.

FOR OFFICE USE ONLY ORIGINAL: Supt. Admin. Assistant

Copy Sent To: Principal Person That Submitted Request Maintenance Supervisor Athletic Director District Accountant
Revised 02/23/2022