

WHITNEY INDEPENDENT SCHOOL DISTRICT
REQUEST FOR USE OF FACILITIES

District Use Date Received: _____ Date notified: _____ <input type="checkbox"/> Deposit (Date: _____) <input type="checkbox"/> Fees (Date: _____)
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Submit your request to the Superintendent's office for consideration.
Allow a minimum of 15 working days for processing.

The district permits non-school use of designated District facilities only when the primary participants are school-aged children and when these activities do not conflict with school use or Board policy.

Contact person _____ Phone number _____
Email address _____ Alternate phone _____
Group or organization _____ Profit
 Non-Profit

Address _____
Street City/State Zip Code

Space requested _____

Date(s) requested _____ Time(s) Requested _____ To _____
Times requested must include set-up and clean-up.

Type of Activity _____

Will the primary participants in this activity/event be school-aged children that live in WISD? Yes No
Will food be served or consumed? Yes No
Will any products or concessions be sold? Yes No
Is this a fee based activity or will you be charging admission? Yes No

Additional request(s) _____
(chairs, tables, etc.) _____

Adult in charge _____ *(Must remain with the group the entire scheduled rental time)*

Cell phone of adult in charge _____

You must include a signed Facility Use Agreement (next page) with this form or your request will be denied.

WHITNEY INDEPENDENT SCHOOL DISTRICT
FACILITY USE AGREEMENT

1. The name “Whitney ISD” and/or any campus names are not to be used to imply affiliation with any program, event, or activity unless specific permission has been given by the Superintendent or designee in writing.
2. If school technicians or other school officials required either by the organization requesting the facility or by the district as a condition of use, charges will be billed at current pay rates.
3. **Absolutely NO tobacco products or alcoholic beverages** are allowed on district property, regardless of the time or day of your event.
4. **NO firearms, knives, or weapons of any kind** are permitted on district property.
5. No food or drinks are to be taken in to any area of a building other than a cafeteria or concession area.
6. Adult supervision is required at all times.
7. Upon receipt of an approved request, all fees and deposits will be due within ten (10) days of the event as per the Board approved schedule. Deposits will be returned within five (5) school days of event pending inspection of facility by an administrator.
8. Permission to sell any product must be obtained prior to event.
9. Use of the facility is limited to the time and specific location noted in the application, any unplanned time needed for set-up or clean-up will result in additional fees and future denials of facility use for you and your organization.
10. Unless specifically approved, use of facilities does not include use of equipment such as computers, projectors, PE equipment, microphones, etc.
11. Fees include reasonable janitorial expenses for tasks such as restocking and cleaning restrooms. However, groups are required to leave the premises clean. Failure to do so will result in additional fees and future denials of facility use for you and your organization.
12. It is the responsibility of the person signing below to arrange for the building to be opened by an administrator or to pick up a key (when appropriate).
13. No meeting or event shall be held on district property that is in any way contrary to the purposes of the district.

Signature below indicates that you agree to the rules and regulations listed above and:

- Will assume financial responsibility for any equipment, furniture, or contents that are damaged or missing after the group has used the facility;
- Will be responsible for ensuring that **NO ALCOHOL, TOBACCO PRODUCTS, or WEAPONS** are on school property at any time related to your group use of facilities;
- Will assume responsibility for the conduct of all persons using the facility during use;
- Understand that the district is not liable for any personal injury or damages to personal property related to the non-school use;
- Understand that failure to comply with the Facilities Use policy will result in termination of this agreement and result in your organization being denied future requests.

(Signature)

(Date)

**WHITNEY INDEPENDENT SCHOOL DISTRICT
FEES FOR USE OF FACILITIES**

Campus	Facility or Resource	Hourly Use Fee
	Classroom	\$50.00
	Library	\$75.00
	Cafeteria (no kitchen)	\$75.00
	Cafeteria with kitchen	\$75.00*
	Gym	\$75.00
	Auditorium	\$100.00
	*plus salary of food service personnel on duty at an hourly rate of 1 ½ times the regular compensation	

No approval shall be required for non-school related recreational use of the District’s unlocked, outdoor recreational facilities such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled non-school purpose (GKD Local).

School-sponsored student groups (student clubs, summer mini-camp & sports leagues, etc.) may use district facilities with prior approval of the Superintendent. Other student groups may use District facilities in accordance with policy FNAB.

Non-school use for any group is limited to four times per school year.

WHITNEY INDEPENDENT SCHOOL DISTRICT
RESPONSE TO REQUEST FOR NON-SCHOOL USE OF FACILITIES

District personnel will complete this page in response to your request.
You must have this form with you on the day of your event.

APPROVED

The _____ (facility)

Has been tentatively reserved for

_____ (user)

On _____ from _____ to _____

Pending the submission of the following fees and deposit ten (10) days prior to your event:

Deposit:

Fees:

Due date:

Your reservation will be canceled if the deposit and fees are not received by the Superintendent's office by the due date noted.

DENIED

Reason

(Superintendent or designee signature)

(Date)