



"LONGHORN PRIDE"

Agua Dulce ISD Building Use Form

This form must be completed by citizens of the Agua Dulce Independent School District who request the use of school facilities and if approved will be modified by the Superintendent of Schools.

The school employee who agrees to attend the function must sign the form prior to the form submission to the campus principal. The campus principal will approve the request if the facility is available on the date requested. The principal will then forward the form to the superintendent for final approval.

Campus & Facility	Beginning Date	Time: Start – Finish
Local Organization	Mailing Address	Phone Number
Signature of Employee Attending Function	Date	Phone Number

Purpose of Request _____

Total Number of Hours Facility will be used: _____

1. Will this function be a fund-raising project? { } Yes { } No
2. What is the purpose of the function? _____
3. Organizations or individuals requesting use of school facilities must complete this form at the office of the superintendent and supply any additional information requested by that superintendent.
4. Notification of approval for the use of facilities may be accomplished by contacting the superintendent **three days prior** to the date for use of the facility. Building Use Form should be submitted to the superintendent **three days prior** to the date the facility is to be used.
5. Keys, special arrangement, A/C, heating, and other normal arrangements will be made through the Administration Office.

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

Approved: { } Yes { } No Signature of Campus Principal _____

Approved: { } Yes { } No Signature of Superintendent _____

Custodial Fee: \$_____ Building Use Fee: \$_____ Created: 8/15/09