



# Fabens Independent School District

## Facilities/Equipment Request

Date(s) of Event/Activity: \_\_\_\_\_ Time(s) of Event/Activity: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of School/Organization: \_\_\_\_\_

Name of Event/Activity: \_\_\_\_\_

Facility/Location Requested to be Used: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_ Chairs \_\_\_\_\_ Projector w/Screen  
 \* Indicate number needed \_\_\_\_\_ Tables \_\_\_\_\_ Speakers  
 \_\_\_\_\_ Easel \_\_\_\_\_ Score Board  
 \_\_\_\_\_ Microphone \_\_\_\_\_  
 \* Specify Other Other \_\_\_\_\_ Fee \_\_\_\_\_

Indicate Special Set-Up Instructions or Attach Diagram: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Daytime Phone Number	Fax Number	E-Mail Address
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- As an Agent for the above named organization(s), I do hereby affirm that said organization does not practice in any way discrimination in its membership or program offered to the public on the basis of race, color, or national origin, and that the school facility requested will be made available to all its members regardless of race, color, or national origin.
- Additionally, the Lessee/Agent will assume all liability and hold harmless the Fabens Independent School District, its Trustees, employees, and agents from any and all liability arising out of the Lessee's/Agent's use of District facilities and equipment.
- That the Lessee shall be responsible for restoring the facility to its original state after use.
- That the District may revoke its permission to use the facility at any time it is determined that a group's use creates instructional conflicts, damages school property, or violates Board policy and/or administrative regulations.
- That the Lessee accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement or for any damage done to buildings, equipment, or other school property used by the Lessee. Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the event/activity.
- That Lessee shall furnish evidence of liability insurance coverage for the event and shall name the District as an additional insured party on the policy as determined by the District.
- The Superintendent or his/her designee shall determine whether or not security personnel are required for certain functions. The Lessee shall incur the cost of providing security.
- District facilities and equipment will not be available for personal use, parties or dances.
- Fees may be assessed, however, if an organization/group provides a service to our students or community, the fees may be waived by the Superintendent or the Board of Trustees.

\_\_\_\_\_  
 Print Name of Responsible Person Signature Date

**Note:** Please submit form two weeks in advance to ensure adequate time for consideration and notification of approval or denial of request.  
 Attach a photo-copy of picture I.D.

**APPROVAL OR DENIAL**  
 (Request will be routed to appropriate administrators as necessary)

\_\_\_\_\_  
 Principal's Signature  Approved  Denied \_\_\_\_\_  Approved  Denied  
 Assistant Superintendent's Signature