

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# UGISD FACILITY USE REQUEST AND AUTHORIZATION FORM

## ORGANIZATION/PERSON REQUESTING USE OF FACILITY

Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

## PROPOSED USE OF FACILITY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Will Admission Be Charged: Yes \_\_\_ No \_\_\_

## FACILITY REQUESTED

Name of School or Other Facility: \_\_\_\_\_

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Elem. Cafeteria         | <input type="checkbox"/> Elem. Practice Field #1 | <input type="checkbox"/> HS Cafeteria         | <input type="checkbox"/> Culinary Arts     |
| <input type="checkbox"/> Elem. Cafeteria Kitchen | <input type="checkbox"/> Elem. Practice Field #2 | <input type="checkbox"/> HS Cafeteria Kitchen | <input type="checkbox"/> HS Football Field |
| <input type="checkbox"/> Elem. Gymnasium         | <input type="checkbox"/> HS Auditorium           | <input type="checkbox"/> HS Baseball Field    | <input type="checkbox"/> JH Gym - Old      |
| <input type="checkbox"/> Elem. Auditorium        | <input type="checkbox"/> Band Hall               | <input type="checkbox"/> HS Softball Field    | <input type="checkbox"/> HS Gym - New      |
| <input type="checkbox"/> Playground              | <input type="checkbox"/> Academic Classrooms     | <input type="checkbox"/> Batting Cages        | <input type="checkbox"/> HS Library        |
| <input type="checkbox"/> Elem. Other _____       | <input type="checkbox"/> JH/HS Other _____       | <input type="checkbox"/> Other _____          |  |

Date: ____/____/____	Day of Week: _____	From: _____ AM/PM	to _____ AM/PM
Date: ____/____/____	Day of Week: _____	From: _____ AM/PM	to _____ AM/PM
Date: ____/____/____	Day of Week: _____	From: _____ AM/PM	to _____ AM/PM
Date: ____/____/____	Day of Week: _____	From: _____ AM/PM	to _____ AM/PM
Date: ____/____/____	Day of Week: _____	From: _____ AM/PM	to _____ AM/PM

**APPROVAL/DENIAL** - For Administration Use Only \_\_\_\_\_

Approval/Denial: _____	Campus Principal	
Approval/Denial: _____	Athletic Director	
Approval/Denial: _____	Food Service Director	
Approval/Denial: _____	Superintendent	Date: _____
Reason for denial: _____		

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**TERMS AND CONDITIONS APPLICABLE TO THIS AUTHORIZATION**

- 1. **Reserved Rights.** The use of Union Grove Independent School District (“UGISD”) facilities is governed by the UGISD Board Policy GKD (Local). Some of the pertinent provisions of that policy are summarized or restated here. A complete copy of Board Policy GKD (Local) is available on request. The UGISD Board of Trustees reserves the right to refuse approval of, and/or cancel, any requested use of an UGISD facility when it deems such action necessary for the best interests of the District.
- 2. **Indemnification.** Applicant, by submitting the Facility Use Request and Authorization Form, agrees to indemnify the UGISD, its Trustees and employees, and any persons whose property may be within the said facility, of and from any and all loss or damage to property caused by any person or persons attending the meeting or function covered by said Form, and of and from any damage or injury sustained by any person arising out of the holding of such meeting or function. Applicant agrees to indemnify, hold harmless and defend the Union Grove Independent School District, its Trustees and employees, of and from any and all claims, suits or actions that may be asserted against any of them, seeking recovery for any injury, damage, or loss, of any nature whatsoever, arising out of or related to Applicant’s use of the facility, even if such claimed injury, damage, or loss is attributable, in whole or in part, to the negligence of the UGISD, its Trustees or employees.
- 3. **Insurance.** Applicant shall furnish general liability and/or casualty insurance in such amounts as determined by the UGISD Administration Office, when deemed necessary to cover participants and District property associated with the scheduled facility use. Certificates of insurance meeting the minimum requirements determined by the District must be on file with the district prior to use of District facilities.
- 4. **Subleasing.** Under no circumstances may District facilities be subleased by Applicant. If the Applicant’s requested facility use is approved or authorized, such approval or authorization does not constitute or connote approval or authorization to any applicant or for any function, other than as specifically identified on the Facility Use Request and Authorization Form.
- 5. **Long-Term Contracts.** The District reserves the right to require a more formal, separate contractual license agreement for any applicant who plans to use a facility for a time period of greater than one day.
- 6. **Compliance with Applicable Laws.** Application agrees to comply with all deferral, state and local non-discrimination laws, including but not limited to the Americans with Disabilities Act (ADA), and that the activities conducted during and in connection with the use of the facility shall in all respects conform to all applicable legal requirements.
- 7. **Payment of Fees:** Applicant will pay invoices directly to the UGISD Administration Office. No payments are to be made directly at school sites or to any other District employees, including custodial and food service personnel.

I hereby agree to the terms listed above: \_\_\_\_\_  
Signature of person requesting facility

\_\_\_\_\_  
Printed name of person requesting facility

Date: \_\_\_\_\_

\*Fees will be assessed when the request is returned to the superintendent for approval. A copy of the approved request with any fees charged will be forwarded to the person(s) requesting the facility. UGISD will send an invoice for workers. Please make all checks payable to Union Grove ISD. The following regulations shall apply for use of District facilities:

_____	Basic open and closing of any facility	\$10.00 per hour
_____	Open, supervise, kitchen, serve and/or help cook, and close	\$12.00 per hour
_____	Open, supervise kitchen, serve and/or help cook, help clean-up, and close	\$14.00 per hour

**+ Payroll Taxes: currently 15.726%; Subject to change**