



Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

Rental Checklist

Facility _____

Name of Event _____

Renter's Name _____ Phone Number _____

Date of Event _____ Hours _____

Item	Yes/No	Explain
Is there any damages done to the facility by renter? If yes, explain damages made.		
Did renter exit facility by requested time? State time exited.		
Did renter show receipt of payment prior to using facility?		
Was there a District custodian at event? If yes, state custodian's name.		
Was there a District Police Officer(s) at event? If yes, state name of office(s).		

Employee's Signature

Date