



Mesquite Independent School District (MISD)

Reservation Form for Use of District Facilities

(NOTE: Please provide at least 30 days' notice.)

Campus/Building being requested for Use: _____

Date and Time of Event: _____ a.m./p.m. to _____ a.m./p.m.
Date Time Frame

Room/Area Being Requested for Use: _____
Gymnasium Auditorium Cafeteria etc.

Name of Event: _____

Sponsor Organization of Event ("Sponsor"): _____

Sponsor Contact Information: _____

Name

Day Phone

Billing Address

City

State

Zip

Approximate Attendance Expected: _____

By signing below, Sponsor indicates receipt and understanding of MISD policy GKD (LOCAL), available online at [https://pol.tasb.org/Policy/Download/369?filename=GKD\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/369?filename=GKD(LOCAL).pdf), and agrees to comply with all applicable District policies and administrative regulations. MISD is not liable for any personal injury or damages to personal property related to your non-school use of MISD facilities. Sponsor shall be responsible for the cost of repairing any damages to MISD property incurred during Sponsor's use and shall be required to indemnify MISD for the cost of any such repairs. MISD may, at its option, request Sponsor to provide a certificate of insurance for General Liability with MISD named as an additional insured for this event with limits of \$100,000/\$300,000. Additional limits may be required based upon the type of Event.

Deposit Amount \$ _____

Building Rental: \$ _____

Final amount Due will be billed
after Event (less deposit).

Custodial Fee: \$ _____

Administrative Fee: \$ _____

Other Fee: \$ _____

APPROVED BY:

TOTAL: \$ _____

Signature of Campus/Building Administrator

Assistant Superintendent-Business Services

Date of Approval