

TOMBALL INDEPENDENT SCHOOL DISTRICT FACILITY USE APPLICATION

Name of Organization _____ 501-C3 Registered Y N

Physical Address _____
Street Address City State Zip

Phone Number _____ **Fax Number** _____

Event Name/ Description _____

Approx. No. of Participants _____ **Approx No. of Audience** _____

Admission Fees Charged _____ **Purpose of Fees** _____

Contact Person _____ **Email** _____

Address _____
Street Address City State Zip

Phone Number _____ **Cell Number** _____

***Date(s)/Time(s) Requested** (please include all dates and times for rehearsals, pre set-ups etc.)

Date	Starting Time			End Time			Notes
		<input type="checkbox"/> am	<input type="checkbox"/> pm		<input type="checkbox"/> am	<input type="checkbox"/> pm	
		<input type="checkbox"/> am	<input type="checkbox"/> pm		<input type="checkbox"/> am	<input type="checkbox"/> pm	
		<input type="checkbox"/> am	<input type="checkbox"/> pm		<input type="checkbox"/> am	<input type="checkbox"/> pm	
		<input type="checkbox"/> am	<input type="checkbox"/> pm		<input type="checkbox"/> am	<input type="checkbox"/> pm	
		<input type="checkbox"/> am	<input type="checkbox"/> pm		<input type="checkbox"/> am	<input type="checkbox"/> pm	
		<input type="checkbox"/> am	<input type="checkbox"/> pm		<input type="checkbox"/> am	<input type="checkbox"/> pm	

***Facility / Campus Requested**

Please check area(s) Requested

- | | |
|--|--|
| <input type="checkbox"/> Auditorium Main (must complete auditorium form) | <input type="checkbox"/> Black Box Theatre with Lights |
| <input type="checkbox"/> Auditorium High (must complete auditorium form) | <input type="checkbox"/> Large Group Instruction (LGI) |
| <input type="checkbox"/> Cafeteria (No Kitchen) | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Lobby | |
| <input type="checkbox"/> Aquatic Center/Natorium (must complete User Guide and Agreement Form) | |
| <input type="checkbox"/> Baseball Field <input type="checkbox"/> Lights <input type="checkbox"/> w/o Lights | <input type="checkbox"/> Press Box/Score Board |
| <input type="checkbox"/> Softball Field <input type="checkbox"/> Lights <input type="checkbox"/> w/o Lights | <input type="checkbox"/> Press Box/Score Board |
| <input type="checkbox"/> Soccer Field <input type="checkbox"/> Lights <input type="checkbox"/> w/o Lights | <input type="checkbox"/> Press Box/Score Board |
| <input type="checkbox"/> Jr. High Track <input type="checkbox"/> Lights <input type="checkbox"/> w/o Lights | <input type="checkbox"/> Press Box/Score Board |
| <input type="checkbox"/> Jr. High Football <input type="checkbox"/> Lights <input type="checkbox"/> w/o Lights | <input type="checkbox"/> Press Box/Score Board |
| <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Lights <input type="checkbox"/> w/o Lights | |
| <input type="checkbox"/> Jr. High Gym <input type="checkbox"/> #1 <input type="checkbox"/> #2 | <input type="checkbox"/> High School Gym <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 |
| <input type="checkbox"/> Elementary/Intermediate Gym | |
| <input type="checkbox"/> Other | |

***Athletic request-** Please Provide Age Group(s): _____

Additional Equipment Requested

- | | |
|---|---|
| <input type="checkbox"/> Tables # _____ | <input type="checkbox"/> Audio/Visual _____ |
| <input type="checkbox"/> Chairs # _____ | <input type="checkbox"/> Podium _____ |

Notes (additional dates)

GENERAL GUIDELINES

The below list of guidelines do not in any way represent the complete Tomball ISD Facility use policy. To view the complete policy please go to www.tomballisd.net

1. The undersigned shall be the authorized representative in charge of and responsible for the program or activities during their scheduled time. This person, in turn, shall be responsible to the school district.
2. All Requests for Auditorium use must accompany a signed Auditorium Staffing and Guidelines Agreement Form.
3. All Requests for the Aquatic Center must accompany a signed Aquatic Center Users Guide and Agreement form
4. District events have priority over outside groups, i.e. team practices, competitive events, student and staff activities, open house, testing, etc.
5. No intoxicating beverages, Drugs or tobacco products of any kind shall be permitted in or on any school premises.
6. Non-School groups must submit proof of 501-C3 status to the facility use coordinator before any facility use will be approved.
7. A copy of an insurance certificate shall be issued to the facility use coordinator prior to the use of any facility.
8. Groups will be provided access to the facility at the designated start time and must leave the facility at the designated end time. **CHILDREN ARE NOT TO BE DROPPED OFF AT THE SCHOOL WITHOUT SUPERVISION.**
9. Athletic activities shall not be permitted in school cafeterias, commons, hallways or other non-athletic areas of the building.
10. Non-School groups will provide their own athletic equipment. No storage is provided at school facilities.
11. Non-School groups are not permitted to use district concession stands or booths.

The undersigned hereby agrees to comply with the school board policy, rules and regulations pertaining to use of Tomball ISD Facilities and is responsible for communicating district policies and procedures to all participants and spectators.

I have included a copy of the insurance certificate with my application.

Applicant – Authorized Representative for Organization

Date

Email completed application and insurance certificate to facilities@tomballisd.net