MATHIS INDEPENDENT SCHOOL DISTRICT
410 E. SAN PATRICIO AVENUE
MATHIS, TX 78368
361-547-3378, Ext. 1002

MATHIS ISD BUILDING FACILITY RENTAL AGREEMENT REQUEST FORM

I understand that by filling out this application, Mathis ISD is not responsible for any accidents or injuries that occur during the utilization of the facility. Furthermore, I accept responsibility for lost or damaged items that may occur during our time of facility rental. I have also posted proof of insurance to cover any liabilities that may occur during our event. I understand the facility must be left in the same condition as I found it. There will be a charge to the organization/responsible person for any damages that occur to facilities or equipment.

NAME OF ORGANIZATION:_____
PURPOSE:_____

TODAY'S DATE:_____ **DATE OF EVENT:**_____
(Not less than 2 or more than 60 days advance notice) **(Please attach list if multiple dates/sites)**

TIME OF EVENT: **From:**_____**A.M. /P.M.** **To:**_____**A.M. /P.M.**

FACILITY TO BE USED:
Event Center Cafetorium:_____ **Event Center Gymnasium*:**_____

Mathis Elementary Cafetorium:_____ **Mathis Elementary Gymnasium*:**_____

Mathis Middle School Cafetorium:_____ **Mathis Middle School Gymnasium*:**_____

Mathis High School Cafetorium:_____ **Mathis High School Gymnasium*:**_____

Boardroom Room at McCraw Building:_____ **Pavilion:**_____ **Other:**_____

RESPONSIBLE PERSON:_____
Address:_____**City/State:**_____**Telephone (Work):**_____
Cellular:_____**Home:**_____

Please list someone we can reach, in case we cannot reach you:
Name:_____**Cellular#:**_____**Home#:**_____

Rental Fee: $30 per hour _____Utilities Fee: $50.00 Cleaning Fees: $18.00 per hour (Time-and-a-half) _____
Total Fee:_____**Total Cleaning Fee:**_____
Additional fees may apply if utilities are not properly turned off or for misuse of property.
All Facility Rental Fees Must Be Paid To Accountant – Cash Only.
Approval By:

_____
Superintendent of Schools

A School District Employee is required to be at all Functions:
EMPLOYEE NAME:_____
MATHIS ISD TELEPHONE NUMBERS
Aurora Hernandez, Maintenance Supervisor, (361) 215-0872
Leslie Cardenas, Superintendent Secretary, (361) 215-1225

THIS FORM MUST BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE.

FOR OFFICE USE ONLY **ORIGINAL: Supt. Admin. Assistant**

Copy Sent To: ☐ **Principal** ☐ **Person That Submitted Request** ☐ **Maintenance Supervisor** ☐ **Athletic Director** ☐ **District Accountant**

Revised 02/23/2022