

# Hitchcock Independent School District

## USE OF FACILITIES, FIELD & GROUNDS APPLICATION

### IN-HOUSE

For use at: \_\_\_\_\_  
Name of Campus

Name of Applicant/Organization: \_\_\_\_\_

Purpose: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Date(s): \_\_\_\_\_ Day(s) of the Week: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_

Set-Up Time (Doors unsecured): \_\_\_\_\_ Departure Time (Doors Secured): \_\_\_\_\_

**Facility Requests:**

Classroom(s): How Many? \_\_\_\_\_ Room Number(s): \_\_\_\_\_

Cafeteria       Library       Gym: Which One? \_\_\_\_\_

Football Field       Football Stadium/Track       Softball Field       Baseball Field

Parking Lot       Board Room       Other: \_\_\_\_\_

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**Equipment Needed:**

Sound System/Microphone       Laptop       Projector

Chairs: How Many? \_\_\_\_\_       Tables: How Many? \_\_\_\_\_       Bleachers

**Contact Information:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Contact Person      Contact Number      Alternate Number

Date(s) Available:  Yes  No

Approved:  Yes  No      \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_  
Campus Principal's Signature / Athletic Director (for sport usage)      Date

Approved:  Yes  No      \_\_\_\_\_      \_\_\_\_\_  
Director of Facilities/Operations Signature      Date

**Agreement:**

The undersigned certifies that he/she is an employee of Hitchcock ISD and will be present at all times to ensure the proper use of the facilities, note any damages, and ensure the facilities are secured after use. The undersigned also agrees to exercise the utmost care in the use of the school premises and property, adhere to the rules and regulations of the Board of Trustees and the principal of the school in which the facilities are requested, and to hold Hitchcock ISD harmless from all liability resulting from the use of said facilities.

Printed Name of Employee \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date: \_\_\_\_\_

*Signed and completed form due to HISD Central Office at least one week prior to event.*