SHERMAN ISD

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# Facility and Event Request Form

*2701 N. Loy Lake Road • Sherman, TX 75090 • 903-891-6400*

Email the completed form to Robin Sellers rsellers@shermanisd.net at least 10 business days before the event. Attach proof of insurance when applicable. Changes to attendance, schedule, location, entrances, or participating organizations must be reported immediately.

## 1 Requestor information

| Organization / department | Requestor / contact name | Organization type |
|---|---|---|
| | | ☐ SISD ☐ Booster ☐ Nonprofit ☐ Church ☐ Other |
| Address and city / ZIP | Email | Mobile number |
| | | |

## 2 Event and facility request

| Event name | Date(s) of use | Date requested |
|---|---|---|
| | | |
| Opening / staff report time | Doors open / event start | Closing / expected dismissal |
| | | |
| Admission charged | Recurring event / series | Schedule attached |
| ☐ Yes ☐ No | ☐ No ☐ Yes | ☐ Yes ☐ No |

☐ UIL athletic event ☐ Tournament ☐ Playoff ☐ Rivalry ☐ Performance ☐ Dance / prom ☐ Graduation ☐ Other

**Participating schools, teams, or organizations** _____

## 3 Campus and facilities requested

| Campus | Facility / area | Use all that apply |
|---|---|---|
| ☐ Crutchfield ☐ Dillingham ☐ Fairview ☐ Fred Douglass ECC | ☐ Auditorium ☐ Cafeteria ☐ Gym | ☐ Event space ☐ Parking |
| ☐ Jefferson ☐ Neblett ☐ Parker ☐ Perrin ECC | ☐ Library ☐ Computer lab | ☐ Practice area ☐ Classrooms |
| ☐ Piner Middle ☐ Sherman Middle ☐ Sherman High | ☐ Stadium ☐ Field ☐ Track | ☐ Multiple gyms ☐ Multiple buildings |
| ☐ Service Center ☐ Sory ☐ Washington ☐ Other: _____<br>☐ Bearcat Stadium ☐ High School Stadium | Other facility / area: _____ | Specific room / area: _____ |

**Purpose and description of facility use** _____

## 4 District personnel and equipment requested

| Personnel / service | Requested | Additional information |
|---|---|---|
| Custodian | ☐ Yes ☐ No | |
| Stage operator / audiovisual support | ☐ Yes ☐ No | |
| PA system / projector / screen | ☐ Yes ☐ No | |
| Tour / facility orientation | ☐ Yes ☐ No | |
| Police / event security review | ☐ Required | All extracurricular or public events route to SISD PD |
| Technology | ☐ Yes ☐ No | |
| HVAC | ☐ Yes ☐ No | |
| Gates/Elevator Access | ☐ Yes ☐ No | |

## 5 Facility approvals

| Campus administrator approval | Maintenance and Operations approval |
|---|---|
| Signature: _____ Date: _____ | Signature: _____ Date: _____ |
| Conditions: _____ | Conditions: _____ |

# Facility and Event Request Form

*Event Safety and Security Information*

Complete this page for extracurricular activities, public events, athletic contests, performances, tournaments, dances, graduations, or any event requiring security or screening. The requestor supplies event facts; SISD PD determines staffing and security measures.

## 6 Attendance and event footprint

| Attendance category | Projected number | Event areas and entrances |
|---|---|---|
| Spectators | | Number of occupied buildings: _____ |
| Participants / performers | | Number of gyms / activity areas: _____ |
| Staff / volunteers / vendors | | Number of public entrances: _____ |
| TOTAL PROJECTED ATTENDANCE | | Maximum venue capacity: _____ |

☐ Exceeds 250 ☐ Exceeds 1,000 ☐ Multiple occupied buildings ☐ Simultaneous activities

**Gyms, buildings, fields, stages, or other areas in use** _____

**Peak arrival, transition, and dismissal times** _____

## 7 Screening and event operations

| Planning item | Event information |
|---|---|
| Metal-detector entrances / lanes requested | |
| Participant, staff, team, or vendor entrance | |
| Bag policy / prohibited items notice | ☐ Distributed ☐ Not distributed ☐ Not applicable |
| Reentry | ☐ No ☐ Yes - describe controls: _____ |
| Parking, buses, traffic, and pedestrian concerns | |
| Vendors, deliveries, or special equipment | |

## 8 Risk, leadership, and emergency planning

☐ Known rivalry ☐ Prior disturbance ☐ Student conflict ☐ Threat / concern ☐ Expected protest ☐ No known concerns

**Explain any known concern or prior incident** _____

| Role | Name | Mobile number |
|---|---|---|
| Event administrator / designated administrator | | |
| Coach, sponsor, director, or event lead | | |
| Visiting school / organization contact | | |
| Athletic trainer / medical lead | | |

| Emergency item | Location or procedure |
|---|---|
| AED and first-aid equipment | |
| EMS access / emergency vehicle route | |
| Weather shelter / decision authority | |
| Evacuation route / assembly point | |
| UIL officials meeting and vehicle escort | |

## 9 SISD Police Department review

| Review item | Police Department determination |
|---|---|
| Risk level | ☐ Low ☐ Moderate ☐ Elevated |
| Written security and medical plan | ☐ Required ☐ Not required |
| Uniformed officers | Number: _____ Supervisor: _____ |
| Nonarmed metal-detector personnel | Number: _____ Screening lead: _____ |
| Multiple-area coverage | Primary patrol areas / posts: _____ |
| Radio / backup response | _____ |
| Additional coordination | ☐ EMS ☐ Local agency ☐ Visiting district ☐ Other |
| Approval | ☐ Approved ☐ Approved with conditions ☐ Revision required |

**Conditions, assignments, or required changes** _____

**Reviewed by / signature and date** _____

*References: 19 TAC §103.1217(b)-(d); Texas Education Code §33.099; UIL designated school administrator guidance.*