

**NACOGDOCHES INDEPENDENT SCHOOL DISTRICT**

P.O. BOX 631521

NACOGDOCHES, TEXAS 75963

PH (936) 569-5000 FAX (936) 560-6313

APPLICATION FOR USE OF SCHOOL FACILITIES

PLEASE PROVIDE PROOF OF INSURANCE

Building To Be Used: \_\_\_\_\_

Area(s) To Be Used: Cafeteria Gymnasium Auditorium Other: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_

Requested Opening Time: \_\_\_\_\_ Estimated Time of Closing: \_\_\_\_\_

\*Name of Organization: \_\_\_\_\_

Name Address (include zip code) Telephone No.

Arrangements Made By: \_\_\_\_\_

Name Address (include zip code) Telephone No.

Send Statement To: \_\_\_\_\_

Name Address (include zip code) Telephone No.

Purpose of Rental: \_\_\_\_\_ Est. No. Attending: \_\_\_\_\_

Admission By: Ticket? \_\_\_\_\_ Offering? \_\_\_\_\_ No Charge? \_\_\_\_\_

**NISD Personnel and Equipment Required?**

Stage Operator \_\_\_\_\_ Custodian \_\_\_\_\_ Bleachers \_\_\_\_\_

P.A. System \_\_\_\_\_ Projector/Screen \_\_\_\_\_ Dressing Rooms \_\_\_\_\_

Scoreboard \_\_\_\_\_ Lighting \_\_\_\_\_ Other \_\_\_\_\_

As a representative of the applicant, the undersigned agrees to the use of the above listed school facility in accordance with Local Board Policy, GKD. Signature below acknowledges receipt of the aforementioned policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_ \*Note: All Organizations must have a local sponsor

**\*ADMINISTRATION USE ONLY**

If facility is available for use.

If Athletic facility is available, both Principal and Athletic Director must sign.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Athletic Director

Permission is hereby granted to the above name organization to use the facilities described.

\_\_\_\_\_  
Director of Facilities

\_\_\_\_\_  
Administrative Approval

**FEES CHARGED:**

Basic Rental Fee (1<sup>st</sup> 2 hours) \$ \_\_\_\_\_ Extra Time Fee Per Hour \$ \_\_\_\_\_ Special Charges: \_\_\_\_\_

**Estimated Fees Due \$** \_\_\_\_\_

Time Opened: \_\_\_\_\_ Time Closed: \_\_\_\_\_ Overtime Worked: \_\_\_\_\_

Custodian on Duty: \_\_\_\_\_

**Submit form to the Campus/Location where facility is being requested for use.**