

**FORNEY INDEPENDENT SCHOOL DISTRICT
FORNEY, TEXAS**

APPLICATION FOR USE OF SCHOOL FACILITIES

To: _____

School Name: _____

Name of Group Making Request: _____

Type of Group: _____

Address of Group: _____

Person Responsible: _____ Phone #: _____ office _____ work

Email: _____

Date(s) Facility Needed: _____ Time Needed: _____

Type of Function: _____

Please Indicate Facility Requested:

1. Auditorium
2. Gymnasium
3. Cafeteria (Cafetorium)
4. Athletic Field

Special Needs: (Attach additional pages, if necessary)

If cancellation becomes necessary, notice must be given to the Coordinator of Facility Services no less than 24 hours prior to the event. Failure to do so will result in forfeiture of deposit.

The Rental Amount must be paid five (5) days in advance of the Rental Date. In the event payment is not made in advance as directed, the Facility shall not be available to Lessee. Lessee agrees to pay the Rental Amount to the District's business office located at 600 S. Bois d'Arc Street, Forney, Texas, during business hours.

It is understood that the Forney Independent School District accepts no liability in case of accident, and that if damage occurs to Forney ISD. property, the group will be responsible for such damage.

For long term leasing (by churches, for example) proof of \$1 million in insurance coverage is required prior to signing of contractual agreement.

ESTIMATED FEE

Building Use:

Personnel:

Energy Use

Estimated

TOTAL: _____

AGREEMENT

_____ Approved

_____ Disapproved - Conflict with prior request, contact Coordinator of Facility Services

_____ Disapproved - Conflict with School Policy

(Signature of Person Making Request)

(Signature of Coordinator of
Facility Services)