

# West Hardin CCISD

## Request Form for Use of School Facilities

The School Board of Directors wishes to encourage use of school facilities by the community as long as use does not interfere with the district's educational programs, the primary purposes of which the buildings and grounds are intended. Permission to use a particular facility may be denied based on previously scheduled use.

GROUP / ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FACILITY REQUESTED: \_\_\_\_\_

EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_

ALTERNATE DATES: \_\_\_\_\_

EQUIPMENT REQUESTED: \_\_\_\_\_

\_\_\_\_\_

SPECIAL REQUESTS: \_\_\_\_\_

\_\_\_\_\_

PROOF OF LIABILITY INSURANCE IS ATTACHED. \_\_\_\_\_ yes \_\_\_\_\_ no

THIS ORGANIZATION HAS RECEIVED A COPY OF THE WHISD PROCEDURES FOR USE OF SCHOOL FACILITIES AND A COPY OF THE RULES REGARDING NON SCHOOL USE OF FACILITIES.

\_\_\_\_\_ yes \_\_\_\_\_ no

REQUEST SUBMITTED BY: \_\_\_\_\_

TITLE IN THE ORGANIZATION: \_\_\_\_\_

OTHER OFFICERS OF THIS ORGANIZATION: \_\_\_\_\_

\_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

(Please return form to Central Office at 39227 Hwy 105 Saratoga, Texas 77585)