

REQUEST FOR THE USE OF SCHOOL FACILITIES
DEER PARK INDEPENDENT SCHOOL DISTRICT
 2800 Texas Avenue, Deer Park, TX 77536

Complete this form after reading the guidelines and rules. Attach the Certificate of Liability Insurance and return to the Facility Administrator. Upon final approval, copies will be distributed.

 Group or Organization Making Request

 Street Address

 City, State, Zip

 Person representing the group/organization

 Telephone Number

 Date

FACILITY REQUESTED:
 Campus _____

PURPOSE for which facility will be used.

Area/Room _____

Date/s of Use: _____

Admission Charge: _____ Number in Attendance _____

Opening Closing
 Times: _____ Times: _____

Special Equipment Needed: _____

Signature of Officer or Representative who has read all guidelines and rules, understands them, and will be personally responsible for their strict observance.

 Signature

 Street Address, City, Zip and Phone Number

Recommendation of Facility Administrator	
Yes _____	No _____
_____ Signature of Facility Administrator Date	

Recommendation of Athletic Director	
Yes _____	No _____
_____ Signature of Athletic Director Date	

FINAL DISPOSITION	
Yes _____	No _____
_____ Signature of Central Office Administrator Date	

CHARGES	(2 Hr. Minimum Use)
2 Hr. A/C startup fee when school is not in use	\$ _____
_____ Hrs. Additional use at _____ Fee	\$ _____
Bldg. Use Only, No A/C: _____ Hrs. _____ Fee	\$ _____
Security: _____ Hrs. _____ Fee	\$ _____
Technology: _____ Hrs. _____ Fee	\$ _____
Other Charges _____	\$ _____
Number of Employees: _____ Rate: _____	\$ _____
Deposit:	\$ _____
Total	\$ _____

Remarks _____ # _____