

WEATHERFORD INDEPENDENT SCHOOL DISTRICT
Application for Building Use of Facilities

This form should be submitted for approval to the Campus Office

Campus: _____ Date(s) Needed: _____
Area(s): _____ Start Time (set up) _____
_____ End time (leaving facility) _____
_____ Purpose of Event: _____
Number of Participants expected: _____ Will an admission fee be charged? _____

Needed Items for Event

_____ Total Hours of Building Use	_____ Light/Sound Technician:
_____ HVAC	_____
_____ Dressing Rooms	_____ Lighting (Stadium/stage, etc)
_____ Kitchen	_____ Sound System
_____ Kitchen Representative	_____ Custodian on duty
_____ Scoreboard	_____ Custodial Cleaning
_____ Concession	_____ Special Setup _____
_____ Site Administrator:	_____
_____	_____

Totals Fees to be assessed: _____

Fees will be adjusted if needed after the conclusion of the event and the WISD Business Office will provide a final bill to the organization. (WISD Policy – GKD)

The applicant organization's representative has read and agrees to comply with WISD policy GKD and

1. To contact the building principal (designee) to make all necessary detailed arrangements.
2. To assume full responsibility for damage to or loss of school property in connection with this use.
3. To assume full responsibility for any injury or liability resulting from the use of school facilities in connection with this approval.
4. Special Conditions: _____

Print Name: _____ Signature: _____
Representative Representative
Mailing Address: _____ Phone: _____

FOR SCHOOL USE ONLY

Request: _____ Approved Signature of Principal _____
_____ Denied Date _____