

## To Reserve the Use of EBISD Facilities

1. Fill out Facility Use Form.
2. If you are requesting the use of an athletic facility:
  - a. Take the form to the athletic director and have him approve use and sign the form.
  - b. Then take the signed form to the facilities director and him/her sign off on the form.
  - c. The day before the event, go to the facilities director and get the needed keys and sign the key responsibility policy.
  - d. If a fee or payment is required (see payment schedule), please make the appropriate arrangements with the athletic director and facilities director for timely pay. Some events will require payment at time of booking.
3. If you are requesting the use of any other facility:
  - a. Take the form to the facilities director and have him/her approve the use and sign the form.
  - b. The day before the event, go to the facilities director and get the needed keys and sign the key responsibility policy.
  - c. If a fee or payment is required (see payment schedule), payment is due at time of booking.
4. Clean Up & Return Keys

*PLEASE NOTE: EBISD sponsored functions take precedence over community or civic functions.*

**EAST BERNARD I.S.D.  
FACILITY USE FORM**

Organization and Sponsor \_\_\_\_\_

Sponsor Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_ Time(s) of Activity \_\_\_\_\_

Area of Use \_\_\_\_\_ Facility Use Fee

**FACILITY USE INFORMATION**

If the activity requires set up or clean up by the maintenance personnel after working hours, an hourly fee for each worker will be charged. There will be no charge for school-sponsored activities during the school day. The maintenance staff may not be available for the set up or clean up of your activity after or during school hours. It is recommended that your organization set up and clean up your own activity, if possible. School equipment shall not be used. Rental fees shall not be charged to non-profit 501(c)(3) organizations or community/civic organizations. Any renter must abide by EBISD Policy, GKD Local.

All trash generated by any activity must be placed in one of the school dumpsters on the same calendar day as the activity.

- REQUEST AFTER HOURS SET UP AND CLEAN UP BY MAINTENANCE STAFF
- ORGANIZATION WILL SET UP AND CLEAN UP

The organization's sponsor is responsible for the pick up and return of all facility keys. School facility clean-up must be monitored by an adult sponsor.

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We agree that all debts incurred by this agreement shall be paid to the East Bernard Independent School District within ten (10) days preceding the event. If any of the rules and regulations of the Board governing the approval of this application are broken, this application is automatically cancelled.

We have read the Rules and Regulations of the Board, which we agree to observe if permission is granted, and further agree to exercise the utmost care in the use of the premises and property and to make good any damage or loss of property arising from our occupancy of any portion of the building.

We also understand the district accepts no liability for damages or negligence on the part of the applicant or organization, while the school facilities are in use.

Sponsor Signature \_\_\_\_\_ DATE: \_\_\_\_\_

ATHLETIC DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
(if applicable)

FACILITIES DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_