

**HARLETON ISD  
FACILITY USE REQUEST  
PROCEDURE AND RESPONSIBILITIES**

The Policy for the District concerning the use of school facilities is attached to this procedure. Please read this policy and the following requirements and responsibilities set by the Superintendent in requesting the use of school facilities. Also attached is a checklist to complete and return or the correct use of the requested facility.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

**GROUP OR INDIVIDUAL REQUESTING FACILITY:**

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**DESIGNATED SCHOOL EMPLOYEE \*\* THAT WILL BE RESPONSIBLE FOR FACILITY:**

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**BUILDING & CAMPUS REQUESTED FOR ACTIVITY TO TAKE PLACE:**

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**SPECIFIC AREAS OF BUILDINGS THAT WILL BE USED:**

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(I.E. CLASSROOM, CAFETERIA, LIBRARY, AUDITORIUM, ETC.)

**DOES THIS ACTIVITY PROMOTE A SCHOOL EDUCATIONAL PROGRAM?**  
YES \_\_\_\_\_ NO \_\_\_\_\_

**IF YES, SPECIFY WHAT PROGRAM:**

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**DATE AND TIME REQUESTED TO USE FACILITY:**

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**PLEASE PROVIDE A DETAILED DESCRIPTION OF THE ACTIVITIES PLANNED TO TAKE PLACE (BE SPECIFIC):**

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

CONTACT NAME: \_\_\_\_\_ PHONE  
# \_\_\_\_\_

CAMPUS APPROVAL: \_\_\_\_\_  
CAMPUS PRINCIPAL

HISD APPROVAL: \_\_\_\_\_  
SUPERINTENDENT  
DATE: \_\_\_\_\_

**SPECIAL COMMENTS / INSTRUCTIONS BY DISTRICT:**

Release of Liability & Insurance verification must be submitted with this request if this activity involves any sport or physical activity.

**\*\*As the school employee designated for this activity, please be aware that you will be responsible for the following:**

- 1) Security of the building at all times and its contents, including any and all equipment used.
- 2) Clean up of facility and equipment.
- 3) Requesting and return of keys needed from Central Office. Designated school employee must maintain control of all keys issued.
- 4) Must be present at all times when facility is in use related to the activity.
- 5) Arrange for any necessary security and parking controls.
- 6) Opening and securing all entrances that are to be used.
- 7) Cleaning and disposal of all materials and trash generated during the use of the facilities (special permission needed to use school dumpsters).
- 8) Provide the District with a Release of Liability for personal injury and/or damages to personal property on all participants involved in the activity.