

TARKINGTON ISD Facility Use Application

PERSONAL AND ORGANIZATION INFORMATION			
Name of Leasing Organization			
Responsible Person			
E-Mail			
Phone			
Contact Address			
Billing Address			
EVENT INFORMATION			
Facilities Requested	School Name: _____ Auditorium ___ Cafeteria ___ Kitchen ___ Gym ___ Field ___ Classroom ___		
Brief description of event			
Date(s) requesting			
Time of day	Start Time:	End time:	Total Hours:
Estimated attendance		Will food be served?	Yes No
Who will attend?			
State Other Needs:			
Circle Applicable Class:	Class:	1 2 3	
I agree to be responsible for any damage(s) that may result from our use of this facility and to pay the fee as calculated on the Facility Use Application. I have read the Facility Usage Guidelines and District Policy (GKD Local) and agree to all provisions contained therein.			
Representative Signature: _____ Date: _____			
NOTE: Leasing organization is required to provide Public Liability Insurance (\$100,000 Personal and \$10,000 Property). The Tarkington Independent School District needs to be included as additional insured. A copy of this coverage is required by the school district.			
FOR SCHOOL USE ONLY			
Cost Estimate of Facility Use:	Number of Hours	Cost Per Hour	Total Cost
(Prices Determined Using the Tarkington ISD Rental Fee Schedule)			
1. Rental Cost			
2. Custodian(s)			
3. Child Nutrition Department Staff			
4. Security			
5. Technical Support			
TOTAL COST (add columns-Lines 1-5)			
FOR SCHOOL USE ONLY			
Building Principal Signature:		Date Approved:	
Superintendent Signature:		Date Approved:	
	Total Fee Paid: Yes ___ No ___	Insurance Certificate Received? Yes ___ No ___	

****PLEASE COMPLETE THIS FORM IF YOU ARE RENTING THE AUDITORIUM.**

<u>Needed Supplies</u>	<u>YES</u>	<u>NO</u>	<u>Specifications</u>	<u>Office Approval</u>
Choir Risers			Supplied for TISD choirs and when available for rentals.	
Chairs			Supplied.	
Music Stands			Supplied.	
Solo Microphones			Extra personnel required. This will increase rental fee.	
Special Lighting			Extra personnel required. This will increase rental fee.	
Spot Lighting			Extra personnel required. This will increase rental fee.	
Projector/Screen			Supplied.	
Podium			Supplied.	
Curtain-puller			Extra personnel required. This will increase rental fee.	
CD Player			Extra personnel required. This will increase rental fee.	