



School Facility Use Procedures

School Facility Use:

- The following facility use of schools will be scheduled through the Facilities Department and approved by campus principal.
 - Auditoriums
 - Cafeterias
 - Classrooms (not available to outside organizations)
 - Conference Rooms
 - Parking Lots
- Events prior to 4:30 p.m. are scheduled through the campus. (In order for HVAC to be set, the campus must notify the Facilities Department 2 weeks prior to usage via e-mail.)
- Events after 4:30 p.m. are to be scheduled through the Facilities Department.

Parking Lot Use:

- Complete the Parking Lot Use Application located at www.granburyisd.org/facilityuse.
- Garage sales for personal use are not permitted.
- Garage sale permits must be obtained from the city prior to approval.

Facility Use Application:

1. Anyone requesting to use any GISD facility must submit an application.
 - District employees submit applications online through FacilitiesDirect (SchoolDude).
 - Outside organizations can locate the form at www.granburyisd.org/facilityuse.
2. Applications are to be submitted a minimum of 2 weeks prior to the event. This allows sufficient time to adjust the HVAC systems and to prepare for personnel.

Application Process:

1. Once received, availability will be verified, and the requested facility will be routed to the appropriate campus/departments.
2. After approval, the application is forwarded to the appropriate department.
 - A custodian must be at each event per campus.
 - If kitchen facilities are requested, a Food Service employee will be assigned.
 - Auditorium, Custodial, Food Service, and Grounds Maintenance personnel cannot donate their time for any event.
3. ABSOLUTELY **no** keys will be issued to non-school personnel.

Certificate of Insurance:

Granbury ISD requires a certificate of insurance be issued to the District prior to the use of a facility by an outside organization. Granbury ISD must be added as an additional insured in such contract. Access to the facility shall not be permitted until the application and insurance have been screened and approved. Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the District.

**District activities have priority.
Notification of changes will be made as soon as possible.**

If you have questions, contact:

- Facilities Use – Randall Murphy at 817-408-4075 or Randall.Murphy@granburyisd.org

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