

Booked by (Name): \_\_\_\_\_ E-Mail: **(Required)** \_\_\_\_\_

Event Title: \_\_\_\_\_

Description \_\_\_\_\_

Location (campus): \_\_\_\_\_ Room(s): \_\_\_\_\_

Event Date(s): \_\_\_\_\_

**Time of Event:** (check a.m. / p.m.)

Start Time: \_\_\_\_\_  AM  PM

End Time: \_\_\_\_\_  AM  PM

Setup Begin Time: \_\_\_\_\_  AM  PM

Breakdown End Time: \_\_\_\_\_  AM  PM

**Organization Information:**

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Setup Requirements:**

Required Maintenance Services	Service Description
<input type="checkbox"/> Auditorium Manager	
<input type="checkbox"/> Custodial	
<input type="checkbox"/> Food Services	
<input type="checkbox"/> Grounds Worker	
<input type="checkbox"/> IT/Technology	

Number Attending: \_\_\_\_\_ Other Needs: \_\_\_\_\_

Are you charging for your function?  Yes  No If yes, use of funds? \_\_\_\_\_

**Facility Usage Agreement**

- I agree to the Facility Use Agreement (page 2 of application).
- I agree to reimburse Granbury ISD for any damages or missing items.

**Department Use:**  
 FSDirect #: \_\_\_\_\_  
 HVAC Set: \_\_\_\_\_

Organization's Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By requesting to use Granbury Independent School District's facilities, you agree to the following:

**Regulations:**

1. District activities have priority. Notification will be made as soon as possible.
2. A Certificate of Insurance listing Granbury ISD as an additional insured will need to be submitted to the District prior to approval of use of facility.
3. Damaged or missing property must be paid for.
4. Facility must be returned in original state of order. For example: tables, chairs, etc. moved to its original position.
5. User is limited to the specific facility and area requested.
6. User is responsible for participant safety and welfare.
7. No food or drinks are allowed in restricted areas.
8. No alcohol, drugs, or tobacco products are allowed on school premises.
9. No supplies, utensils, or equipment belonging to the school are to be used or moved without prior approval.
10. GHS Fine Arts Auditorium – Auditorium Facility Manager is required. Lights and sound controls will be operated by authorized GISD Technicians only.
11. School keys **will not** be released. **Custodians** will open and close buildings.

**Parking Lot Use**

- Garage sales for personal use are not permitted.
- The city of Granbury requires a permit for all Garage Sales in the city limits. It can be obtained at the City of Granbury.
- The City permit must be presented to the GISD Facilities Department prior to approval.
- Parking lot must be cleaned up following an event. A clean up fee of \$25 per hour will be charged if not cleaned.

**Personnel Fees – 2-hour minimum (Located under Facility Usage Fees at [www.granburyisd.org/facilityuse](http://www.granburyisd.org/facilityuse))**

- Auditorium Personnel – To be determined by Auditorium Facility Manager
- Custodial- A worker will be present for the duration of the event, plus any cleanup after event
- Food Service – Kitchens and its equipment may not be used without a food service employee present
- Grounds Maintenance – When fields are being used for an event
- Security Guard – Will be required at concerts and approved athletic events

**Late Fees:**

- If not paid within 1 month, 2% late fee applies.
- If not paid within 2 months, 4% late fee applies.
- If not paid within 3 months, 10% late fee applies and possible rejection of future application to use GISD Facilities.

**Certificate of Insurance:**

A certificate of insurance shall be issued to the District prior to the use of a facility by an outside organization. Granbury ISD shall be added as the additional insured in such contract indicating a minimum \$1,000,000 combined Bodily Injury and Property Damage. 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.

**Hold Harmless Agreement:**

Lessee hereby agrees to indemnify and hold harmless all employees, officials, administrators, and governing bodies of Granbury ISD from any loss or damages they may suffer as a result of leasing any GISD facility.