



## Application for Use of Parking Lot

Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: (required) \_\_\_\_\_

**Date and Time of Event:** *(include a.m. / p.m.)*

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_  AM  PM to \_\_\_\_\_  AM  PM

Date of Set Up: \_\_\_\_\_ Time of Set Up: \_\_\_\_\_  AM  PM to \_\_\_\_\_  AM  PM

**Request Information:**

What GISD parking lot do you want to use?: \_\_\_\_\_

Describe in detail the activity that will take place: \_\_\_\_\_

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

Comments or Notes: \_\_\_\_\_

**Clean Up Arrangements:**

What are your clean-up arrangements following the event?: \_\_\_\_\_

Clean-Up Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**IMPORTANT:**

**The city of Granbury requires a permit for all Garage Sales in the city limits.**

- The Garage Sale permit can be obtained at the City of Granbury (817-573-1114).
- The City permit must be presented to the GISD Facilities Department prior to approval.

**Regulations:**

1. Student activities hold precedence over outside groups' facility/parking lot usage.
2. A Certificate of Insurance listing Granbury ISD as an additional insured shall be issued to the district prior to the use of a facility.
3. Damaged or missing property must be paid for.
4. Use must be limited to specific facility and area requested.
5. User is responsible for participant safety and welfare.
6. No alcohol or tobacco products are allowed on school premises.
7. A clean up fee of \$25 per hour will be charged when parking lot is not cleaned up following an event.
8. The Facilities Director will determine the number of Maintenance Department personnel required for the lot requested.

<b>Facilities Department Use:</b>	
Posted to Calendar:	_____
Athletics Dept:	_____
# Personnel:	_____

**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.

I agree to the regulations and agree to reimburse Granbury ISD for any damages or missing items.

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

**Please fax or e-mail form (as attachment) to Kevin Cummings Facilities Department.**

Phone: 817-408-4075 • Fax: 817-408-4014 • e-mail:

[Kevin.Cummings@granburysd.org](mailto:Kevin.Cummings@granburysd.org)