



Facility Use Request Form

Group or Organization Requesting Use: _____

Contact Person: _____ Phone #: _____

Contact Email Address: _____

Date (s) Requested: _____ Time Requested: _____

Program/Event to be Conducted: _____

Setup Time: _____ Doors Opened Time (if applicable): _____

Facility Requesting:

- | | |
|---|---|
| <input type="checkbox"/> Gym | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Library | <input type="checkbox"/> Outside Pavilion |
| <input type="checkbox"/> District Conference Room | <input type="checkbox"/> Other: |

By signing below, I acknowledge that I have read and agree to adhere to all Garner ISD Facility Use Procedures and Regulations. These Procedures and Regulations are available on the GISD website at www.garnerisd.net under DOCUMENTS. I agree to pay the Total Rental Fees & Total Personnel Fees prior to rental of facility unless other arrangements have been approved through the Business Office. (Facility Rental and Personnel fees are included on page 2 of this forms)

Please note: Any school district activities scheduled or not at the time of the request will take precedence over any other facility use.

Sponsor/Requestor's Signature Date

Principal's Signature Date

Superintendent's Signature Date

Approved Denied

Approved Denied

FOR DISTRICT OFFICE USE ONLY

Facility Use Fee Chart:

Gym	\$35.00 per hour—plus custodial fee (technology technician fee may apply)	Hours _____ x \$35= \$ _____
Library	\$20.00 per hour—plus custodial fee (technology technician fee may apply)	Hours _____ x \$20= \$ _____
Cafeteria	\$50.00 per hour—plus custodial fee (cafeteria worker fee may apply)	Hours _____ x \$50= \$ _____
District Conf. Room	\$20.00 per hour—plus custodial fee (technology technician fee may apply)	Hours _____ x \$20= \$ _____
Outside Pavilion	\$15.00 per hour—plus custodial & trash disposal fee	Hours _____ x \$15= \$ _____
		TOTAL RENTAL FEES: \$ _____

Required Fee Paid to Employees:

Custodial Fee	\$15.00 per hour	Hours _____ x \$15= \$ _____
Cafeteria Worker	\$15.00 per hour	Hours _____ x \$15= \$ _____
Technology Technician	\$20.00 per hour	Hours _____ x \$20= \$ _____
Building Supervisor	\$25.00 per hour	Hours _____ x \$25= \$ _____
		TOTAL PERSONNEL FEES: \$ _____

TOTAL FEES: \$ _____

After Approval/Denial Route Form To:

<input type="checkbox"/> Building Access Coordinator (all facilities)	<input type="checkbox"/> Food Service Director (cafeteria)
<input type="checkbox"/> Janitorial (all facilities)	<input type="checkbox"/> Librarian (library)
<input type="checkbox"/> Campus secretary (all facilities)	<input type="checkbox"/> Coach (gym)
<input type="checkbox"/> Maintenance Director (outside areas)	<input type="checkbox"/> Business office (billing & District Conf. Room)