

SPRINGTOWN INDEPENDENT SCHOOL DISTRICT
Facility Usage Request Form
Stan Gideon—817-220-1611 (Stadium Sports Complex)
Michael Chavez---817-220-1418 (Campus Facilities)

Date of Request _____ Name of Group/Individual requesting facility _____

Facility requested _____ Name of Event _____

Date of Event _____ Time of Event _____ Total Hours _____ Number of People _____

Grade of Participants (if applicable) _____ Will tickets be sold or a fee charged? _____ Price of ticket _____

Equipment or furniture needed _____

Person in charge of the event: Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Business _____

E-mail Address _____

“I agree to all the regulations and all provisions. I will be present at the function and responsible for any damages to the property. I release Springtown ISD from any liability for injuries resulting from the use of school facilities in connection with this request.

_____ Date _____ Signature _____

<u>Office Use Only</u>	
_____	Elementary/Intermediate/Middle/High School cafeteria (circle one) *
_____	High School Multi-Purpose Building
_____	High School Library
_____	Elementary/Intermediate Gymnasium
_____	Auxiliary Stadium *
_____	Baseball Field/Softball Field *
_____	Porcupine Stadium *
_____	Auditorium Use Fee: (no admission charge) \$300.00 for 3 hr. minimum, plus \$100.00 per hour extra *
_____	Auditorium Use Fee: (with admission) \$600.00 or 20% of gross at gate, whichever is greater. *
_____ TOTAL AMOUNT OF FEES DUE	
_____	Deposit and payment of fees received? _____ Date received _____
_____	Signature _____ Date _____

*Extra fees can be incurred with the use of technicians for press boxes, lights and sound for auditorium, or for the use of cafeteria staff. There is also fees for clean-up and custodial use, as well as open/close fees. See “Facility Usage Fee Guidelines” document for correct fees.