



**PERMISSION TO USE SCHOOL FACILITY  
UNDER BOARD POLICY GKD (Local/Legal)**

**SECTION A: PERSON REQUESTING FACILITY**

This is a formal request by \_\_\_\_\_

to use \_\_\_\_\_ campus for the

purpose of \_\_\_\_\_

On (date) \_\_\_\_\_ at (time) \_\_\_\_\_

If permission is granted, it is fully understood that the school district will **retain full concession rights**, will not be legally liable in any way for any reason while the building or other facility is being used by the undersigned. Further, outside users of District facilities shall agree to restore to original condition any equipment, materials, furniture, fixtures, or other District property damaged during use, whether the damage was willful or accidental. School officials shall be the sole judges of the acceptability of repairs or replacements for property damages through such use. Cashier's check, bank money order in the amount of \$250.00 shall be deposited to guarantee this requirement, unless the user is authorized free use of the facilities according to board policy. GKD (Local/Legal). In addition we must have a certificate of insurance as noted on Section C.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

Classification of Users:

Non-School related Specify: \_\_\_\_\_

1. Is this a for profit activity?  Yes  No
2. Are you requesting the waiving of district building fees?  Yes  No
3. Do you plan to have a concession stand?  Yes  No  
If yes, do you intend to sell soft drinks and/or food during the use of the facility?  Yes  No
4. I do hereby understand that all concession rights remain property of the district.

\_\_\_\_\_  
Signature Date

**SECTION B: CAMPUS PRINCIPAL**

I have reviewed this above request and find that the date(s) indicated herein Does  Does Not  conflict with already scheduled events.

PERMISSION IS:  Granted  Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE:  
\_\_\_\_\_

**SECTION C: Operations Director**

I have reviewed the above request according to GKD (Local) - X and GKD (Legal) - P policies and permission to utilize the aforementioned facility is

Granted  Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Reason for denial:  
\_\_\_\_\_

**SECTION D: Athletic Director (if applicable)**

I have reviewed the above request according to GKD (Local) - X and GKD (Legal) - P policies and permission to utilize the aforementioned facility is.

Granted  Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Reason for denial:  
\_\_\_\_\_

**SECTION E: CFO**

I have reviewed the above request and the following requirements have been met: (Check all applicable)

Cashier's check, or bank money order in the amount of \$250.00 to guarantee restoration to original condition willful or accidental property damages.

Cashier's check, or bank money order in the amount of \$\_\_\_\_\_ to cover energy consumption and other operational expenses. Refer to attached rental rates section on exhibit B for details.

Evidence of certificate of insurance for event date with at least \$1,000,000 general liability coverage with respect to bodily injury or property damage in any one accident or occurrence.

PERMISSION IS:  Granted  Denied

Reason for denial:  
\_\_\_\_\_

**SECTION F: LFISD SUPERINTENDENT OF SCHOOLS**

Permission to use specified school facility is:  Granted  Denied

Based on the information provided by the requestor and according to district board policy

GKD Local/Legal, I approve:  Waiving Fees  Not waiving Fees

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 1/8/2018