

# COMMUNITY REQUEST FOR GISD FACILITY USE



**GREENVILLE ISD**  
LESSONS FOR WHEREVER LIFE LEADS

Fax form to 903-457-2504 or email [ashforde@greenvilleisd.com](mailto:ashforde@greenvilleisd.com)

Date of Event: \_\_\_\_\_

Name/Description of Event: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

\_\_\_\_\_

End Time of Event: \_\_\_\_\_

For use by: \_\_\_\_\_

Set up Time: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Cleanup Time: \_\_\_\_\_

Phone: Home/Work \_\_\_\_\_ Cell \_\_\_\_\_

Total number of hours: \_\_\_\_\_

Email: \_\_\_\_\_

Number Attending: \_\_\_\_\_

Will money be raised or collected? Yes\_\_\_\_ No\_\_\_\_\_

Is this a one-time event? Yes\_\_\_\_ No\_\_\_\_\_

Is this a non-profit organization with a federal form 501 C filed with the IRS? Yes\_\_\_\_ No\_\_\_\_\_

### Facility Needs

*Fees are charged **per full hour** (facility fee plus custodial fee) with a **minimum of 2 hours** charged, per policy **GKD LOCAL**.*

**Greenville ISD Campus:**

- L. P. Waters ECC
- Bowie ES
- Carver ES
- Crockett ES
- Lamar ES
- Travis ES
- SGC
- Middle School
- High School

**Note:** Please contact the GISD Campus Principal or Secretary to check campus availability. For **GHS Athletic Facilities**, please contact the Athletic Department Secretary, **903-453-3652**.

**Room:**

- Classroom #: \_\_\_\_\_
- Auditorium
- Cafeteria
- Kitchen
- Gym
  - Main
  - Auxiliary (GMS only)
- GHS Lecture Hall
- GHS Stadium
- Baseball Field (Schools only)
- Softball Field (Schools only)
- Practice Ball Field

Other: \_\_\_\_\_

**Microphone:**

- Not Needed
- Portable / Wireless
- Other

**Tables:**

- Number: \_\_\_\_\_
- Chairs:**  
Number: \_\_\_\_\_

**Flags:**

- Needed
- Not needed

**Podium:**

- Needed
- Not needed

Ten days' written application is requested to reserve facilities. Permission for regular and continued use is not granted on an interfering basis. School facilities are to be used only for activities for which they were designed and are maintained. **No personal parties or receptions are allowed.** GISD does not require a deposit; however, full payment must be received at least three days prior to the event. GISD reserves the right to cancel or relocate any rental agreement when it is deemed necessary to carry on the program of the District. Refunds are at the sole discretion of the School District. **Texas Penal Code 48.01A and school policy prohibits smoking, dipping or using e-cigarettes on school property. School Board Policy GKA (LEGAL) prohibits use or possession of any alcoholic beverage on school property. Failure to comply with this policy will prevent future use of our facilities.** I have read and understand these notices and those located in board policies GKA, and GKD (LEGAL and LOCAL) <http://pol.tasb.org/Home/Index/695>. I verify that all activities will be held under the supervision of an adult leader, who will be responsible for the care of the facilities. I understand that I/the group/organization will be financially responsible for any damages to school facilities while using them. The school custodian on duty will allow the use of **ONLY** the areas checked above. A school kitchen worker will be on duty at all times the school kitchen is used.

Requestor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Charges and GISD Response on other side**

Deliver, mail or email request and/or **payment to Greenville ISD**, Attention: Edith Ashford

Physical address: 35004 King Street, Greenville, TX 75401; Mailing address: P. O. Box 1022, Greenville, TX 75403-1022

After approved or denied, you will receive an emailed copy. **If you have, questions call Edith Ashford, 903-408-4417.**

# FEES FOR GISD FACILITY USE



Fees are charged per full hour (facility fee plus custodial fee) with a minimum of 2 hours charged, per policy **GKD (LOCAL)**.

Locations:	Fee per hour	x	Number of hours	=	Fee
<b>Classroom (All)</b>	\$10.00	x	_____	=	_____
<b>Auditorium:</b>				=	_____
Middle School (seats 445)	\$35.00	x	_____	=	_____
High School (seats approximately 600)	\$50.00	x	_____	=	_____
<b>Gymnasium:</b>				=	_____
All Elementary (Travis gym seats 375)	\$40.00	x	_____	=	_____
Sixth Grade Center	\$50.00	x	_____	=	_____
Middle School - main	\$60.00	x	_____	=	_____
Middle School - auxiliary	\$50.00	x	_____	=	_____
High School (seats 1,986)	\$75.00	x	_____	=	_____
<b>Play Areas:</b>				=	_____
All Elementary	\$20.00	x	_____	=	_____
<b>GHS Lecture Hall (seats 90)</b>	\$20.00	x	_____	=	_____
<b>Cafeteria:</b>				=	_____
Bowie & Crockett	\$25.00	x	_____	=	_____
Carver & Lamar	\$40.00	x	_____	=	_____
Sixth Grade Center	\$35.00	x	_____	=	_____
Middle School	\$35.00	x	_____	=	_____
High School (seats approximately 500)	\$50.00	x	_____	=	_____
<b>Kitchen</b> {Mandatory fee per GKD (LOCAL) Board Policy}	\$20.00	x	_____	=	_____
<b>Kitchen Worker</b> {Mandatory fee per GKD (LOCAL) Board Policy}	\$20.00	x	_____	=	_____
<b>Custodian</b> {and/or designated employee to open, close and be on site needs}	\$20.00	x	_____	=	_____
			<b>Total Fees</b>	=	_____

### Flat Fees

GHS Student Parking Lot (includes 2 hour custodial fee) weekend \$145.00

**^Tournaments: Baseball/Softball/Volleyball/Basketball** \$200.00

^includes custodial and facility fee only; see Athletic Department for Turn Key pricing

**T. A. "Cotton" Ford Stadium** (approximate capacity: 4,500 home; 2,000 visitor)

\*\*\*Football Games (schools) \$3,000.00

\*\*\*Soccer Games (schools) \$1,500.00

\*\*Local Youth Organizations (excluding public or private schools) \$500.00

*If the cost to the district exceed \$500.00 min. GISD will charge the difference to the organization.*

### Tail gate parties allowed in designated areas only and must be approved by Administration.

- \*Rate does not include game workers, and security fees.
- \*\*Rate includes cleanup and stadium manager only.
- \*\*\*Rental fee for T. A. "Cotton" Ford Stadium **includes:** set up, clean up, stadium manager, accounting, P. A., announcer, clock operator, ticket sellers, and ticket takers.
- \*\*\*Rental fee for T. A. "Cotton" Ford Stadium does not include: ambulance, game officials, chain crew, security, and tickets.

#### GREENVILLE I. S. D. ADMINISTRATORS:

Campus Principal Signature: _____ Date: _____	<input type="checkbox"/> Approved
(if event is in an athletic area)	<input type="checkbox"/> Denied _____
Athletic Director Signature: _____ Date: _____	<input type="checkbox"/> Approved
	<input type="checkbox"/> Denied _____
Chief Financial Officer Signature: _____ Date: _____	<input type="checkbox"/> Approved
	<input type="checkbox"/> Denied _____

#### GREENVILLE I. S. D. ADMINISTRATION USE ONLY

<b>DATE RECEIVED:</b>	<b>DATE EMAILED:</b> _____	<b>Maintenance Dept.:</b>	<b>Total Fees=</b> \$ _____
	<input type="checkbox"/> REQUESTOR & CAMPUS	<input type="checkbox"/> HVAC work order # _____	<b>Fees Due on or before</b> _____
	<input type="checkbox"/> CAMPUS AND OPERATIONS	<b>Custodial Supervisor:</b>	DATE PAID: _____
	<input type="checkbox"/> ADDED TO OP. DEPT. CALENDARS	<input type="checkbox"/> Custodian assigned:	Check # _____
			Cash Receipt # _____