

Mathis Independent School District



BUILDING USE APPLICATION AND PERMIT

Prepare and sign form. When fully executed, one copy will be forwarded to the applicant, another retained by the principle, and the third forwarded to the Business Office. **Be sure that all information is included as requested or form will be denied. Thank you.**

The _____
(Name of Organization or Individual)
Of _____
(St. or Box #) (City) (State) (Zip) (Phone)

hereby request permission to use the school facility indicated for the following.

Purpose: _____

Day(s) and time(s) request for: _____

GENERAL POLICIES

1. The use of facilities by outside organizations is subject to the approval of the superintendent or delegated representative under general policies established by the Board of Trustees.
2. All recreational and educational entertainment must be in accord with the general policies of the school, and all meetings must be approved by the superintendent or delegated representative.
3. All groups will be held responsible for any damage incurred while the facilities are under their supervision.
4. The borrower assumes responsibility for any damages caused by their teams. ALL FEES AND LABOR COSTS SHALL BE PAID TO MATHIS INDEPENDENT SCHOOL DISTRICT. Arrangements for the payment of fees shall be made with the **business office**. All fees are due and payable within 30 days of actual use.
5. No open flames are allowed in the building.
6. Alcoholic beverages and tobacco products are not permitted on school property by law.
7. **Mathis ISD will provide the facilities and workers needed to provide a turn-key operation as listed in the fee schedule minus any exclusions listed.**
8. All applicable fees and labor costs listed on the Building Use Contractual Agreement will be due and payable to Mathis I.S.D. within 30 days after actual use of facilities.

This is to certify that I/We have read the policies outlined in the BUILDING USE APPLICATION AND PERMIT and agree to abide by said rules and regulations and to pay the prescribed fees on the Facilities Use Agreement. I/We, the undersigned, agree to be responsible for all damage done to the school facilities while they are under the supervision of the contracting organization and to relieve the M.I.S.D. of any liability incurred as a result of this contract.

(Date of Application)

(Party Requesting Building Usage)

(Date of Approval)

(Superintendent)