

VAN VLECK I.S.D.
142 S. 4th Street
Van Vleck, Texas 77482
979-245-8518

FACILITIES USE REQUEST AND FEE SCHEDULE

REQUESTS FOR USE SHALL BE ACCEPTED ONLY FROM ADULTS WHO RESIDE WITHIN THE DISTRICT.

NAME OF FACILITY REQUESTED _____

NAME OF ORGANIZATION MAKING REQUEST _____

DATE(S) OF USE _____ TIME OF USE _____

REASON FOR USE _____

RESPONSIBLE ADULT _____ PHONE NUMBER _____

ADDRESS: _____

Signature of Responsible Adult

Date

The above person assumes responsibility for the use of the facilities as required by Board Policy GKD(Local)
(copy of which is attached)

FEE SCHEDULE:

| | |
|----------------------|---|
| GYMS | \$50 PER DAY + \$20 PER HR. ADMINISTRATOR DUTY FEE |
| CAFETERIA | \$50 PER DAY |
| CAFETERIA W/ KITCHEN | \$50 PER DAY + \$10 PER HR FOR DISTRICT FOOD SERVICE WORKER TO BE ON DUTY IF KITCHEN WILL BE USED |
| AUDITORIUM | \$50 PER DAY + \$20 PER HR ADMINISTRATOR DUTY FEE |
| AG SHOP | \$50 + \$20 PER HR ADMINISTRATOR DUTY FEE |
| CUSTODIAL FEES | \$17.00 PER HOUR - MINIMUM OF TWO HOURS |
| SECURITY | SECURITY MUST BE PROVIDED BY LESSEE |

\$100 DEPOSIT REQUIRED - DEPOSIT WILL BE RETURNED IF FACILITIES LEFT IN ACCEPTABLE CONDITION.

Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property. All groups using school facilities shall be responsible for the cost of any damages incurred during their use.

OFFICE USE ONLY:

Approved by: _____

Date: _____

Payment received: _____

Air Conditioning/Heat scheduled _____

Key Returned _____

