



VAN ISD FACILITY USE REQUEST AND AUTHORIZATION FORM

Date: _____ Application No. _____

ORGANIZATION REQUESTING USE OF FACILITY

Organization Name: _____

Applicant Name: _____

Address: _____

Applicant Title: _____

Zip: _____ Phone: _____

Email Address: _____

Signature: _____

PROPOSED USE OF FACILITY:

School Sponsored	YES	NO			
Non-Profit Service Organization	YES	NO	For-Profit Service Organization	YES	NO

FACILITY REQUESTED

Name of School or Other Facility: _____

- | | | |
|---|---------------------|---------------|
| Auditorium | Cafeteria (VHS) | Library (VMS) |
| Gymnasium (VJH NORTH) | VISD Innovation Hut | Parking Lot |
| Unlocked, Outdoor Recreational Facility | | |

INSURANCE, BONDING, CLEANING AND SECURITY REQUIREMENTS

Insurance Required: _____

Security/Supervision Fee: _____

Custodian Fee: _____

Payment of Fees: Application will pay all fees ten business days prior to the scheduled event directly to the VISD Business Department. No payments are to be made directly at school sites or to any other District employees, including custodial and food service personnel. If total costs (actual or damage) exceeds paid amount, an invoice will be sent to the address on the request form. Users will have 15 days to pay remaining balance. Once facility has been reserved and payment has been made, fees are non-refundable.

TO BE COMPLETED BY CAMPUS:
FACILITIES USE REQUIREMENTS

Custodians	NO. _____	HOURS _____
Security	NO. _____	HOURS _____
Other	NO. _____	HOURS _____

APPROVAL/AUTHORIZATION

Principal/Site Administrator Date: _____

Director of Athletics OR
Director of Maint, Bldgs, Grounds Date: _____

Reviewed By: Financial Services Date: _____

Exec. Director, Operations Date: _____

Application submitted to:

- | | |
|----------------|-----------------------|
| Applicant | Facilities |
| Campus Admin | Food Service Director |
| Custodial Ops | Police Services |
| Energy Manager | _____ |

TERMS AND CONDITIONS APPLICABLE
TO THIS AUTHORIZATION

Initials

_____ Reserved Rights. The use of Van Independent School District (VISD) facilities is governed by the VISD Board Policy GKD(Local). Some of the pertinent provisions of that policy are summarized or restated here. A complete copy of Board Policy GKD(Local) is available on request. The VISD Board of Trustees reserves the right to refuse approval of, and/or cancel, any requested use of a VISD facility when it deems such action necessary for the best interests of the District.

_____ Indemnification. Applicant, by submitting the Facility Use Request and Authorization Form, agrees to indemnify the VISD, its Trustees and employees, and any persons whose property may be within the said facility, of and from any and all loss or damage to property caused by any person or persons attending the meeting or function covered by said Form, and of and from any damage or injury sustained by any person arising out of the holding of such meeting or function. Applicant agrees to indemnify, hold harmless and defend the Van Independent School District, its Trustees and employees, of and from any and all claims, suits or actions that may be asserted against any of them, seeking recovery for any injury, damage, or loss of any nature whatsoever, arising out of our related to Applicant's use of the facility, even if such claimed injury, damage, or loss is attributable, in whole or in part, to the negligence of the VISD, its Trustees or employees.

_____ Insurance. Applicant shall furnish general liability insurance in such amounts as determined by VISD when deemed necessary to cover participants and District property associated with the scheduled facility use. Certificates of insurance meeting the minimum requirements determined by the District must be on file with the district prior to use of District facilities.

_____ Subleasing. Under no circumstances may District facilities be subleased by Applicant. If the Applicant's requested facility use is approved or authorized, such approval or authorization does not constitute or connote approval or authorization to any applicant or for any function, other than as specifically identified on the Facility Use Request and Authorization Form.

_____ Long-Term Contracts. The District reserves the right to require a more formal, separate contractual license agreement for any applicant who plans to use a facility for a time period of greater than one day.

_____ Compliance with Applicable Laws. Applicant agrees to comply with all deferral, state and local on-discrimination laws, including but not limited to the Americans with Disabilities Act (ADA), and that the activities conducted during and in connection with the use of the facility shall in all respects conform to all applicable legal requirements.