IRVING INDEPENDENT SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES

TO RESERVE SCHOOL FACILITIES, COMPLETE THIS FORM AND RETURN TO:

IISD OPERATIONS DEPARTMENT, 3620 VALLEY VIEW LANE, IRVING, TEXAS 75062
TELEPHONE (972) 600-5124 ▪ FAX (972) 261-5114

IISD Campus Requested	Room(s)
Day(s) of Week	Date(s) of Use
Organization Making Request	Actual Time of Event (Beginning & Ending)
Access Time Needed (Including Set-Up)	Estimated Number of Attendees
The School Facility Will be Used for the Following Purpose:	Admission Charged:

Equipment needed: (Not all items are available at each campus)

- ☐ Podium
- ☐ Flags
- ☐ Stage lights
- ☐ Light technician ($)
- ☐ Risers
- ☐ Screen
- ☐ Stage sound (may require sound technician)
- ☐ Sound technician ($)
- ☐ Bleachers

CAMPUS USE ONLY:

- ☐ LCD projector
- ☐ Document camera
- ☐ Kitchen ($)
- ☐ DVD/VCR combo
- ☐ Microphone
- ☐ Kitchen equipment use

Cafeteria Tables (High School and Middle School)	**Cafeteria Tables (Elementary School only)**	**Chairs**
Rectangular tables (#)	Rectangular tables w/seating attached (#)	(#)

Special Instructions:

If special arrangements are needed, please attach diagram of set-up.

Harmless Agreement and Facility Use Acknowledgement

To the extent permissible by the Constitution and laws of the State of Texas, the user of a District facility agrees to protect, indemnify and hold free and harmless, Irving Independent School District, its Board of Trustees, officers, employees, and agents from and against any and all claims, demands, causes of action, or other litigation (including all costs thereof and attorney's fees) of every kind and character on account of personal injuries, death, bodily injury or damage to property, of the public, Irving ISD or the user herein, it's or their guests, employees, supervisors, vendors and agents whether resulting from the performance of its obligations hereunder or the quality or safety of the programs used and/or the equipment or property of the user herein, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.

By signature on this application form, I, as the contact person duly authorized to act on behalf of the above-named organization, acknowledge and agree that:

1. The District shall have first priority of facility use and may cancel any agreement of any facility prior to the event if the District determines that it must use the facility for a function directly related to the operation of the District.
2. The District reserves the right to adjust or restrict the hours of use by any group or organization in order to accommodate the greatest number of requests.
3. The use of the facility requested will be restricted to the areas designated and approved for the reservation and to individuals associated with the organization in order to maintain security. (Sub-leasing is prohibited.)
4. Adult supervision will be provided by the group/organization along with Irving ISD, at all times.
5. **The use, sale, or possession of any weapon, firearm (including concealed handguns without specific authorization), illegal drugs, alcoholic beverages, and pyrotechnics (including fireworks) and the use of tobacco products on any Irving ISD property is prohibited.**
6. The use, possession, or storage of any pesticide or herbicide on any Irving ISD property is prohibited.
7. Food and drinks are not allowed in any Irving ISD gymnasium, auditorium, hallways, or any other restricted areas assigned by Irving ISD.
8. Performances, exhibitions, or activities that are deemed indecent, obscene, immoral, or in any manner publicly offensive are not allowed.
9. Groups / organizations reserving a District facility may not post any signage on District property except at the facility during the scheduled date and time of the facility reservation. All signs (inside and outside) must be freestanding or suspended from existing hardware and must be approved by the School Safety and Operations Department prior to use.
10. Proof of the required insurance must be submitted prior to the event.
11. Failure to adhere to District procedures and Board Policy GKD (Local) may result in forfeiture of the current utilization and future use of District facilities.
12. Facility reservations requests are not valid until confirmation from the District is provided.
13. Payment is required 7 to 10 days prior to event date; failure to provide payment may result in cancellation of event. If payment is received with less than 7 days prior to event, payment must be submitted in the form of cash, cashier's check or a money order. If additional time is needed on the day of the event, the Event Supervisor must be notified of the time extension, at least 1-hour prior to the scheduled end time. Payment must be submitted in the form of cash, check or money order, on-site.
14. If cancellation is requested, the organization is eligible to receive a full refund if Irving ISD is notified within a 72-hour notice. If cancellation is provided within a 48-hour notice, the organization is eligible to receive a 50% refund. If cancellation is provided with less than a 48-hour notice, no refund will be processed.

The following person is the official representative of the leasing organization:

Name:		Phone Number:	
Address:		E-Mail Address:	
City/State/ZIP:		Fax:	
Signature:		Organization Website:	

FOR AFTER HOURS ASSISTANCE CALL: IRVING I.S.D. SECURITY (972) 600-5134