

# Tornillo Independent School District

## Facilities Use Request Form

### Policy GKD (Local)

The board welcomes the public use of school facilities for educational, recreational, civic, or social activities, when these activities do not conflict with school use or with local or state laws or regulations.

Users shall accept responsibility for maintaining orderly behavior, financial responsibility for property damage, and complying with published guidelines.

Possession and use of intoxicating beverages or controlled substances at school facilities is strictly prohibited.

The district shall incur no liability associated with the use of school facilities by qualified organizations and/or groups or individuals.

When approved, district security staff will be notified regarding openings and closing of the requested facility.

#### Facility Request Information

Group Requesting Facility:

Facility Requested:

Date and Time for Use:

#### Representative to Contact

Name:

Address:

Phone:

Purpose or use of facility requested

---

---

As a representative of the group requesting use of school facilities, we agree to abide by district conditions as outlined above. In the event damages occur, cost and liability are assumed by the group. The superintendent will determine and notify us regarding cost, if any, for custodial or utility services.

\_\_\_\_\_  
Signature

Approved: \_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Non-School Fees:

Fees Waived:

cc: Organization, Campus Principal, Security Office, Custodial Staff