

Required Items per Request:

- 1. A completed Request for Community Use of District Facilities Form
- 2. A copy of your organization's current insurance policy. If the policy expires before the event, an updated copy of the policy will need to be provided.
- 3. Email both required documents to nisd.facilityrental@nisd.net.

Request for Community Use of District Facilities

Northside Independent School District

Organization Information:

Name of Requesting Organization: _____

Non-Profit _____ Profit _____ Liability Insurance Yes _____ No _____

Responsible Party Information:

Name and Title of Responsible Party: _____

Primary Phone _____ Other Phone _____

Address _____ City _____ Zip _____

Event Details:

Site Requested: _____ **Facility:** _____

Please describe the nature of the activity - (e.g. practice, games, workshops, etc.)

Age group of participants: _____ Estimate Number of Participants: _____

Does this activity serve current NISD students? _____ Approximate percentage of NISD students? _____

Estimated number of teams (if applicable): _____ Is this a fundraiser?: _____

Please note any special requests, additional needs (ex. scoreboards, security, restrooms, special lighting, audio, etc.)

Please specify dates and times below. Include set-up and clean-up.

<u>Start Date</u>	<u>End Date</u>	<u>Additional Comments</u>

Day of the Week	Start Time	End Time	Additional Comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

APPLICATION MUST BE INITIATED AT LEAST 2 WEEKS PRIOR TO THE DATE(S) REQUESTED. **Date of Request:** _____

For NISD Office Use Only: