



DESOTO INDEPENDENT SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES

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

DISD FACILITY MANAGEMENT DEPARTMENT, 200 WEST PARKERVILLE RD., DESOTO, TEXAS 75115
TELEPHONE (972) 274-8040 FAX (972) 274-8275

E. Belt Line Rd
972-274-0627 ~~DELETE~~

DISD 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:
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Equipment needed: (Not all items are available at each campus)	CAMPUS USE ONLY:
<input type="checkbox"/> Podium <input type="checkbox"/> Presentation Stand <input type="checkbox"/> Stage lights <input type="checkbox"/> Light technician (\$)	<input type="checkbox"/> Projector Screen <input type="checkbox"/> Sound Equipment <input type="checkbox"/> Kitchen (\$)
<input type="checkbox"/> Headset(s) <input type="checkbox"/> Screen <input type="checkbox"/> Stage sound (will require sound technician) <input type="checkbox"/> Sound technician (\$)	<input type="checkbox"/> Microphone(s) <input type="checkbox"/> Score Clock <input type="checkbox"/> Laptop <input type="checkbox"/> 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 permitted 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, DeSoto 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 nature and extent of personal injuries, death, bodily injury or damage to property, of the public, DeSoto 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 signing the general application form, I, as the contact person duly authorized to act on behalf of the above-named organization, acknowledge and agree that:
- 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.
 - 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.
 - 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.)
 - Adult supervision will be provided by the group/organization along with DeSoto ISD, at all times.
 - 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 (including E-Cigarettes) on any DeSoto ISD property is prohibited.**
 - The application use of, possession of, or storage of any pesticide or herbicide on any DeSoto ISD property is prohibited.
 - Food and drinks are not allowed in any DeSoto ISD gymnasium, auditorium, hallways, or any other restricted areas allocated by DeSoto ISD.
 - Performances, exhibitions, or activities that are deemed indecent, obscene, immoral, or in any manner publicly offensive are not allowed by law.
 - 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 Communications Department prior to use.
 - An original certificate of insurance listing the certificate holder as the District must be submitted prior to the event.
 - 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.
 - Facility reservations requests are not valid until confirmation from the District is provided and full payment is rendered.
 - Payment is required 14 to 10 days prior to event date; failure to provide payment may result in cancellation policy. If payment is received with less than 10 days prior to event, payment must be submitted in the form of on-line, cashier's check or a money order. If additional time is needed on the day of the event, the Facility Management Department must be notified of the extension time, at least 1-hour prior to the scheduled end time. Payment must be submitted in the form of an on-line payment through RevTrak, check or money order, on-site.
 - If cancellation is requested, the organization is eligible to receive a full refund if DeSoto 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 given.

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: DESOTO I.S.D. SECURITY (214) 662-2814
Emergency Contact - 214-549-3488