



Buna Independent School District

PO Box 1087, Buna, Texas 77612, (409) 994-4803/ Facsimile (409) 994-4808

REQUISITIONS FOR USE OF SCHOOL PROPERTY/FACILITIES

Applicant's Full Name:		Today's Date:	
Organization:		Are you a nonprofit Organization? <input type="radio"/> YES <input type="radio"/> NO	
Address		City	Zip
Home No	Email Address:		
Work No			
Cell No			
Building or Facility Requested: (Be Specific)			
School Equipment Used:			
Date of Event:		Time of Event: (Beginning)	Time of Event: (Ending)
Purpose of Event:			Fee to be Paid to School District:

It is understood through the submission of this application that:

1. Requisition must be made in advance of event with tentative approval of principal.
2. Requisitions and his organization, or both, will be held responsible for the proper use of buildings, facilities, and equipment, and will pay for all damage done.
3. All requests for use of school property will be considered on their merits.
4. Requests will be denied that interfere with the school program.
5. Applicant hereby agrees to indemnify and hold harmless the School District from any liabilities or expense resulting from personal injury no matter the cause of such injury.
6. There shall be no drugs or alcoholic beverages brought to or consumed in the buildings or on the grounds of the school. There shall be no use of tobacco products.
7. Food and drink may be served in areas as approved by the principal.
8. Keys to the buildings will be issued only to employees of the school system.
9. Admission tax and proper report to Internal Revenue must be made by the requisitioned, not the school district.
10. Use of school buildings shall be limited to the public areas of the buildings and shall not include classrooms, band halls, homemaking department, libraries, foreign language labs, business departments and any other area so deemed by the Administration.
11. A certified security officer must be hired to attend all events.
12. Custodial services must be arranged with Joe Menard, Special Services/Maintenance Director, (409) 994-4880.
13. Any questions regarding school property/facility use should be directed to Joe Menard, Special Services/Maintenance Director.

Signature Required

Date

FOR OFFICE USE ONLY:

Tentative Approval Disapproved

Principal or Director Signature

Tentative Approval Disapproved

Superintendent