

SUMMER REQUEST FOR USE OF SCHOOL FACILITIES

June 5 – August 3, 2017

Instructions: Complete form and submit to principal for approval. Send approved form to the appropriate director/administrator listed below. Form should then be forwarded from the director/administrator to the Office of Facility Leasing, Box 514 (Fax: 972-494-8437) or emailed to Deb Bosco at ddbosco@garlandisd.net.

SUMMER EVENTS WILL BE SCHEDULED ONLY IF THE APPROPRIATE ADMINISTRATORS SIGN THIS FORM.

GENERAL INFORMATION

School: _____ Organization: _____

Contact Person: _____ Email: Required

Work Number: Required Home Number: _____ Cell Number: Required

******* NO FRIDAYS OR WEEKENDS JUNE 5th –AUG. 3rd *******

Brief Description of Event: _____

Dates: _____ Times: _____

(Include event start/stop times, plus setup/breakdown times.)

Specific areas/space requested: _____

Air conditioning? YES NO

How many students/employees will be involved? _____

Will instruction be provided by a third party? YES NO

If YES, list Name / Company: _____

NOTE: A certificate of insurance will be provided for all third party agreements, listing Garland ISD as the certificate holder. Minimum General Liability Coverage \$1,000,000.00

FINANCIAL INFORMATION

Is this a fund-raising activity? YES NO

If YES, please complete this section; if NO, skip to APPROVALS.

Will money/fees be collected from participants/attendees? YES NO

District account code for deposit: _____

List all groups/organizations/individuals receiving proceeds and/or benefits from this event:

* GISD employees working events will be paid only through the District's payroll procedures.

APPROVALS:

Requestor Signature: _____ Principal Signature: _____

Director/Administrator Signature: _____

Athletics (Boys)Cliff Odenwald Fax: 972-494-8567
(Girls)Judy Campbell

Fine Arts George Jones Fax: 972-485-4929

Comm. Eng. Dr. Ramona Aguilar Fax: 972-485-4919

Business Ops. Allison Davenport Fax: 972-485-4922

Curriculum Dr. Jovan Wells Fax :972-485-4939

Org. Learning Nelson Orta Fax: 972-487-3214

Director Area 1 Janine Fields Fax: 972-485-4934

Director Area 2 Ray Merrill Fax: 972-485-4934

Director Area 3 Chris Nester Fax: 972-485-4934

Director Area 4 Kristin Wolfkill Fax: 972-485-4934

Director Area 5 Ron Griffen Fax: 972-485-4934

Director Area 6 Angel Rivera Fax: 972-485-4934

Director Area 7 Linda Burleson Fax 972-485-4934