



## GISD Staff Facility Use Request and Agreement

Jackie Herrera \* Other Facilities Coordinator  
Georgetown ISD Facilities  
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Staff that utilize GISD facilities and charge students for their services will be required to pay a building use fee. The building use fee is required to offset facility operational costs. If there is no fee charged to the student/students, the building use fee will be waived.

The fee for GISD staff to use GISD facilities to serve GISD students only, is 20% of the fee charged to the student. If GISD staff use GISD facilities to serve non GISD students, the standard facility rental rate will apply.

Middle school and high school athletic facility rentals are submitted to Rhonda Farney, Athletic Facilities Coordinator.

All other facility rentals including elementary gymnasiums are submitted to Jackie Herrera, Custodial Services Secretary. These requests must first be approved by the campus Principal.

### EVENT INFORMATION

Name of Function \_\_\_\_\_

Date of Function \_\_\_\_\_ Actual Time(s) of Function \_\_\_\_\_

Time to Open Facility \_\_\_\_\_ AM/PM      Time to Close Facility \_\_\_\_\_ AM/PM

Campus Requested (**check campus requesting**)

Purl     Carver     Frost     McCoy     Cooper     Pickett     Village     Ford  
 Williams     Mitchell     Benold     Forbes     Tippit     GHS     East View HS

Other \_\_\_\_\_

### CONTACT INFORMATION

Primary Contact Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell # \_\_\_\_\_ Work # \_\_\_\_\_ Fax # \_\_\_\_\_ email \_\_\_\_\_

### OFFICE USE ONLY

Principal Approval \_\_\_\_\_ Facility Coordinator Approval \_\_\_\_\_

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_

Fee Submitted \_\_\_\_\_