



KERMIT INDEPENDENT SCHOOL DISTRICT

601 S. Poplar
Kermit, TX 79745
(432) 586-1000

Facility Use Request Form

(Return Completed Form to Appropriate Campus)

**Do Not Advertise Your Activity Until
You Have Received Confirmation From Campus Principal**

EVENT:		SPONSORING ORGANIZATION OR INDIVIDUAL:		DATE FORM SUBMITTED:		Estimated Attendance	
Location	Event Date(s) Mo/Day/Year	YOUR Set-up Time Begin End		Event Start Time Begin End		YOUR Clean-up Time Begin End	
Campus: <input type="checkbox"/> KES <input type="checkbox"/> KJHS <input type="checkbox"/> KHS Other:							
Campus Facility: <input type="checkbox"/> KHS Gym <input type="checkbox"/> KHS Commons <input type="checkbox"/> KES Cafeteria <input type="checkbox"/> Other: (Specify location: _____)				Costs/Admissions to be charged: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____ Tickets available in advance? <input type="checkbox"/> Yes <input type="checkbox"/> No For advance tickets, contact: _____ Telephone #: _____			
Additional information (If needed) about activity:							
Use this space to indicate requests for equipment and/or special arrangements. All requests are subject to use or labor costs, and may or may not be approved. Discuss special set-up needs with the Campus Principal.							
By my signature below, I agree to abide by the requirements of Kermit Independent School District regarding the use of school property and facilities, and am responsible for ensuring payment of facility charges will be met within the guidelines set by Kermit Independent School District.							
Person filing request		Printed Name		Mailing Address			
E-mail Address		Telephone		FAX			

For Office Use:

Confirmation/Approval: _____
Campus Principal Date

Confirmation/Approval: _____
Facilities Office / Business Office Date

Confirmation/Approval: _____
Superintendent's Office Date

KEYS:



NOTE: After request is approved by Campus and Superintendent's Office, event will be scheduled on District Current Events Calendar.

Failure to return any district issued keys will result in forfeiture of future use of KISD facilities.