

FWISD - Accounting Department
100 N. University Dr., Ste. NE140B Fort Worth, Texas 76107
OFFICE: 817.871.2103 FAX: 817.871.2113
www.fwisd.org



FORT WORTH INDEPENDENT SCHOOL DISTRICT

REQUEST FOR USE OF FACILITIES

NAME OF ORGANIZATION (NOT-FOR PROFIT ONLY) REQUESTING USE: (MUST PROVIDE PROOF OF NON-PROFIT STATUS)

ADDRESS: _____

TELEPHONE: _____ ***FAX:*** _____

WHAT SCHOOL/ FACILITY ARE YOU REQUESTING? _____

SPECIFY PART OF FACILITY YOU ARE REQUESTING: (ex. Cafeteria, Auditorium, Football Field, Gym, etc.)

DATE(S) OF USE: _____ ***TIMES OF USE:*** _____

PURPOSE OF USE: _____

Please provide details about the level of involvement (if any) by FWISD students in the requested activity/event.

Will you be charging an entrance fee for attendance/participation? If so, please show all fees to be charged.

Will you need any additional services for this event? If so, please place an "x" by the services you will need. Please keep in mind that charges for these services are in addition to the regular rental fees and all rental fees are in accordance with the FWISD Board Policy.

_____ ***CUSTODIAN (to open/close the facility if event occurs after normal school business hours)***

_____ ***Use of Utilities (lights, air conditioning/heating, restrooms, water)***

_____ ***Other*** _____

REQUESTOR'S PRINTED NAME: _____ ***DATE*** _____

REQUESTOR'S SIGNATURE: _____ ***PHONE*** _____

After completion, please fax this form to 817-871-2764. Your request will then be faxed to the Principal/Facility Manager for his/her approval or denial within 48 hours of receipt by the Accounting Department. We will take no further action until confirmation has been received from the Principal/Facility Manager. The rental process takes approximately 2-3 weeks to complete; therefore, all requests need to be submitted to the Accounting Department no less than 15 business days prior to your event. After confirmation is received from the Principal/Facility Manager, if denied, you will receive a letter of denial. If approved, you will be contacted and a Rental Contract prepared for your review and signature. If you have any questions/concerns, please contact the Accounting Department at 817-871-2120.

RENTAL OF FACILITIES

GENERAL INSTRUCTIONS

You **MUST** be a Non-Profit Organization and show proof of your Non-Profit Status.

Fill out the rental request form in detail and fax to 817-871-2764.

Within 48 hours, the form will then be submitted to the principal/department manager for approval or denial. If approved, a lease agreement will follow. You must sign the agreement and fax the last page to the Accounting Department.

If a fee is charged, we will expect a payment to follow along with the agreement before use of the facility will be guaranteed.

If you have any questions, please call Accounting at 817-871-2109.