



KERMIT INDEPENDENT SCHOOL DISTRICT

601 S. Poplar
Kermit, Texas 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:		
Location	Event Date(s) Mo/Day/Year	YOUR Set-up Time Beginning End		Event Start Time Beginning End		YOUR Clean-up Time Beginning End		Estimated Attendance
Campus: <input type="checkbox"/> KES <input type="checkbox"/> KJHS <input type="checkbox"/> KHS								
Campus Facility Use/Cost: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="width: 30%;"> <input type="checkbox"/> HS Gym \$600.00 (Playoffs only) <input type="checkbox"/> KHS Commons \$600.00 <input type="checkbox"/> KJHS Gym \$400.00 <input type="checkbox"/> KES Cafeteria \$200.00 </div> <div style="width: 30%;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">KES Gym \$200</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">KJHS Cafeteria \$400</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">KJHS Auditorium \$400</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">KJHS Track \$400</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Waive Cost</div> </div> <div style="width: 15%; text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div> </div> </div>				Costs/Admissions to be charged: <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="width: 60%;"> Tickets available in advance? </div> <div style="width: 15%; text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> For advance tickets, contact: _____ </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Telephone: _____ </div>				
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 KISD.								
Person filing request			Printed Name			Mailing Address		
E-mail Address			Telephone			Date		

For Office Use:

Confirmation/Approval: _____
KEYS: Campus Principal Date

Confirmation/Approval: _____ Waive Cost ☐
Facilities Office/Business Office Date

Confirmation/Approval: _____
Superintendent's Office Date

NOTE: After request is approved by Campus/Superintendent's Office, event will be scheduled on District Current Events Calendar.
Submit document 3 business days prior to date of event to the Campus for approval.