

Luling Independent School District
Use of School Facility Application

Name Of Organization: _____

Name of Person Completing Application: _____

Phone # _____ Email: _____

Purpose of Facility use: _____

Facility to Be Used, (circle) and/ or check one:

- 1) Cafeteria without kitchen (Elem./Prim./High School) _____
- 2) Cafeteria with kitchen (Elem./Prim./High School) * _____
- 3) Gymnasium (Junior High / High School) _____
- 4) Fine Arts Building _____
- 5) Conference Learning Center _____
- 6) Fields (Football/Baseball/Softball) _____
- 7) Rosenwald meeting room _____

* **Requires organization to pay cafeteria staff**

Date(s) Facility Will Be Used: _____

Time Facility Will Be Used: _____

Please check all that apply: Do not submit through the work order system it will be returned.

1) **Technology set up** – Audio Equipment _____ Microphone(s) _____
Projector _____ Laptop _____ Other _____

2) **Maintenance set up-** Table(s) _____ Chair(s) _____

Please attach a diagram of how you would like Maintenance to set up table(s) and chairs make sure to include how many of each you need.

Signature: _____ Date: _____

Approved: _____ Date: _____

Facility Use information:

For Pricing on Facility cost, please call (830) 875-3192

The entry key for Facility Use will be picked up the day of the event or if the event is on a weekend, on Friday (between 8:00am - 3:30 pm), at Central Office and will be returned the next business day.

In an agreement spanning this length of time, Luling ISD will try to avoid conflicts but it does not guarantee that conflicts will not occur. The Luling ISD events will take precedence over your scheduled events.