

## BURLESON INDEPENDENT SCHOOL DISTRICT LICENSE AGREEMENT- USE OF SCHOOL FACILITIES

Phone 817-447-5730 Fax: 817-447-5737 1160 S.W. Wilshire Blvd Burleson, TX 76028

Organization: \_\_\_\_\_  
 Purpose of Building Use: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Position /Title: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_  
 Fax: (\_\_\_\_) \_\_\_\_\_  
 Billing Address: \_\_\_\_\_

Campus: \_\_\_\_\_  
 Area Requested: \_\_\_\_\_  
 Date Requested: \_\_\_\_\_  
                     Time: From \_\_\_\_\_ To: \_\_\_\_\_  
 Date Requested: \_\_\_\_\_  
                     Time: From \_\_\_\_\_ To: \_\_\_\_\_  
 Early Set-up Needed?                      Time: \_\_\_\_\_

*Indicate Special Equipment needed*

<input type="checkbox"/> Special Lighting	<input type="checkbox"/> Building Sound System	<input type="checkbox"/>
<input type="checkbox"/> Gym Floor Covered	<input type="checkbox"/> Piano	<input type="checkbox"/>
<input type="checkbox"/> Platform	<input type="checkbox"/> # of Chairs	<input type="checkbox"/>
<input type="checkbox"/> Podium	<input type="checkbox"/> # Tables	<input type="checkbox"/>
<input type="checkbox"/> Skylights Covered	<input type="checkbox"/> Kitchen (Appliance use by Food Service)	<input type="checkbox"/>

Any other Special Information: \_\_\_\_\_

BUSINESS OFFICE AREA COMMUNITY USE RENTAL FEE EXPENSE REQUIRED		
	YES	NO
FACILITY _____	<input type="checkbox"/>	<input type="checkbox"/>
SPECIAL EQUIPMENT (FLOOR COVER) _____	<input type="checkbox"/>	<input type="checkbox"/>
FOOD SERVICE LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>
MAINTENANCE LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>
CUSTODIAL LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>
MONITOR LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL FEE	\$ _____	
DEPOSIT	\$ _____	
Date Rec'd		

\* Attach map if using chairs, tables, podium, etc. for room set-up

Check if District Sound System required.

### General Statement

The buildings and properties of the Burleson ISD shall be available for community use under conditions prescribed by law and in accordance with the adopted policies of the Board of Education. Requests requiring special services to be provided or permitted by the district will warrant additional charges to compensate for the total costs incurred by the Burleson ISD. Requests for building use will be made through the Business Office. Applications for use permits will be granted according to Board Policy GKD(LOCAL).

The License will not be granted until all of the required signatures are received. A copy of the approved application will be sent to the requesting organization and all departments that are affected by the request.

**The completed form must be received by the Business Office seven (7) days in advance of the request date.**

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Campus Administrator Approval  
 \_\_\_\_\_  
 Food Service Approval (Kitchen Facilities Only)  
 \_\_\_\_\_  
 Athletic Dept. Approval (Athletic Facilities Only)

This license agreement is:     granted, subject to the following conditions: \_\_\_\_\_     denied

\_\_\_\_\_  
 Ronald Kuehler, Chief Financial Officer Date: \_\_\_\_\_

### Copies Distributed to:

<input type="checkbox"/> Burleson High School	<input type="checkbox"/> Bransom Elementary	<input type="checkbox"/> Taylor Elementary	<input type="checkbox"/> District Sound System
<input type="checkbox"/> Hughes Middle School	<input type="checkbox"/> Frazier Elementary	<input type="checkbox"/> Food Service	<input type="checkbox"/> FINE ARTS (Philip Glenn)
<input type="checkbox"/> Kerr Middle School	<input type="checkbox"/> Mound Elementary	<input type="checkbox"/> Athletic Department	<input type="checkbox"/> Custodial
<input type="checkbox"/> Crossroads	<input type="checkbox"/> Norwood Elementary	<input type="checkbox"/>	<input type="checkbox"/> Maintenance
<input type="checkbox"/> The Academy /Nola Dunn	<input type="checkbox"/> Stribling Elementary	<input type="checkbox"/> Group Requesting Use	<input type="checkbox"/> MONITOR