

LAMPASAS INDEPENDENT SCHOOL DISTRICT
FACILITIES USE-REQUEST FORM AND BUILDING RELEASE

Facility Requested: \_\_\_\_\_ Today's Date: \_\_\_\_\_
Organization Name: \_\_\_\_\_
Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_
Address for Billing: \_\_\_\_\_ Fax #: \_\_\_\_\_
City, State, Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_
EVENT DESCRIPTION: \_\_\_\_\_
Date of Event: \_\_\_\_\_ Facility Reserved From: \_\_\_\_\_ AM or PM To: \_\_\_\_\_ AM or PM

Cafeteria personnel required? Yes \_\_\_\_\_ No \_\_\_\_\_ EVENT Start Time: \_\_\_\_\_
Custodian required? Yes \_\_\_\_\_ No \_\_\_\_\_
Sound system required? Yes \_\_\_\_\_ No \_\_\_\_\_
Heat or A/C Required? Yes \_\_\_\_\_ No \_\_\_\_\_
Time Required: From \_\_\_\_\_ AM or PM To \_\_\_\_\_ AM or PM
Chairs or tables needed? Yes \_\_\_\_\_ No \_\_\_\_\_
How many: Chairs: # \_\_\_\_\_ Tables: # \_\_\_\_\_
Set-up required? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach map, diagram, or instructions
Time to deliver: \_\_\_\_\_ AM or PM Time to pick-up: \_\_\_\_\_ AM or PM

Area of Facility to be Used

LAMPASAS HIGH SCHOOL

- \_\_\_ Auditorium/Cafeteria \_\_\_ Classroom# \_\_\_\_\_
\_\_\_ Lecture Hall \_\_\_ Stage
\_\_\_ Practice Gym \_\_\_ Library
\_\_\_ Competition Gym \_\_\_ Tennis Court
\_\_\_ Kitchen \_\_\_ Athletic Field
\_\_\_ Conference Room \_\_\_ Other: \_\_\_\_\_
\_\_\_ Sound System/Microphone (Fee Required)

LAMPASAS MIDDLE SCHOOL

- \_\_\_ Auditorium/Cafeteria \_\_\_ Classroom# \_\_\_\_\_
\_\_\_ Old Gym \_\_\_ Library
\_\_\_ Bozarth-Fowler Gym \_\_\_ Tennis Court
\_\_\_ Kitchen \_\_\_ Athletic Field
\_\_\_ Other: \_\_\_\_\_

HUB

- \_\_\_ Old Gym \_\_\_ Classroom # \_\_\_\_\_
\_\_\_ New Gym \_\_\_ Library
\_\_\_ Auditorium/Cafeteria \_\_\_ Athletic Field
\_\_\_ Other: \_\_\_\_\_

ADMINISTRATION \_\_\_ Board Room

LAMPASAS ELEMENTARY SCHOOLS

- Which campus? \_\_\_\_\_
\_\_\_ Auditorium/Cafeteria \_\_\_ Kitchen
\_\_\_ Gym \_\_\_ Classroom # \_\_\_\_\_
\_\_\_ Other: \_\_\_\_\_ \_\_\_ Library

Persons using facilities must comply with all state laws and school board regulations governing the use of facilities.

Signature of Organization Representative \_\_\_\_\_ Date: \_\_\_\_\_
Campus/Department Approval \_\_\_\_\_ Date: \_\_\_\_\_

Verification of Use (Return to Business Office)

Signature indicates facility & services were used as requested above. Bill will be sent by LISD Business Office. Processing may take two to three weeks depending on the timing of the event.

Campus/Department Approval \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by LISD Business Office

- Facility Fee (if exempt from fee, please indicate) \$ \_\_\_\_\_
Custodian Fee \$ \_\_\_\_\_
Food Service Fee \$ \_\_\_\_\_
Sound System Fee \$ \_\_\_\_\_
Total \$ \_\_\_\_\_

Make all checks payable to: Lampasas Independent School District, 207 West 8th St., Lampasas, TX 76550

**BUILDING RELEASE**

**RELEASE**

STATE OF TEXAS                    )  
COUNTY OF LAMPASAS         )

Release executed on the day and year set forth herein below by \_\_\_\_\_  
of \_\_\_\_\_, Texas, herein referred to as "Releasor", to Lampasas  
Independent School District herein referred to as "Releasee".

I, Releasor, being of lawful age, in consideration of being permitted to participate in \_\_\_\_\_  
\_\_\_\_\_ ("activity") on Releasee's property, do for myself, my heirs, executors, successors and  
assigns of and from any and every claim, demand, action, or right of action, of whatever kind of nature, either in law or in equity  
arising from or by reason of any bodily injury or personal injuries known or unknown, death, or property damage resulting or to  
result from any accident which may occur as a result of my participation in the activity or activities in connection therewith,  
whether by negligence or not, I further release all officials and/or professional personnel from any claim whatsoever on account of  
first aid treatment, treatment or service rendered me during my participation.

Releasor understands that the Lampasas Independent School District's liability insurance in no way covers the Releasor, "activity"  
sponsor/sponsors individually or collectively as a group or organization.

Releasor enters into this release fully realizing the inherent danger in the above mentioned activity, the risk of which Releasor  
fully assumes.

Releasor understands that the Lampasas Independent School District is not sponsoring or participating in this event in any way  
other than allowing for the use of its facilities.

Releasor expressly agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted  
by the laws of the State of Texas and if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding,  
continue in full force and effect.

This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere  
recital.

Releasor further states that he has carefully read the foregoing release and knows the contents thereof and signs this release as his  
own free act.

In witness whereof, Releasor has executed this release at \_\_\_\_\_, Texas, on the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

Witnesses:

\_\_\_\_\_  
Releasor  
\_\_\_\_\_

## FACILITIES USE-FEES

### Building Fees

The following is a schedule of the specific fees charged for utilities and facilities. The charge is for the first three hours of use. Additional fees may be assessed beyond three hours; amount will be determined on a case by case basis.

High School Cafeteria without Kitchen	\$500.00
High School Lecture Hall	150.00
Middle School Cafeteria with Kitchen	200.00
Middle School Cafeteria without Kitchen	150.00
Hanna Springs Cafeteria with Kitchen	200.00
Hanna Springs Cafeteria without Kitchen	150.00
Kline Whitis Cafeteria with Kitchen	200.00
Kline Whitis Cafeteria without Kitchen	150.00
Kline Whitis Gym	150.00
Taylor Creek Cafeteria with Kitchen	200.00
Taylor Creek Cafeteria without Kitchen	150.00
Taylor Creek Gym	150.00
Old Middle School Cafeteria (Kitchen Included)	150.00
Old Middle School Gyms	
East Gym	100.00
West Gym	50.00
District Classroom (each)	50.00

### Stadium

By special negotiations with an approval of Superintendent.

### Custodians/Maintenance

Hourly wage as established by business office to meet Fair Labor Standards Act. Minimum of a two hour session if employee has to return from home and back to the workplace. The current hourly wage is \$20.00 and includes the required overtime wages and benefits.

### Cafeteria

Hourly wage as established by business office to meet Fair Labor Standards Act. Minimum of a two hour session if employee has to return from home and back to the workplace. The current hourly wage is \$20.00 and includes the required overtime wages and benefits.

### Sound System

Hourly rate for use of the sound system at the high school is \$20.00 per hour.