



Runge Independent School District
P.O. Box 158 Runge, TX 78151

Runge Independent School District
Request for School or Community Use of District Facilities

Name of Organization: _____ Today's Date: _____

Authorized Person Making Application: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email Address: _____

Mailing Address: _____

Non-Profit: _____ Profit: _____ Youth/Sports: _____

Purpose of Facilities use: _____

Room Number Requested (Or Facility): _____

Projected date(s) of use: _____

Projected time(s) of use: _____

Number of People: _____ Begin Time: _____ End Time: _____

Will maintenance or a district employee be necessary? Yes _____ No _____

If yes, describe? _____

Will a key need to be issued? Yes _____ No _____ To Whom? _____

- No reservation for equipment, material, or facilities will be made until this application, along with the required deposit, is completed and returned to the office of the secondary principal.
- By signing this request, the requesting party agrees to return all Runge ISD property in the condition to which it was loaned and to correct or replace any lost or damaged material.
- With a deposit/fee, a key will be issued to the requestor. Keys may not be duplicated, or loaned to others. There will be a charge for lost/stolen keys, including rekeying expenses.
- If the facilities request requires additional maintenance or a district employee, once a bill is issued, the organization must submit payment to Runge ISD within ten working days.
- **THERMOSTATS ARE PRESET AND SHOULD BE ADJUSTED BY MAINTENANCE DEPT. ONLY.**

Signature of Organization Representative: _____

Approved/Disapproved and Date Signed:

Authorized and Date Signed

Campus Administrator/Supervisor

Hector Dominguez, Superintendent