

# Huckabay ISD Facility Usage Request

Once a completed request is approved, a Huckabay ISD representative will contact you for next steps, which includes the Facility Usage Agreement.

\* Indicates required question

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1. Email \*

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2. Name of Organization/Event Title: \*

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3. Facility Requested: \*

*Mark only one oval.*

- ☐ New Gym
- ☐ Old Gym
- ☐ Cafeteria
- ☐ Cafeteria with Kitchen Use
- ☐ Softball Field

4. Date(s) of Event: \*

If multiple dates, please type in all dates below.

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5. Will a profit be made on this event? \*

*Mark only one oval.*

☐ Yes

☐ No

6. Start Time: \*

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*Example: 8:30 AM*

7. End Time: \*

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*Example: 8:30 AM*

8. Requesting User Contact Name: \*

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9. Requesting User Contact Number: \*

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10. Requesting User Email: \*

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11. Sign and Date: \*

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12. The requesting party representative has read and agrees to comply with the following:
1. To contact the HISD Designee to make all necessary detailed arrangements, including the HISD Facility Usage Agreement (once approved).
  2. To assume full responsibility for damage to or loss of school property in connection with this use.
  3. To assume full responsibility for any injury or liability resulting from the use of HISD facilities in connection with this approval.

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13. Requesting Party agrees to comply with the above paragraph. \*

*Mark only one oval.*

☐ Yes

☐ No

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