

ELGIN INDEPENDENT SCHOOL DISTRICT
Office of the Superintendent

Facilities Use Process

1. Obtain a *Request for Use of Facilities* form.

A form may be picked up from any one of the following locations:

- Administration Building
- Elgin ISD Schools
- Support Services Office

2. Complete the top three sections of the *Request for Use of Facilities* form.

3. Submit *Request for Use of Facilities* form for approval.

Submit form for approval to campus where event is to be held. Principal will approve and place the event on the District Events Calendar and then forward the form to the Superintendent for approval.

- **Nonprofit groups must provide documentation of nonprofit status before the approval process will begin. Documentation must be attached.**
- **Nonprofit groups using any EISD facility for the purpose of raising money will be assessed the customary fees.**

4. Forward *Request for Use of Facilities* form to Superintendent.

After the Superintendent has approved the request, the event will be scheduled on the Elgin ISD Facilities Use Calendar and the form forwarded to the Support Services Department.

5. Forward *Request for Use of Facilities* form to Support Services.

When the form is received in the Support Services Department the appropriate fees will be assessed. The Support Services Department will communicate with the contact person for event details and payment arrangements. Payment of Facilities Use Fee and refundable deposit are due to the Support Services Department upon approval.