

## **ATHLETIC FACILITY RENTAL GUIDELINES**

**STEP ONE:** Contact the athletic department for availability.

**STEP TWO:** Complete the GPISD Facility Use Request Form

**STEP THREE:** Return this form, with a schedule of activities, to the athletic department. There will be a review of fees and a request of liability insurance.

**STEP FOUR:** The completed GPISD Facility Use Request Form, schedule of activities, and copy of the insurance will be routed to the building principal and the Executive Director for Operations for approval.

**STEP FIVE:** The Administrative Assistant to the Executive Director for Operations will contact you to sign a contract. The deposit and all fees must be paid at this time.

**NOTE:** The GPISD Facility Use Request Form, schedule of activities, and proof of insurance must be turned into the athletic office 30 days prior to the event. The contract should be signed and all fees paid 7 days prior to the event. The security deposit will be refunded after an inspection of the facility used.