

How to Schedule a LISD Facility

District Related Activities

1. Contact the campus office to check availability of space desired.
 - Hart Elementary (469) 742-8200
 - Lovejoy Elementary (469) 742-8100
 - Puster Elementary (469) 742 8300
 - Sloan Creek Middle School (469) 742-8400
 - Lovejoy High School (469) 742- 8704
(auditorium, lecture hall, cafeteria, etc.)
 - Lovejoy High School Athletic Facilities (469) 742-8708
(gyms, stadium, fields, etc.)
2. If the space desired is available, the campus will temporarily schedule the event.
3. Requester will complete and submit a “Facility Use and Setup Request Form” to the campus.
4. Campus Administrative Staff will approve or deny the request and sign the form.
5. If event is scheduled for a day or time that the building is not already staffed by support services, campus will need to provide an appropriate budget code to charge accumulated overtime or support services expenses.
6. If approved – Campus faxes form to Central Office.
If denied – Campus contacts requester to inform them of the denial.

Once a request is approved by the campus and Central Office receives a copy, then Central Office will schedule the heating or air conditioning required. Central Office will sign the approved form and return a signed copy to the campus. Campus will notify the requester of approval.

Non-District Activities

1. Contact the campus to check availability of space desired.
 - a. Hart Elementary (469) 742-8200
 - b. Lovejoy Elementary (469) 742-8100
 - c. Puster Elementary (469) 742 8300
 - d. Sloan Creek Middle School (469) 742-8400
 - e. Lovejoy High School (469) 742- 8704
(auditorium, lecture hall, cafeteria, etc.)
 - f. Lovejoy High School Athletic Facilities (469) 742-8708
(gyms, stadium, fields, etc.)
2. If the space desired is available, the campus will tentatively schedule the event.
3. Requester will complete a “Facility Use and Setup Request Form” and submit to the campus office.
4. Campus Administration will approve or deny the request and sign the form.
5. If approved – Campus faxes form to Central Office.
If denied – Campus contacts requester to inform them of the denial.
6. Central Office will approve or deny the use.

Once a request is approved by the campus and Central Office receives a copy, then Central Office will review for approval.

If approved – Central Office will:

- a. Determine applicable charges
 - b. Notify campus of approval (campus will notify requester of approval)
 - c. Send requester a Facilities Use Agreement & collect charges if required.
 - d. Provide Custodial Staff instructions and/or setup directions
- If denied – Central Office will notify campus (campus will notify requester)



Facility Use Request Form

Date: _____

Campus Related Activity

Lease/Non Campus Related Activity

Campus: LHS Sloan Creek MS Hart ES Lovejoy ES Puster ES

Room Request: _____

Nature of Function: _____

Date of Activity: _____

Advertised Start/End Time: _____ A.M./P.M. to _____ A.M./P.M.

Total Event Start/End Time: _____ A.M./P.M. to _____ A.M./P.M.
(including setup & breakdown)

Organization Name: _____

Contact Name: _____

Contact Phone #1: _____ Contact Phone #2: _____

Contact email: _____

Heating or Air Conditioning Required
(Utilize temp control override for events less than 1 ½ hours)

REQUIRED APPROVALS:

Principal's Signature: _____

Campus Main Calendar _____

District Administration: _____

Distribution: (For Facilities Use Only)

- | | | |
|-----------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Donna W. | <input type="checkbox"/> Karolynn S. | <input type="checkbox"/> Karen H. |
| <input type="checkbox"/> Vicki H. | <input type="checkbox"/> Tammy T. | <input type="checkbox"/> Paul G. |
| <input type="checkbox"/> Lynda F. | <input type="checkbox"/> Jessica B. | <input type="checkbox"/> Bonnie G. |
| <input type="checkbox"/> Linda G. | <input type="checkbox"/> Bethany G. | |
| <input type="checkbox"/> Bryce P. | <input type="checkbox"/> Ana W. | |

Lovejoy High School ONLY

For athletic facilities (gyms, stadium, fields, etc.)

LHS Athletic Calendar _____

Athletic Director Signature:

Campus Activities - Overtime & Support Costs

Budget Code: _____

