



Activity/Facility Approval Form

All forms must be submitted a minimum of three weeks prior to the scheduled event date. You must provide a 72 hour notice for a schedule change. School district functions have priority. Organizations not associated with T-M ISD must check with the campus prior to submitting an Activity/ Facility Approval Form.

Event:

First Name:

Last Name:

Email:

Phone number:

Event Date:

Event Start Time:

Event End Time:

Alternate Event Date:

Time of Performance:

Number of Hours Requested: 3 5 6 8 All Day

During school day

After school

On weekend or non-school day

Have you checked campus and district calendars for possible conflicts? **Yes** **No**

Has a fundraiser request been submitted and approved? **Yes** **No**

FACILITY USAGE			
Which facility are you requesting?	None Needed	Person Submitting Request (Signature)	Date
Will you need any of the following services for your event? (Check all that apply)		Funding Source:	
Security	A/V Equipment	•Student Activity Fund:	
Custodial Services	Technical Support	•District Acct. Number:	
Microphone	Wireless Internet Access	•Group:	
AC/Heat	Room Set-Up	•Other:	
Other Equipment/Materials		APPROVAL	
Comments:		Principal/Supervisor	Date
		Calendar Coordinator	Date
		Central Office Administrator	Date
		Facility Fee _____	
		(Determined by Central Office)	
		Make payment to: Tuloso-Midway ISD, att. Finance Dept, PO Box 10900, Corpus Christi 78460-0900	

NOTE: NO activity/facility is considered approved, or facility reserved and placed on the District's Calendar until this form is completed and returned signed by the Central Office.

White: Central Office

Yellow: Sponsor

Pink: Principal

Gold: Maintenance