Girl Scouts of Southwest Texas
811 N. Coker Loop
San Antonio, TX 78216
(210) 349-2404 Fax: (210) 349-2666
www.girlscouts-swtx.org

# Northeast I.S.D. Facility Usage Request Form
# 2018 – 2019

This form must be used to reserve space in all NEISD schools. Return the completed form to your Staff Liaison. *The reservation process can take up to 2-4 weeks (without prior reservations). Please plan accordingly.* All questions should be directed to your Staff Liaison at (210) 349-2404. Please do not contact NEISD directly. Any contact or requests coming from sources other than the Girl Scout Council office **will not** be accepted at NEISD and will be redirected to the Girl Scout office.

**Key information must be given to process your request. (*) indicates required fields.**
Schools **will not** be available for use on holidays or teacher staff development days, or weekends unless special arrangements have been made and approved by your Membership Development Executive and the Reservation Department at NEISD. **NO REQUESTS will be accepted without approval from your Staff Liaison.** Payment for event(s) needing special approval **must** be paid in full to NEISD at the Procurement Office at 8961 Tesoro Drive, Suite 317, San Antonio, Texas 78217, before execution of the contract. Please return this reservation request information to the Girl Scout Council Office or your Staff Liaison. This form is also available on our council web site at www.girlscouts-swtx.org

***Initials constitute that I have read and understood the above paragraph and the Facility Usage Scheduling Procedures.*** **Staff Liaison Approval** _____

*Today's Date: _____

* Volunteer Point of Contact: _____ Troop # _____

*Service Unit: _____ Service Unit Director: _____

*School Requested: _____ Area Requested _____

*Hm. Phone: _____*Alt. Phone: _____ Cell Phone: _____

*Fax Number: _____ *E-mail Address: _____

**(Circle or write in other description)** *Rally Troop/Service Unit Meeting Parent Meeting Other_____

(Use request lines for **Rallies** or **One Time Use** Facility Requests)

*Request Use Date(s): **1**. _____ Alternate choice Date(s): 2. _____ 3. _____4. _____5._____

*Event Hours: _____ am/pm to _____am/pm

**(All dates must be listed in the box for Troop, Service Unit Meetings, and Recurring Rallies ONLY.)**

| Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |