

Northeast I.S.D. (NEISD) Facility Usage Request Form

This form must be used to reserve space in all NEISD schools, either as one-time facility usage requests or recurring troop/community meeting requests. The reservation process can take up to 2-4 weeks (without prior reservations). Please plan accordingly. Please do not contact NEISD directly. Any contact or requests coming from sources other than Girl Scouts of Southwest Texas (GSSWT) will not be accepted at NEISD and will be redirected to GSSWT. Email completed forms to customercare@girlscouts-swtx.org.

Key information must be given to process your request. (*) indicates required fields.

Requests will only be approved if events begin at 6:30 p.m. or later. Schools will not be available for use on holidays, early dismissal days, teacher staff development days, during voting periods, or weekends unless special arrangements have been made and approved by your GSSWT Membership Experience Specialist 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. This form is also available on our website at www.girlscoutsswtx.org.

Initials constitute that I has Scheduling Procedures.		derstood the above paragraph ar	nd the Facility Usage				
*Today's Date:							
*Volunteer Point of Contact	::		*Troop #:				
*School Requested:							
		E-mail Address:					
*Circle or underline the app	propriate event typ	oe below, or write your event type ir	n the "Other" field:				
circle or underline the appropriate event type below, or write your event type in the "Other" field: oop Community Meeting Parent Meeting Recruitment Event Other:							
Use this section for One-	Time Use Facility	y Requests:					
*Requested Use Date: 1		Alternate Choice Date(s):	2				
3	4	5					
*Event Hours:	to	(Please indicate whether a.m. o	r p.m.)				

Use this section for Recurring Troop and Community Meeting Facility Requests:

*All dates requested must be listed in the appropriate boxes below.

Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May