



# MELISSA SCHOOLS

Melissa Independent School District

*"A Special Time in a Special Place"*

## Facility Badge Rental Policy

A "Melissa Facilities" badge will be issued once the facility request has been approved. The badge will be issued in correspondence with the facility request and will be the renter's responsibility. The deposit is only good for that season (8-10 weeks). This process must be repeated if the facility is requested again. ALL school events will take priority over outside facility requests.

The \$50 refundable deposit will allow you to use the facility during the approved time requested.

### Deposit will not be refunded if:

- Badge is not returned within one week of completion of the season
- Badge is lost or stolen
- Property is damaged

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ **TO BE COMPLETED BY MELISSA SCHOOLS** \_\_\_\_\_

Date of Request: \_\_\_\_\_

Badge Number: \_\_\_\_\_

Season Begin Date: \_\_\_\_\_

Season End Date: \_\_\_\_\_

Badge Return Deadline: \_\_\_\_\_

MISD Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Badge Returned: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Signature of Badge Holder: \_\_\_\_\_