

**LUBBOCK INDEPENDENT SCHOOL DISTRICT  
Lubbock, TX**

Report Form

**Location of Event:** \_\_\_\_\_  
**FROM:** Facility Rental Office  
**DATE:** \_\_\_\_\_  
**RE:** Charges for Use of Building

*Please supply the information needed and return this form to the Facility Rental Office following day after rental event.*

**Activity:** \_\_\_\_\_  
**Date(s):** \_\_\_\_\_  
**Organization:** \_\_\_\_\_

**Professional Staff** (professional rate \$20/hr.)

ID # and Name	Date	Time From/To	Rate	Hrs
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<b>Central Office Use ONLY:</b>	
<b>Total Professional Fee of:</b>	<b>\$</b>

Signature of Approving Administrator: \_\_\_\_\_

***All dates worked within a month will be paid the following month. All Report Forms need to be submitted to the Facility Rental Office the following business day after a rental event. Failure to comply with this requirement may delay your extra duty pay another month. If you have any questions or concerns, please contact the Facility Rental Office at 806.219.0242***