

**Vidor Independent School District  
Building Reservation Request Form**

Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

Reserved By: \_\_\_\_\_

Organization: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

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

Event Time: \_\_\_\_\_

Expected Attendance (Approximate): \_\_\_\_\_

Additional Equipment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email address to send confirmation: \_\_\_\_\_

Or Address To Mail Confirmation: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Please fill in ALL information. Reservations are made on a first-come-first-serve basis; however, school events do preempt non-school events. The group making the reservation is responsible for the facility and its contents. You may email information to [jherring@vidorisd.org](mailto:jherring@vidorisd.org).

A confirmation will be sent to the above email address or by mail / campus mail. If you have not received your confirmation in three or four days, please call Sally or Jill at 951-8700.

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

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

Approval: \_\_\_\_\_

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