

Donna High School Informational Literacy Center

Nancy L. Castillo, Principal

¼ Mile E Wood Avenue, Donna, TX 78537

Office: (956) 464-1700 / Fax: (956) 464-1713

No phone requests will be accepted.

Date of Application: _____

DATE OF EVENT: _____ TIME OF EVENT: _____ Time End: _____

Number of Persons Expected: _____

Organization: _____

Purpose of Event: _____

Requesting: Lib. 1 Downstairs: _____ Lib. 2 Upstairs (Conference Room): _____

Lib. 3 Upstairs Classroom: _____ Computer Area Upstairs (30): _____

Computer Area Downstairs (20): _____

Open Area Downstairs: _____ Open Area Upstairs: _____

SCHOOL PRINCIPAL APPROVING THIS REQUEST: Nancy L. Castillo, Principal

Approval: _____ Not Approved: _____

Principal's Signature

Date

Name of Organization

Address of Organization (Include Zip Code)

By: Authorized Representative (Include Title)

Phone Number:

**** Equipment will be needed, please describe your needs below:

(Example: Custodian, Air Conditioner after normal hours, Lighting, Microphone, Podium, Etc.)

R
9-2-14

The use of Donna High School Informational Literacy Center may require a DISD cost of use. The applicant hereby agrees and undertakes to save and hold harmless the Donna School District, its officers, agents, and employees from any and all claims for damages, personal or