

Hobson Public Schools Request for Use of Facilities

Date: _____

Person Making Request:

Contact Person:

Name: _____

Name: _____

Address: _____

Address: _____

Phone Number: _____

Phone Number: _____

Group Requesting Use of Facility: _____ Will admission be charged? ___ Yes ___ No

Date Facilities Needed _____ Time _____

(Includes opening to closing of the facility)

Describe the Activity or Event:

Number of People Expected: _____ Describe Specifically, which facilities are needed and/or requested:

Kitchen Facilities Needed: _____ Concessions Facilities Needed: _____

Fill out Below ONLY IF Requesting Audio/Visual

Describe Technical Requirements: _____

Facilities Required: *Anything other than the Gyms and MPR must be specifically Requested ABOVE!*

**Please read carefully and mark or write
The number of the items needed below!**

- _____ Whole Stage Needed
- _____ Front of the Curtain Stage Area Needed Only
- _____ Podium
- _____ Number of Microphones
- _____ Laptop Computer
- _____ Stage Lights
- _____ Projector and Screen
- _____ Piano, where _____
- _____ Number of Tables, where: _____
- _____ Number of Chairs, where: _____
- _____ Other Facilities Required: _____

HS/Elem Master Calendar- Hugo Anderson

Technology – Mandy Wichman/Chris Linhart

Act. Director-Hugo Anderson _____
Maintenance Dept- Mandy Barnes

Food Service:-Devon Hilliker _____

Rental Charge- _____ Yes _____ No
Request: _____ Approved
_____ Denied

Supt. _____

Rules for Use of the Gym:

- *No hard balls may be used.
- *If you have to tape off the floor for any reason, you **ONLY** use painter's tape.
- *Anyone using the gym should stay in the gym, no one should be in other parts of the building except for the restrooms.
- *If you want to use school equipment, (basketball, softballs, etc.) you must get permission at least 24 hours in advance.

Terms and conditions:

- *School events and activities will always take priority over facility requests.
- *Person/group using facilities are responsible for any and all damages.
- *Abuse/misuse of facilities will result in loss of privilege to use district facilities.
- *Administrator, Athletic Director, and/or Maintenance director may close facility or alter date/time of facility request at any time.

I understand and will abide by the terms and conditions listed above.

Signature

Date