



## *Woodson School District No. 366*

101 West Butler, Post Office Box 160

Yates Center, Kansas 66783

Telephone 620-625-8804 Fax 620-625-8806

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### USD #366 Facilities Request

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

This form may be completed via a phone call or sent separately to the building the request is for.

Name of Person Making Request & Organization: \_\_\_\_\_

Email and/or Phone Number of Requestor: \_\_\_\_\_

Name / Title of Event: \_\_\_\_\_

Building and Room(s) Needed: \_\_\_\_\_

Date(s) facility to be used: \_\_\_\_\_

Time(s) facility to be used: \_\_\_\_\_

Please list additional equipment needed for this event? (Chairs, Tables, Projectors, Sound System, etc.)

\_\_\_\_\_

Set-Up Starts (Initial Arrival): \_\_\_\_\_

Approximate # of Attendees: \_\_\_\_\_

Tear Down Ends (Leaves Location): \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you need access to the kitchen during the event? (Yes or No): A \$20.00 per hour fee may be assessed

The following is to be completed by a USD #366 official and returned to the requestor:

USD #366 has reserved the facility spaces as requested. (Yes or No)

Please make payment to: building being used.

Facility use fee charged to the requestor: \_\_\_\_\_

Signature of District Authorizer: \_\_\_\_\_

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

Copies of this form will be provided to: Building Office Files and Renter

