



Woodson School District No. 366

101 West Butler, Post Office Box 160
Yates Center, Kansas 66783
Telephone 620-625-8804 Fax 620-625-8806

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, District Office Files and Renter

