

Facility Use Request

**Completed form must be received 10 or more working days before requested event date. Fill out form completely & legibly.
- INCOMPLETE OR UNREADABLE FORMS WILL NOT BE CONSIDERED -**

CLIENT INFORMATION

Organization Name: _____

Mailing Address: _____
street city state zip

Contact Name: _____ E-Mail Address: _____

Contact Phone – Daytime: _____ – Evening: _____

NONPROFIT ORGANIZATIONS & BUSINESSES: Please send us a copy of your State of Michigan Business License or Nonprofit Status forms.

EVENT INFORMATION

Proposed Use: _____

Building Choice: _____ Room Choice: _____

Expected No. Persons Attending: _____ Percentage who are Holt Public Schools District residents: 51%+ 20%-50% unknown

Is there a charge for admission or participation (registration fee, ticket or product purchase)? **YES NO**

Event Dates & Times – Including Setup & Cleanup: *continue on back if necessary.*

DAY	MONTH	DATE	YEAR	ARRIVE TO SET UP	EVENT START TIME	EVENT END TIME	LEAVE BUILDING	BRIEF ACTIVITY DESCRIPTION

Will you be serving/selling food? **YES NO** Do you need to use a kitchen? **YES NO** Do you need catering services? **YES NO**

If you have a room setup diagram or any additional notes or information to include please fax this information to (517)-699-3439 or scan and email to tes@hpsk12.net. Please include necessary contact information with these documents.

Equipment Needs: Please use blanks to list additional items, or list them on the back of the page.

ITEM	QTY	ITEM	QTY	ITEM	QTY
Chairs, Folding		Lectern			
Tables, Folding, banquet, rectangular 8'		Microphone/PA system			
Tables, Folding, banquet, round 5'		TV			
Tables, Folding, cafeteria-style		VCR			
Coat Rack		DVD			
Stage sections, 4'x8' ea.		Overhead Projector			
Choral Risers					

SUBMISSION OF THIS FORM DOES NOT ASSURE FINAL APPROVAL OF YOUR REQUEST. Approved functions will be issued a use permit: **BE SURE TO HAVE YOUR FINAL PERMIT WITH YOU WHEN YOU ARRIVE FOR THE START OF YOUR FUNCTION.**

Functions of the Holt Public Schools take priority over all other facility uses. Non-school events may be rescheduled or relocated with little or no notice to facilitate school use. Events and activities will not be scheduled on half-days, breaks or during conferences. Some spaces are available for use only by Holt Public Schools. **Gym use is SEVERELY LIMITED** December through March.

Return completed form and attachments to the Scheduling Office at the above address via fax, mail, or email

ALL FORMS MUST BE RECEIVED 10 OR MORE WORKING DAYS BEFORE REQUESTED EVENT DATE