



Hastings Community Education
Tilden Community Center
310 River Street, Hastings MN 55033
(651)480-7670
Fax (651)480-7680

Facilities Request Form

Activity Title: Organization/Group Name

Main Contact Name: Address:

City/State/Zip Main Contact Cell Phone:

Main Contact E-mail:

Event Supervisor must have a copy of the Facility Permit with them the day of the event.

Name of Event Supervisor: Event Supervisor
(if different from Main Contact): Cell Phone:

Date(s) of Event

Approximate Attendance:

Arrival at Facility (Doors Open): Activity Start Time: Activity End Time: Depart Facility (Doors Lock):

If your group requires access to additional external entrances, other than the main entrance(s) of the site you are using (for example: loading docks, gym doors, etc.) Please indicate this below: Text

A complete map of the sites with corresponding door numbers can be seen on the Facility Page of the Community Ed Website.

Location: Room(s):

Equipment or Set-Up Needs (please choose all that apply). Some sites may not have all the every item listed below, Community Ed will notify you if they are unable to accommodate your request. **Equipment not requested on this application will not be available for use.**

- Chair(s) Table(s) Piano Podium LCD Projector & Screen Internet Access
- # of Chairs # of Tables PA System Microphones, including wireless mics

Other:

Signing this form, the applicant agrees to conform to the rules and regulations of School District #200 and the District #200 Policies and Procedures for Facilities Use. The applicant and/or organization agree to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement. This permit may be cancelled if any of the rules are violated.

Signature of Applicant/Authorized Agent:
If submitting electronically type name.

Date:

Principal Approval
If Necessary - Initial

Print Form