



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

Revised 8/21/20

Facilities Request Form

Activity Title: Organization/Group Name:

Classification: ☐ Class I ☐ Class II ☐ Class III

(Please refer to Community Use of Facilities document for definition of classification)

Main Contact Name: Address:

City/State/Zip: Main Contact Cell Phone:

Main Contact Email:

Name of Event Supervisor: Event Supervisory Cell Phone:
(if different from main contact)

Date(s) of Event:

Approximate Attendance:

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

A complete map of the sites with corresponding door numbers can be seen on the Facility page of the Community Ed website

Location: Rooms:

Equipment or set-up needs (please choose all that apply). Some sites may not have all the items listed below. Community Ed will notify you if they're unable to accommodate your request. **Equipment not requested on this application will not be available for use.**

☐ Chair(s) ☐ Table(s) ☐ Piano ☐ Podium ☐ Newline Display Screen ☐ Internet Access

of Chairs # of Tables ☐ Speakers ☐ Microphones, including wireless mics

☐ **We require assistance setting up requested equipment/technology (fees may be added)**

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 application and/or organization agrees 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):