

HBAA

Hopkins Bobcats Athletic Association
FACILITY REQUEST FORM

Requestor Name	
Event Title	
Event Description	
Location Requesting	
Room (s)	
Date	
Time	
Fee Being Charged?	Yes No
Refreshments being Served	Yes No
HVAC Needed (air/heat)	Yes No

Audio/Visual	Yes	No
Custodial	Yes	No

Attendance

Total Attending	
Adults	
Children	
Extra Chairs	
Parking Spaces	

Information:

Small activity-activity that is expected to attract fewer than 100 attendees and does not require additional custodial or other support. **Submit request at least two (2) weeks prior to the date(s) for which use is requested.**

Large activity-activity that is expected to attract more than 100 attendees and will require additional custodial support. **Submit request at least four (4) weeks prior to the date(s) for which use is requested.**

Date Submitted	
Date Approved	

Notice:

Once a request is submitted, please allow seven (7) business days for a response. In the event that a request is not handle within a reasonable amount of time, a follow-up email to the proper Principals' designee will be submitted.

Submit request to: hbaasecretary17@gmail.com