



# Hopkins Public Schools – District Program Request

## Facility Use Reservation Application

(Please use this form only if reserving space for a **District sponsored event.**)

**Please complete and send or email to: Marcy Burnevik**

Lindbergh Center 2400 Lindbergh Dr. Minnetonka, MN 55305; or Fax to 988.4546

Call Marcy at x4519 with questions.

**We will confirm your application within two days.**

District Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Person Supervising Group: \_\_\_\_\_

Name of Event: \_\_\_\_\_ # of attendees \_\_\_\_\_

Building Preference: \_\_\_\_\_

Room/Field Preference: \_\_\_\_\_

Date: \_\_\_\_\_ Entry Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*\*For multiple dates, please list here.* M T W Th F S Su

Start Date: \_\_\_\_\_ Number of Weeks: \_\_\_\_\_ End Date: \_\_\_\_\_

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Room Set-up: (please check one)

Hollow Square     theater style  
(chairs only)     Classroom style     Other (please explain)  
(tables & chairs)

*Continued on backside*

**AV EQUIPMENT (check each that applies):**

- LCD Projector
- Overhead Projector
- VCR or DVD
- Screen
- Microphone, Floor
- Microphone, Lavalier
- Microphone, Table
- P.A. System/Podium

**Please explain any additional A/V needs:** \_\_\_\_\_

**ROOM EQUIPMENT (check each that applies):**

- Chairs, Folding
- Chalkboard, Chalk - Eraser
- Coat Racks
- Easel
- Electric Scoreboard
- Garbage Cans
- Locker Rooms
- Piano
- Stage Lights
- Tables

**Other Requests:**

**Permit:**

A Facility Use Permit will be issued subject to emergency conditions and restrictions that might later be imposed by events beyond our control. In accepting this permit, the applicant agrees to conform to the rules and regulations as issued by the Board of Education. The applicant also agrees to contact the facilities office as soon as possible if their event(s) is cancelled so that the space can be offered to another party.

**Applicant Signature:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

Contact: Marcy Burnevik  
Phone (952) 988-4519 Fax (952) 988-4546  
E-Mail: [marcy\\_burnevik@hopkins.K12.mn.us](mailto:marcy_burnevik@hopkins.K12.mn.us)

Processed By:

Date:

Emailed permit to applicant on (date):