



Western District of Missouri Request for use of Courthouse Facilities



This form is to be completed to request use of the courthouse facilities. Your request will be reviewed, and you will be contacted regarding your request. If you have any specific questions regarding our facilities or to check availability in advance, please contact Johnathon Bish at johnathon_bish@mow.uscourts.gov or at 816-512-5010.

Name of Organization: _____

Address of Organization: _____

Contact Name: _____

Contact Name: _____

Tel. Number: _____

Tel. Number: _____

Email: _____

Email: _____

Name and Description of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Expected Number of Participants: _____

Any Participants under the age of 21? If so, please describe: _____

Expected Number of Guests or Observers : _____

Description of area/s of Courthouse being requested : _____

Please Return this form via email to Johnathon Bish at johnathon_bish@mow.uscourts.gov



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A/V Requests:

Podium

Presentation Cart

Video Conference Capabilities

Microphone

Projection Screen

Phone Conference Capabilities

Other: _____

Facilities Management:

Set Up Date: _____

Set Up Time: _____

Clean Up Time: _____

Will any food or beverages be served/provided? If so, describe and provide catering company information if applicable, please also include delivery time.

Additional Information: _____

I acknowledge that I have received a copy of the Use of Courthouse Facilities for Unofficial Functions policy. I also understand that I am responsible for reviewing the policy and complying with all of its provisions.

Signature: _____

Date: _____

PLEASE NOTE: The organization or group hosting the event must perform the actual set up and arrangement of the furniture and equipment for the program/event. All equipment must be returned to its location at the conclusion of the event.