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.