



Fox Service Center
(Roy Wilde Conference Center)
849 Jeffco Blvd.
Arnold, MO
Request for Use by School Group

Name of School: _____

Name of School Group: _____

Purpose: _____

Date(s) Facility Requested: **Month**_____ **Day**:_____ **Year**:_____

Person(s) In Charge Of Activity: Print Name(s): _____

Signature: _____

***By signing this form I understand that if this event is cancelled notification must be given at least 24 hours in advance to Cindy Neibert. Failure to provide this notice will result in your group being charged \$100.00**

Cell Phone:(needed for emergency contact only)_____ **Email:**_____

Time Entry To Building Needed For Activity Set-up: _____

Time Activity Starts:_____ Time Activity Expected To End: _____

List Equipment or Special Needs For Activity: _____

Principal's Signature: _____ Date Signed: _____

APPROVED SIGNATURE /ADDED TO THE DISTRICT CALENDAR: _____

Date: _____

PLEASE NOTE: Return to Central Office to the attention of Andrea Bararak. If needed 636-296-8000 or barbarakan@foxc6.org

***If needed after office hours on the day of event,
you may call 314-568-3469 FOR EMERGENCY PURPOSES ONLY.**

Office Use:
Book: ☐
Website Cal ☐
Email ☐
Email/Svc Ctr ☐