

**REQUEST FOR FUNCTIONS/EVENTS  
ON HAYS COUNTY PROPERTIES**

**CONTACT:  
MRS MICHAEL MOORE  
(512) 393-2219**

**Instructions: Please complete the entire application. Incomplete applications will not be considered. If you have any questions, please contact Mrs. Michael Moore at (512) 393-2219, 111 E. San Antonio Street, Suite 202, San Marcos, Texas or [michael.moore@co.hays.tx.us](mailto:michael.moore@co.hays.tx.us)**

1. Event Name/Sponsoring Organization: \_\_\_\_\_

2. County Property Requested: \_\_\_\_\_

3. Date and Time Requested \_\_\_\_\_

4. Contact Name \_\_\_\_\_

5. Address \_\_\_\_\_

6. Phone Number \_\_\_\_\_ Email \_\_\_\_\_

7. Type of Event. (ex: press conference, rally, public performance) \_\_\_\_\_

8. Description of Event  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Time Schedule for Program. *(Please be specific and provide copy or draft of program.)*  
Set Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

10. Please list all additional equipment, including electrical power requirements, provided by Organizer to be used during event.

11. Number of persons expected to attend \_\_\_\_\_

**I understand that all events are subject to cancellation. I also understand that, in the event of inclement weather, the County may not provide alternate event locations and that the County may prohibit a tent from being placed on the grounds. In addition, I understand that I am responsible for any damages to the building or grounds as a result of my event.**

\_\_\_\_\_  
Event Holder Signature Date