



Tool Bus Request Form

Contact Information:

Date _____

Name and NIA Affiliation _____

Address _____

Primary Phone _____ Secondary Phone _____

Email _____

Event Details:

Date of Event: (Must be at least 60 days out from date on application) _____

Will this be a half-day event (8:30-12) or a full-day event (9 am -3 pm)? _____

Location to park the Tool Bus: (Minimum of 40 ft of pull-through access required) _____

Contact for Tool Bus Location: _____

Has permission been granted to park the tool bus at the site on the date requested? _____

Site to access restrooms and electricity: _____

Contact for restroom and electricity site: _____

Has permission been granted to utilize restrooms and electricity on the date requested? _____

Will there be access to a dumpster? _____

What date and time do you plan to canvas the neighborhood about the tool bus event? (please plan to do this 3-4 weeks prior to the event day) _____

Estimated number of neighborhood volunteers recruited for the neighborhood canvassing: _____

What additional ways do you to plan to let your neighbors know about this event and the available resources?

Estimated number of neighborhood volunteers recruited for the Tool Bus event: _____

Please return this application to:

Topeka Habitat for Humanity

Attn: Nikki MacMillan

121 NE Gordon St

Topeka, KS 66608

Upon receipt of your application you will be notified within 5-7 business days if the date you requested is available and has been approved.

For questions or assistance call Nikki at 785-234-4322 or email cedirector@topekahabitat.org.