

*Date is not reserved until insurance binder is received.*

**Blackstone Valley Vocational Regional School District**  
 65 Pleasant Street, Upton MA 01568

2011-2012

**USE OF SCHOOL FACILITIES & ATHLETIC FIELDS**

Requesting Group: \_\_\_\_\_ Date: \_\_\_\_\_

Group Description:  School  Support  Private  Non-Profit  
 (ST-5 needed)

**Number of Participants & Spectators:**

<b>Area(s) Requested:</b>		<b>Athletic Field:</b>	
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Library (requires Pamela Mark approval)	<input type="checkbox"/> Baseball	
<input type="checkbox"/> Café Annex	<input type="checkbox"/> Classroom(s) Rm. # _____	<input type="checkbox"/> Soccer	
<input type="checkbox"/> Gymnasium	Rm. # _____	<input type="checkbox"/> Softball	
<input type="checkbox"/> Competition Ctr.	Rm. # _____	<input type="checkbox"/> Track	
<input type="checkbox"/> Restaurant	Rm. # _____		

Print Name of Official Representative: \_\_\_\_\_

Signature of Official Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_ Time of Function: \_\_\_\_\_

Arrival/Set-up Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Special Set-up Instructions: \_\_\_\_\_

<i>Office Use Only: Fees &amp; Charges Schedule</i>		<i>Office Use Only: Checklist</i>	
Rental Fee:	\$	Reserved on Calendar	Invoice sent
Custodial Charges:	\$	Fees Set/Approved by J Brochu	Check received
Furniture Rental:	\$	Approved by Michele Denise	Copy of check in file
Kitchen Charge: (requires staff on duty)	\$	Final Approval by C. Cummings	Check, app, invoice, and insurance policy to Business Off.
Energy Charge:	\$	Media Center use approval	Insurance binder received
Sound System Charge (staff)	\$	Approved copy sent to requester	Copy of binder in file
Security Charge:	\$	Copy sent to J Millette (sound, etc.)	Custodian/Security assigned
Trash Fee	\$	Notify HVAC for evening or weekend	HVAC copy returned, initialed
Out of District Fee:	\$	Copy for Facilities set-up board	Update user fee spreadsheet
<b>Total</b>	\$	Set-up required, put in Schooldude	

**Comments/Special Considerations:** \_\_\_\_\_

**Authorization:** \_\_\_\_\_

James Brochu, Director of Construction Management/Facilities

Michele Denise, Athletic Director

Christopher Cummings, Assistant Superintendent-Director/Principal

**Send to:** Terry Hughes, Facilities Department  
 Fax 508-529-4283

thughes@valleytech.k12.ma.us

**Please Provide Complete Information and Check Off All Requirements for Your Event**  
*(This form must be filled out completely and accompany the application)*

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Contact Name (Print)** \_\_\_\_\_ **Contact Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Contact Phone #** \_\_\_\_\_ **Contact email** \_\_\_\_\_

<input type="checkbox"/>	<b>Competition Center (7900 sq ft)</b> NO FOOD OR DRINK ALLOWED
_____	Bleachers / Theater Seating
_____	Folding Chairs (rental fee applies)
_____	Sound or Video System (staff needed)
_____	Tables 6' x 30" (rental fee applies)
_____	Tables 6' x 18" (rental fee applies)
_____	Tables 6' Round (rental fee applies)
_____	Basketball Hoops
_____	Volleyball Net
_____	Podium
_____	Scoreboard
_____	Locker Rooms
_____	Overhead Door Access
_____	Diagram Provided
_____	<b>Special Requests:</b>
_____	
_____	
_____	
_____	

<input type="checkbox"/>	<b>Cafeteria (4950 sq ft)</b>
_____	Café Tables
_____	Folding Chairs (rental fee applies)
_____	Sound or Video System (staff)
_____	Tables 6' x 30" (rental fee applies)
_____	Tables 6' x 18" (rental fee applies)
_____	Tables 6' Round (rental fee applies)
_____	Podium
_____	Kitchen (BVT Staff Needed)
_____	Food provided (vending on or off)
_____	Nothing Set Up
_____	Diagram Provided
_____	<b>Special Requests:</b>
_____	
_____	

<input type="checkbox"/>	<b>Hallways</b>
_____	Folding Chairs (rental fee applies)
_____	Tables 6' x 30" (rental fee applies)
_____	Tables 6' x 18" (rental fee applies)
_____	Tables 6' Round (rental fee applies)
_____	Café Tables
_____	Signage
_____	<b>Special Requests:</b>
_____	
_____	

<input type="checkbox"/>	<b>Classrooms</b>
_____	Quantity
_____	<b>Special Requests:</b>
_____	
_____	
_____	

<input type="checkbox"/>	<b>Cafeteria Annex (1200 sq. ft.)</b> (Capacity 80 without tables)
_____	Folding Chairs (rental fee applies)
_____	Tables 6' x 30" (rental fee applies)
_____	Tables 6' x 18" (rental fee applies)
_____	Tables 6' Round (rental fee applies)
_____	Podium
_____	Audio/ Video
_____	Nothing Set Up
_____	<b>Special Requests:</b>
_____	
_____	

<input type="checkbox"/>	<b>Gymnasium</b>
_____	Bleachers
_____	Folding chairs (rental fee applies)
_____	Sound or Video System
_____	Tables 6' x 30" (rental fee applies)
_____	Tables 6' x 18" (rental fee applies)
_____	Tables 6' Round (rental fee applies)
_____	Basketball Hoops
_____	Volleyball Net
_____	Podium
_____	Locker Rooms
_____	Nothing Set Up
_____	Diagram Provided
_____	<b>Special Requests:</b>
_____	
_____	

<input type="checkbox"/>	<b>Grounds</b>
_____	Parking – how many vehicles?
_____	Baseball field
_____	Football Field
_____	Soccer Field
_____	Softball Field
_____	Sport Striping
_____	Parking Lots
_____	Diagram Provided
_____	<b>Special Requests:</b>
_____	
_____	
_____	

<input type="checkbox"/>	<b>Media Center</b>
_____	<b>Special Requests:</b>
_____	
_____	

**Equipment Rental Fees:**  
 Folding Chairs: .50 per chair      Tables Sizes Available: 6' x 30" / 6' x 18" / 6' Round      All sizes \$4.00 per table  
**Note: Decorations may be hung by Poster Putty or Painter Tape ONLY**