

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

USE OF SCHOOL FACILITIES & ATHLETIC FIELDS

Requesting Group: _____ Date: _____

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

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

A/V Requests: _____

Approximate Number of Participants & Spectators: _____

Office Use Only: Fees & Charges Schedule	Office Use Only: Checklist		
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 Anthony Steele		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 Tech Dept (Audio/Visual)		Custodian/Security assigned
Trash Fee \$	Notify HVAC for evening or weekend		Room Use Notification
Out of District Fee: \$	Copy for Facilities set-up board		Update user fee spreadsheet
Total \$	Set-up required, put in Schooldude		HVAC copy returned, initialed

Comments/Special Considerations:

Authorization:

James Brochu, Director of Construction Management/Facilities

Michele Denise, Director of Athletics & Student Activities

Anthony E. Steele II, Assistant Supt-Director/Principal

Send to:	Terry Hughes, Facilities Department Fax 508-529-4283 thughes@valleytech.k12.ma.us
Rev 10/2017	
<u>Date is not reserved until insurance binder is received</u>	

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"/>	Competition Center (7900 sq ft) 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
_____	Special Requests:

<input type="checkbox"/>	Cafeteria (4950 sq ft)
_____	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
_____	Special Requests:

<input type="checkbox"/>	Hallways
_____	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
_____	Special Requests:

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

<input type="checkbox"/>	Cafeteria Annex (1200 sq. ft.) (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
_____	Special Requests:

<input type="checkbox"/>	Gymnasium
_____	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
_____	Special Requests:

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

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

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