

### USE OF SCHOOL FACILITIES & ATHLETIC FIELDS

Date: \_\_\_\_\_

<b><u>Area(s) Requested:</u></b>		<b><u>Athletic Field:</u></b>	
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> DLC (requires R. Spino 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. # _____		

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

Special Set-up Instructions:

*If school day with outside participants* – note approximate cars for parking purposes \_\_\_\_\_

### Approximate Number of Participants & Spectators:

<b>Office Use Only: Fees &amp; Charges Schedule</b>		<b>Office Use Only: Checklist</b>			
Rental Fee:	\$	Reserved on Calendar		Invoice sent to requester	
Custodial Charges:	\$	Fees Set/Approved by R. Dolegiewicz		Check received	
Furniture Rental:	\$	Approved by Michele Denise		App & invoice to Business Office.	
Kitchen Charge: (requires staff on duty)	\$	Final Approval by Anthony Steele		Insurance binder received	
Energy Charge:	\$	DLC use approval		Custodian/Security assigned	
Sound System Charge (staff)	\$	Approved copy sent to requester		Room Use Notification (non -shift	
Security Charge:	\$	Copy email to Tech Dept (Audio/Visual)		HVAC copy returned, initialed	
Trash Fee	\$	Notify HVAC for evening or weekend		Copy for Facilities set-up board	
Out of District Fee:	\$				
<b>Total</b>	\$				

**Authorization:**

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

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

**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>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>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>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>Media Center</b>
_____	<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>Grounds</b>
_____	Parking – how many vehicles?
_____	Baseball field
_____	Football Field
_____	Soccer Field
_____	Softball Field
_____	Sport Striping
_____	Parking Lots
_____	Diagram Provided
_____	<b>Special Requests:</b>
_____	
_____	
_____	
_____	

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