

Bristol County Agricultural High School Application for Use of School Facilities

Please note: Organizations/Individuals requesting use must obtain complete Facilities Use Packet from the Administration Office. The application must be received by the school (21) days prior to the requested use date (outside of the designated sign-up periods). **Please reference cost sheet for facility and equipment use.**

| | |
|---|---|
| Date of Application: _____ | Requested Use Date(s): _____ |
| Time of Event: _____ A.M. / P.M. to _____ A.M. / P.M. | |
| Event/Nature of Use: Please provide a description of the event: | |
| | |
| | |
| Please indicate which facility and area you are requesting use of: | |
| Gilbert Hall | Room: _____ /Gymnasium/Auditorium/Library |
| Keith Hall | Room: _____ /Conference Room/Cafeteria |
| Outdoor Area | Please Specify: _____ |
| Please indicate an alternate facility, if applicable: | |
| Gilbert Hall | Room: _____ /Gymnasium/Auditorium/Library |
| Keith Hall | Room: _____ /Conference Room/Cafeteria |
| Outdoor Area | Please Specify: _____ |

of Tables: _____

of Chairs _____

Specific requests for equipment and/or services: _____

Estimated Attendance*: _____ Admission Fee? Yes Cost: _____ / No

*events over 200 must secure a detail from the the Dighton Police/Fire.

Will food/drink be served? Yes / No

If yes, please describe and indicate vendor: _____

Organization Requesting Use: _____

Contact Person: _____ *Email Address:* _____

Secondary Contact Person: _____ *Email Address:* _____

*Authorized Signature**

Telephone Number

Fax Number

Please complete the sections below if you are an organization outside of BCAHS:

Address: _____

**Outside organizations must also sign the attached STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE & CHAPTER 269 FORMS*

Return this form to the Main Office, Attn: Director of Community Partnerships

Office use only

| | | | |
|--------------------|----------------|---------------------|------------------------------------|
| Copy to: Principal | Superintendent | Facilities Director | Director of Community Partnerships |
|--------------------|----------------|---------------------|------------------------------------|

*****TO BE COMPLETED BY ADMINISTRATION*****

| | |
|--|---------------------------------------|
| <u>Request Status</u> | |
| Principal | |
| | Request Denied Reason: |
| | Request Approved |
| Director of Building and Grounds | |
| | Request Denied Reason: |
| | Request Approved |
| Fee Estimate for Event: | |
| Forms attached | |
| | Standard Hold Harmless |
| | Chapter 269, Amended |
| | Bullying Policy |
| | Insurance Certificate |
| <u>Fees:</u> | |
| | No use fees apply |
| | Use fees apply (see attached invoice) |
| | |
| Superintendent/Director: | Date: |
| Approved Use Permit will be forwarded to Applicant prior to the event. | |