

REQUEST FOR FACILITIES USE FORM

**Brattleboro Union High School, Brattleboro Area Middle School, and
The Windham Regional Career Center**

PLEASE PRINT

Organization _____ Contact Name _____ Phone Number _____ E-mail _____ Day(s) Needed: (circle) M T W T H F S S	Type of Activity _____ Date(s) facility to be used _____ Times _____ Specific Time of Event: _____
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_____ School Related	_____ Local Non-Profit	_____ Outside Non-Profit	_____ Private/For-Profit
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Requested Facilities: **High School** **Middle School** **Windham Regional Career Center**

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|-----------------------|----------------------|------------------------|-----------------------|
| _____ BUHS Gym | _____ *Auditorium | _____ Cafeteria | _____ Classroom(s) |
| _____ BAMS Gym | _____ *Practice Area | _____ *Kitchen | _____ *Computer Lab |
| _____ *Fitness Room | _____ *Library | _____ *Restaurant | _____ Child Care Area |
| _____ *Weight Room | _____ Multi-Purpose | _____ Concession Stand | _____ E Learning Lab |
| _____ *Project Room | _____ Office | _____ Common Area | _____ TV Studio |
| _____ Athletic Field: | _____ Other: | _____ Shop area: | |

Specify Field: _____ Specify Other: _____ Specify Shop: _____

*** School trained Personnel must be present. See rate sheet.**

Name of person in charge of event: _____

Mailing Address: _____

Home Phone : _____ Work home: _____ Fax: _____

Name of Contact person: _____

Home Phone: _____ Work Phone: _____ Fax: _____

How many people do you anticipate attending? _____

Liability Insurance Company: _____

Insurance Policy/Certificate Number: _____

I understand the contract information on the reverse side of this sheet and will take any responsibility for damages or disarray that may occur and agree to pay all fees within thirty (30) days of receipt of bill.

Signature(s): _____ Date: _____

CONTRACT INFORMATION

Insurance: The administration has the sole right to determine the amount of insurance coverage required for each event. Lessees will provide a copy of their certificate of insurance covering the period under contract, naming Brattleboro Union High School #6 as an additional insured, if required by the administration. Generally a certificate of insurance will be required if a fee is charged for public entertainment provided by a producer not affiliated with a local school district or municipal government.

Damages: The lessee will be responsible for any damages to the facility and/or equipment.

Security: The administration has the sole right to determine the level of security required for each event. Security expenses are the responsibility of the lessee.**

Fire and Safety: The use of any pyrotechnical stage device or any open flame must be approved in advance by the facility manager. Any electrical equipment that does not belong to the school must be inspected and approved for use in the facility.

Cancellation of an Event: The Brattleboro Union High School #6 has the sole authority to determine whether the building should be closed for reasons of public safety and will be held harmless in this situation. Notification to the lessee will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are canceled automatically without penalty to either party. Every effort will be made to reschedule any canceled event to a mutually acceptable date.

This contract must be submitted with a copy of the certificate of insurance, and a deposit of at least 25% of the rental fee. The balance of rental fees and any additional fees must be paid at least one week before the scheduled event unless special arrangements have been made.