

Application for Use of Facility

CONTACT INFORMATION

Name of Organization: _____

Organization Address: _____

Person/Representative Completing the Application: _____

Contact Email: _____

Contact Phone: _____

Category for [Fee Schedule](#).

- In-District
 Out of District
 Profit
 Not-For-Profit

EVENT DETAILS

Date: _____ Event Start Time: _____ Event End Time: _____

Description of Event: _____

Hours Needed for... Pre-event Setup: _____ Post-Event Cleanup: _____

SPACE REQUEST Space(s) or Room(s) Needed. (include hallways and lobbies where needed.) Any event inside will require a custodial fee with a minimum of 3 Custodial Hours. (*Check all that apply.*)

- No. of Classrooms _____
 Cafeteria
 Fields
 Kitchen
 Tennis Courts
 Gymnasium
 Auditorium/Stage

SERVICE REQUEST Additional Support Services for your event. (*Check all that apply.*)

- Custodial
 Police
 Other Technology: _____
 Food Service
 Wifi

REQUEST TO BRING APPARATUS? Yes No

If Yes, please describe. _____

AGREEMENT

The signed applicant has read the policies related to this request and is responsible for adhering to them throughout the event. Additional fees will be charged if the event goes beyond the contracted timeframe.

Approved By:

Signature of Applicant

Date

Signature of Assistant Principal

Date

Office Use Only - Charges for Use of Facility

Building Use Fee: \$ _____ Custodian Fee: \$ _____ Total Fee: \$ _____

Principal Signature _____ Date: _____

Special Conditions or Comments: _____

Approved Custodial Hours: _____

Please return this completed form via email at facilityrentals@frsu38.org or via postal mail at Frontier Regional School, Attn: Facility Rental, 113 N. Main St., South Deerfield, MA 01373.