

USE OF FACILITIES APPLICATION

Barre Town Elementary School
 70 Websterville Road
 Barre, VT 05641
 (802) 476-6617.

Waiver of fees must be included and noted when the application is submitted. The school administration shall act on all applications and waiver of fee requests. Waiver of fee requests will only be considered for school related activities and by groups that are not profit making organizations.

Name/Group:

	Conference Room	\$20 per occasion	\$
	Gymnasium	\$50 per occasion	\$
	Multipurpose Room - Small or large	\$30 per occasion	\$
	Classroom	\$20 per occasion	\$
	Kitchen	\$50 per occasion	\$
	Janitorial fee when assistance is required, or if special duty must be assigned due to logistics of equipment.	\$ _____ per hour	\$
	Dining Room	\$25 per occasion	\$
	Equipment:		
	VCR/Television	\$10 per occasion	\$
	Overhead	\$10 per occasion	\$
	Public Address System	\$10 per occasion	\$
	Piano	\$10 per occasion	\$
	LCD	\$15 per occasion	\$
	Other Equipment	Per request	\$
	Payments must be made to Barre Town School District.	TOTAL	\$

Date(s):

Time:

Person Responsible: (Type or print in ink)

Address:

Telephone:

Describe activities for which facilities will be used:

Who will be involved in these activities?

Are you requesting equipment from the school? (Equipment may result in additional fee.) _____ If yes, state type and amount:

Please describe any activities, circumstances, or requirements not covered above:

NOTE:

- Cancellations required 48 hours in advance or party will be responsible for rental fees.
- All equipment and materials must be put back as they were found.
- Smoking and distribution or consumption of alcohol are prohibited within the building and on school grounds, both during school and non-school hours.
- The use of cafeteria tables could be hazardous.
- When school is cancelled, all evening activities are cancelled.

APPROVED

Building Principal

Date

Signature of Person Responsible

Date