

B&G Approval: _____
Date: _____

COLCHESTER SCHOOL DISTRICT
ADMINISTRATIVE OFFICE, P.O. BOX 27
COLCHESTER, VT 05446-0027
(802) 264-5999

Other Approval(s): _____

APPLICATION FOR USE OF SCHOOL BUILDING FOR OTHER THAN REGULAR SCHOOL PURPOSES

I. APPLICANT: Complete Section I only and submit form to school requested. Date: _____

The undersigned hereby makes application on behalf of _____ for permission to use _____ (organization) (school) (type of area/# of classrooms). This area/room(s) is needed on _____ (date).

My event starts at _____ (hour), but I need access to the area/room(s) from _____ (hour) to _____ (hour). The purpose of this event

is to _____. Charges for admission will be \$ _____. Proceeds will be devoted to _____.

The adult in charge of this event(s) will be _____. If said permission is granted, I hereby agree to comply with the rules and regulations governing the use of school buildings, to take the utmost care in the use of school property and to make good any damage to, or loss of, school property arising from use of the building.

Phone _____
Fax _____

Signature Name & Address (Please Print Clearly)

II. EQUIPMENT/STAFFING NEEDS

Please be aware that your request will not be reviewed until this section is completed.

- a) Will you need custodial support? Yes No
- b) Will you be using the CHS Theatre? Yes No
- c) Will you be using technology during this time? Yes No
(If No skip to end)
- d) What type of device will you be using? Personal District
- e) Are you using a computer Lab? Yes No
- f) What type of account will the participants use? None Guest CSD Account
- g) What type of account will the presenter use? None Guest CSD Account
(Only CSD employees will get CSD Accounts)
- h) What type of access do you need? Internet Only Internet and District
(Only CSD employees will get District access)
- i) Please check off the following equipment you will need.
 - LCD Projector (projector in the theatre is located in the light booth, which is in the back of theatre)
 - Sound Support in Theatre
 - Lighting Support in Theatre
 - Projection Clicker
 - Microphone

Do you need a technology staff person here to support your event? Yes No

Note: If you are using your own computer and it is a MACINTOSH, then you are responsible for bringing ALL connection cables for projects etc. CSD is NOT an apple based school so we will not be able to supply cables to connect the device to any of our equipment.

What other special requests should we prepare for?

III. BUILDING ADMINISTRATOR'S REVIEW AND APPROVAL

Request: Approved Denied

The _____ will/will not be required for school purposes on the date and
(type of area/# of classrooms)
during the hours requested.

Administrator's Signature

Date

IV. TERMS AND CONDITIONS

1. Staff required per school policy: Custodial: Yes No N/A Cafeteria: Yes No N/A
2. Classification: Group # _____
3. Rental Rate (when applicable): \$ _____
4. Cost of staff coverage (if applicable): Custodial @ \$ _____ /hour*; Cafeteria @ \$ _____ /hour
*Minimum 4 hour custodial fee for weekend coverage at \$25.00/hour. Additional cost for snow removal may be assessed.
5. Other instructions: _____
6. Police required: Yes No
If yes: Arrangements may be made with Colchester Police Department at 264-5556; inform the building administrator of the officer(s) scheduled for coverage.
7. Possession or consumption of alcoholic beverages and smoking on school property is strictly prohibited at all times. School property is defined as all buildings and grounds owned, operated, or rented by the Colchester School District.
8. Eating/drinking is not allowed in the theater (i.e. auditorium).
9. If a school event must be held at the same time/place, the school will give as much advanced notice as possible.
10. Payment in advance is due when the event is scheduled. Please make check payable to the Colchester School District.
11. Please call the Administrative Office at 264-5999 if you have any questions.

Signature of Business and Operations Manager

Date: _____

c: School: CHS/CMS/MBS/PPS/UMS
