



**Please Provide Complete Information and Check Off All Requirements for Your Event**  
*(This form must be filled out completely and accompany the application)*

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Contact Name (Print)** \_\_\_\_\_ **Contact Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Contact Phone #** \_\_\_\_\_ **Contact email** \_\_\_\_\_

<b>Competition Center (7900sqft)</b> <b>NO FOOD OR DRINK ALLOWED</b>	<b>Cafeteria (4950sqft)</b>	<b>Grounds</b>
Bleachers / Theater Seating	# Café Tables	Parking –
# Folding Chairs <i>(rental fee applies)</i>	# Folding Chairs <i>(rental fee applies)</i>	# how many vehicles
Sound/Video System <i>(staff needed)</i>	Sound/Video System <i>(staff needed)</i>	Baseball field
# Tables 6' x 30" <i>(rental fee applies)</i>	# Tables 6' x 30" <i>(rental fee applies)</i>	Football Field
# Tables 6' x 18" <i>(rental fee applies)</i>	# Tables 6' x 18" <i>(rental fee applies)</i>	Soccer Field
# Tables 6' Round <i>(rental fee applies)</i>	# Tables 6' Round <i>(rental fee applies)</i>	Softball Field
Basketball Hoops	Podium	Sport Striping
Volleyball Net	Kitchen <i>(BVT Staff Needed)</i>	Parking Lots
Podium	Food provided <i>(vending on or off)</i>	Diagram Provided
Scoreboard	No Set Up Needed	<b>Special Requests:</b> _____
Locker Rooms	Diagram Provided	_____
Overhead Door Access	<b>Special Requests:</b> _____	_____
Stage	_____	_____
No Set Up Needed	<b>Hallways</b>	<b>Classrooms</b>
Diagram Provided	# Folding Chairs <i>(rental fee applies)</i>	Quantity
<b>Special Requests:</b> _____	# Tables 6' x 30" <i>(rental fee applies)</i>	<b>Special Requests:</b> _____
_____	# Tables 6' x 18" <i>(rental fee applies)</i>	_____
_____	# Tables 6' Round <i>(rental fee applies)</i>	_____
_____	# Café Tables	_____
_____	Signage	_____
_____	<b>Special Requests:</b> _____	_____
_____	_____	_____
<b>Gymnasium (7200sqft)</b>	<b>Digital Learning Center</b> <b>NO FOOD OR DRINK ALLOWED</b>	
Bleachers	<b>Special Requests:</b> _____	
# Folding chairs <i>(rental fee applies)</i>	_____	
Sound/Video System <i>(staff needed)</i>	_____	
# Tables 6' x 30" <i>(rental fee applies)</i>	_____	
# Tables 6' x 18" <i>(rental fee applies)</i>	_____	
# Tables 6' Round <i>(rental fee applies)</i>	_____	
Basketball Hoops	_____	
Volleyball Net	_____	
Podium	_____	
Locker Rooms	_____	
No Set Up	_____	
Diagram Provided	_____	
<b>Special Requests:</b> _____	_____	
_____	_____	

**Equipment Rental Fees:**  
**Folding Chairs: .50 per chair Tables Sizes Available: 6' x 30" / 6' x 18" / 6' Round: All sizes \$4.00 per table**  
***Note: Decorations may be hung by Poster Putty or Painter Tape ONLY***