



BUILDING USE FORM AND EVENT CHECKLIST

Date of Request:

LOCATION: GYMNASIUM: AUDITORIUM: SMALL THEATRE: DANCE ROOM: MULTIPURPOSE ROOM: CAFETERIA: CLASSROOM (S): PARKING LOT:	RENTER/REQUESTER INFORMATION: Event/Organization Name: POC Name: POC Phone Number: POC Email: POC Address:
Please enter Date(s) and Time(s) beside each weekday of use: Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday: Total Hours of Use:	Please Check One: Profit Organization _____ Non-Profit Organization (please attach 501(c)3 documentation) _____ Admission Charged at the Event: Y/N _____ Amount: _____ Estimated Attendance: _____

Amenities: Please check all that your event will require		Notes
Use of Audio		
Use of Stage Lighting + Curtains		
Dressing Room(s)		
Tables and Chairs set up in spaces		
Podium (must include audio above for podium)		
Projector and Screen		
SmartBoard		
Other needs (not guaranteed)		

This section is to be filled out by Providence School Department personnel only

Any cancellation is a schedule must be made by calling both Support Services Office and the school to be used twenty four (24) hours in advance or fees will not be refunded.

<u>Services Required:</u>	<u>No. of Personnel</u>	<u>Estimated Costs</u>	<u>Actual Costs</u>
Rental Fee	\$ _____	\$ _____	\$ _____
Stationary Engineer	\$ _____	\$ _____	\$ _____
Custodian(s)	\$ _____	\$ _____	\$ _____
Police Officer(s)	\$ _____	\$ _____	\$ _____
Total		\$ _____	\$ _____

Groups renting space for one day events are required to pay one hundred percent (%) of the cost of rental for custodial services prior to usage. Recurring usage requires a two event security deposit prior to usage.

I (we) having fully read the rules and regulation, agree that claims arising from Renter's usage for equipment for breakage or loss shall be met by the Renter. The Renter will hold the Providence School Department, the City of Providence, and the Providence Public Buildings Authority and any of their employees harmless to any personal injuries, liable, or any other suits arising as a result of the usage of facilities by the Renter to either participant or spectators. Organizations must furnish certificates of property damage in the amount of \$100,000 and general liability insurance in the amount of \$2,000,000 with The Providence School Department, the City of Providence, and the Providence Public Buildings Authority as additional insured. **AT NO TIME IS ALCOHOL PERMITTED ON SCHOOL PROPERTY.**

Signature of Applicant: _____

Date: _____

Principal's Approval: _____

Date: _____

Support Services Approval: _____

Disapproval: _____

Revised 11/13/09. Subject to PPSD School Board Policy NASB/NEPN: KF approved 9/23/71, revised 7/24/72, 12/10/81, 3/11/91, and 7/28/03.