

Providence Career & Technical Academy Building Use Form

Requested dates(s) _____ Today's date: _____

Area(s) to be used: ☐ Auditorium ☐ Field House ☐ Library ☐ Outdoors ☐ ___# of Classrooms

Organization name: _____

Organization Billing Address: _____

POC Name: _____

Phone Number: _____ Email Address: _____

Description of proposed use: _____

Set Up/Facility

Access/Time: _____ Event Begin Time: _____ Event End Time: _____ Completed Break

Down Time: _____

Please check one: ☐ Profit Organization ☐ Non-Profit Organization: *(attach 501(c)(3) documentation)*

Admission charged: \$ _____ Estimated attendance: _____

Amenities:		Notes
<i>Please check all that your event will require</i>	✓	
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 to be filled out by Providence School Department personnel only

Services required:	No. of Personnel	Estimated Costs	Actual Costs
Rental Fee		\$	\$
Stationary Engineer		\$	\$
Custodian(s)		\$	\$
Police Officer(s)		\$	\$
Total		\$	\$

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

Groups renting space for one day events are required to pay one hundred (100%) of the rental cost and 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 regulations, agree that claims arising from Renter's use of equipment and facilities for breakage or loss shall be met by Renter. The Renter will hold the Providence School Department, the City of Providence, and the Providence Public Buildings Authority and any of their employees are harmless to any personal injuries, liable, or any other suits arising because of the use of facilities by the Renter to either participants 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.**

Applicants Signature: _____ Date: _____

PCTA approval: _____ Date: _____

Support Services Approval: _____ Disapproval: _____