

Providence Career & Technical Academy Building Use Form

Request Date: Today's date:

Area(s) to be used: Auditorium: Field House: Cafeteria: Library:
 Outdoors: # 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) document)

Admission Charge: \$ Estimated Attendees:

Amenities: Please check all that your event will require.

- Use of Audio:
- Use of Stage Lighting & Curtain:
- Dressing Room(s):
- Tables and Chairs set up in spaces:
- Podium (must include audio above for podium):
- Smartboard:
- Other needs (not guaranteed):

Notes:

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

Services required: No. of Personnel Estimated Costs Actual Costs

Service Required:	No. of Personnel:	Estimated Costs:	Actual Costs
Rental Fee	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Stationary Engineer:	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Custodian(s)	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Police Officer(s)	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total Costs:		\$ <input type="text"/>	\$ <input type="text"/>

Any cancellation in a 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 cost of rental 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 usage for equipment and facilities 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 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: