



GREENFIELD PUBLIC SCHOOLS

195 Federal Street, STE 100, Greenfield, MA 01301

PH: (413)772-1300 Fax: (413) 774-7940

Facility use requests must be submitted first to the Principal of the building where use is requested.

This completed form should be signed by the Principal and in the Superintendent's office not less than 14 days in advance for use to be approved. Incomplete applications will not be considered. This form must be completed for all usage, including School and Town use.

APPLICANT		EVENT CONTACT (if different from applicant)	
Applicant Name:	Organization Name:	Event Contact Name:	
Address (Street, City, State, Zip):	Phone:	Address (Street, City, State, Zip):	Phone:
	E-mail:		E-mail:

EVENT INFORMATION			
Type of Event			
How many vehicles do you expect?	Total Expected Attendance (Police may be required for events with high traffic) Adults: Youth:	Does Your Organization Charge Dues? If Yes, Amount: \$	
Will You Be Selling Anything? YES NO	What:		
Will You Be Providing Food? YES NO	Who is Providing Food?	Are They ServSafe Certified? YES NO	
Insurance information is required for approval. Lessee certificate of liability insurance attached: Yes No			

RESERVATION INFORMATION	
Date(s) and time(s) requested (including set-up and clean-up):	
Location / School:	Notes:
IMPORTANT: ON THE BACKSIDE OF THIS SHEET YOU MUST INDICATE WHAT ROOMS, STAFF AND EQUIPMENT YOU REQUIRE. SHEETS THAT ARE MISSING THIS INFORMATION WILL NOT BE ACCEPTED.	

I _____, have carefully read the School Committee Building Use Policies, Regulations, and Fee Schedule (KF, KF-R, KG-R2) which are incorporated into this agreement by a reference herein. By Signature here, I agree to fill all requirements. I will assume responsibility for all fees, charges, and damages resulted from such use of the facilities. I will submit proof of insurance as requires. I understand no smoking is allowed in the building or on the school grounds.

Print Name: _____ Signature: _____ Date: _____

GREENFIELD PUBLIC SCHOOLS OFFICE USE ONLY	
Principal's Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved DATE:
Facility Manager's Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved DATE:
Technology Director's Signature (if applicable):	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved DATE:
Food Service Director's Signature (if applicable):	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved DATE:
Superintendent's Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved DATE:

* Location requires additional GPS staff. Please check availability. * Not available in all locations.

Qty	LOCATION	Non-Profit	For-Profit
	Mandatory Charge	\$25.00/event	\$25.00/event
	Auditorium (Rehearsals)	\$10.00/hour	\$20.00/hour
	Auditorium	\$30.00/hour	\$50.00/hour
	Gymnasium	\$30.00/hour	\$50.00/hour
	Computer Lab *	\$75.00/hour	\$75.00/hour
	Locker Room	\$9.00/hour	\$15.00/hour
	Cafeteria (no Kitchen)	\$35.00/hour	\$35.00 hour
	Classrooms	\$10.00/hour	\$20.00/hour
	Library	\$15.00/hour	\$20.00/hour
	Music Room	\$9.00/hour	\$15.00/hour
	Grounds	\$10.00/event	\$15.00/event
	Athletic Fields (no lights)	\$25.00/event	\$50.00/event
	Athletic Fields (w/ lights)	\$30.00/event	\$80.00/event
	Track	TBD	TBD
	Kitchen (Billed separately)	\$35.00/hour	\$35.00/hour
	Kitchen Staff (Billed sep.)	Contractual Rate	Contractual Rate
	*Name & Contact info for Kitchen Staff: _____		

QTY.	EQUIP/AMENITIES*	Non-Profit	For-Profit
	Microphone & Speakers	\$15.00/event	\$20.00/event
	Shot clock/Score board	\$25.00/hour	\$25.00/hour
	Piano	\$100.00/event	\$100.00/event
	Extra Tables & Chairs	\$15.00/event	\$15.00/event
	Spotlight	\$20.00/event	\$30.00/event
	Movie Screen	\$20.00/event	\$30.00/event
	Computer Workstation	\$5.00/station	\$10.00/station
	Internet Access (Wi-Fi)	\$5.00/event	\$30.00/event
Qty	REQ. STAFFING	Non-Profit	For-Profit
	Custodian	Contractual Rate	Contractual Rate
	*Name & Contact info for Custodian: _____		
	Faculty Stage Manager	\$21.00/hour	\$21.00/hour
	*Name & Contact info for Faculty Stage Manager: _____		
	Student Stage Manager	\$10.00/hour	\$10.00/hour
	Stage Hands	State Minimum Wage	State Minimum Wage
	IT/Technology Staff	Contractual Rate	Contractual Rate
	*Name & Contact info for IT/Tech Staff: _____		