

Application to Use Bradford Academy Building Public Spaces
172 North Main Street, PO Box 339 Bradford, VT 05033
Bradford Academy Building
802-222-4727 ext: 205 Fax 802-222-3520

Applicant (please print clearly): _____

Date of Application: _____ 20_____

Phone: _____ **Email:** _____

Proposed Use/Event: _____

Date(s) Needed: _____

Time(s) Needed: _____

Number of People Expected: _____

Space Requirements:

- Auditorium (Capacity Limit: 295 People)
- Stage
- Auditorium Sound System (see attached regulations)
- Conference Room 26 (second floor)
- Gymnasium
- BA Front Lawn/Outdoor Space

Equipment Requested:

- Tables How many: _____
- Chairs How many: _____

Special set up requests:

Contact Person: _____ **Phone:** _____

Email: _____

Mailing Address: _____

Accountable Supervisor on site (if different from contact person): _____

The capacity limit (295) of the auditorium will not be exceeded. I have read and understand the Bradford Academy regulations and will abide by them.

Signature

Date

To be filled out by building manager:

Approved by Selectboard on: _____

Fee Waived

Use of the BA Building # of days _____ times \$50.00 per day \$ _____

Maintenance/Coverage # of hours _____ times \$20.00 per hour \$ _____

\$1.00 per person for gym use \$ _____

Other charges: \$ _____

Total Fees \$ _____

Date Invoiced Mailed: _____

Amount Paid _____ **Date:** _____

Key # _____ **Assigned to:** _____

Key returned on: _____

Building Manager Signature: _____ **Date:** _____

Bradford Academy Use Regulations:

For security reasons, availability of keys is strictly limited. Building access before and after normal hours must be arranged. Please contact Claude Ciarleo: 802-222-4727 x205.

1. Custodial services are limited. Plan to provide labor for setting up and closing down events including removal of props and materials. Leave the space clean and orderly.
2. A building use application designating a responsible person must be completed, approved and on file at the Academy Building prior to the start of the activity. **For continued uses a form must be filled out annually.**
3. The sponsoring organization or individual shall be liable for the cost of repair or replacement of Town equipment for damage to the building while in authorized use. **Vandalism or other damage from unauthorized use shall be prosecuted.**
4. **NO children are to use the building without appropriate adult supervision.** One adult for each 15 or fewer children is required. Those under the supervision are to remain in the area(s) of their activities and not wander throughout the building. Supervisors are to arrive before or with the children and remain until all have left.
5. Gym users must remain on the gym level, balcony and the rest rooms (where they may change if necessary). Gym users should use North door entrance (gym entrance). Note: Soft soled shoes must be worn by all users, no street shoes or boots are permitted, nor is use of unpadded equipment which may harm the floor.
6. **The capacity limit of the Auditorium is 295 people.**
7. Parking is limited to the street. The Town space north of the Congregational Church building and behind the Academy Building on Memorial Field.
8. Food is limited to authorized areas only. **No food in gym and auditorium.**

Use of the Bradford Academy Sound System:

THE USE OF THE SOUND SYSTEM IN THE BA AUDITORIUM MUST BE APPROVED BY THE BRADFORD SELECTBOARD AS PART OF THE APPLICATION FOR USE OF THE AUDITORIUM. PLEASE READ THE POLICY FOR USE OF THE SOUND SYSTEM AND APPLY FOR ITS USE WELL IN ADVANCE OF YOUR NEED FOR IT.

THANK YOU.

Policy For Use of the BA Sound System

Mission Statement: The Sound System ("SS") in the Bradford Academy ("BA") Auditorium was funded using public funds and is for the benefit of the citizens of the Town of Bradford. All citizens and groups are eligible to use the SS for the purpose of creating a usable, public address equipped venue for meetings or shows.

Application for Use: When a group or individual applies to the Town for use of the BA Auditorium, they should indicate if they wish to use the SS. It is the responsibility of the applying group to contact a "Facilitator" (a person trained in the use of the SS), who will set up the SS for use and supervise its proper storage when the use is terminated. Facilitators may charge a fee for their time, and such fee shall be at their sole discretion, but shall not be in excess of \$25.00 per hour and a minimum fee of \$25.00.

Responsibilities: Applicants shall be responsible for any damage or breakage of the SS or its accessories due to their negligence or the negligence of any member of their group. Applicants should take an inventory of the equipment they use and ensure that all equipment they use is returned to proper storage. It is the responsibility of any User of the SS to replace any missing equipment at their expense.

Lead Time: The use of the BA Auditorium must be obtained by any potential User in advance of the date of use, and the use of the SS is a part of the Application for the use of the BA. Sufficient lead time is essential to ensure that a trained Facilitator will be available to set up the SS and operate it. The BA's SS is a complex piece of technology, operated remotely by a computer tablet, and cannot be successfully operated by an untrained person. Potential Users MUST NOT attempt to operate the SS if they have not been trained in its use because settings of the computer can be easily changed, which may lead to a malfunction of the SS.

Application For Use of the BA Sound System

Name of Applicant/Responsible Person: _____

Name of Group or Individual: _____

Date of requested use: _____

Beginning time: _____ End time: _____

Equipment needed: Desktop Microphones: _____

Free Standing Microphones: _____

Portable/Hand Held Wireless Microphones: _____

Wearable Microphones: _____

Recorded music to be played on the Sound System? Yes No

Name of Responsible Facilitator: _____

List of BA Sound System Facilitators

Name

Telephone Number

Arvid Johnson

Meroa Benjamin

Peter Terry

Josh Allen

Paul Rivers

Monique Priestley