

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:** _____