

CABOT PUBLIC SCHOOLS

BUILDING REQUEST AGREEMENT-Revised 7-1-18

The person making the building request should provide the following information. Please print.

Event Title/Description _____ Date of Event _____
(submit 2 weeks prior to use date)

Contact Name _____ Email address(required) _____

Telephone number (Day) _____ (Evenings) _____

Location/School _____ Rooms to be used _____

If the auditorium is requested, a separate contract will need to be completed with Rita Stewart. Facility Use Manager. It is not available on Sundays.

Billing address _____

Number attending _____ (approx.)

Set Up _____ Event Start _____ Event End _____ Breakdown _____
(earliest time need in) (out of the bldg.)

Set up requirements: Please *circle* those that apply.

A/C (after 5:00/weekend services) Event set up-submit diagram 7 days prior to event or it will remain as is

Athletic Fields Food Services-*kitchen not available unless this is requested. Fees apply.*

Audio/Visual Unlock/Lock up-\$18 per hr/minimum-3 hrs.

Café (# tables, chairs) Lights/Sound/PA System

Computer Services Stadium Area

Custodial-clean up \$18/\$36 per hr. (Required) Custodial-Supervision-\$18/\$36 per hr. (unless signed for below)

HS Café/minimum attendance is 300 people to use

Renter's Assurance:

I, _____, agree to be financially responsible for the facility while in use for the above described event. By signing this form, I also agree to the terms and conditions stated on the Rules and Regulations document.

School Employee Supervision Assurance: No charge for supervision if signed. Please refer to the rules and regulations to see if your group meets the requirements for employee supervision.

I, _____, as an employee of the Cabot School District, agree to be present during the entire time of the above described event. This means from the time the building is opened till the building is closed. You may sign out keys with Rita at the Warehouse for the event. 743-3560
If no one signs here, then the cost is \$18.00 per hour and we provide employee, \$36 an hour for Holidays and Holiday weekends. *If you sign this please refer to the Supervision Duties in the informational packet.*
Clean up is required to be done by our custodial staff. No exceptions, see above. You will be billed for the incurred amount after the event takes place. The fee is \$18.00 per hour or \$36 an hour for Holidays and Holiday weekends. Thank you.

Office use only:

Information taken by _____ Date _____

Entered _____ Confirmation # _____