

Granby Public Schools

APPLICATION FOR USE OF HIGH SCHOOL FACILITIES

Event Title: _____

Room(s): _____

Date: _____ (if multiple dates, please provide a complete list of dates on reverse side)

Start Time of Event: _____ (am/pm) End Time of Event: _____ (am/pm)

Setup Begin Time: _____ (am/pm) Breakdown End Time: _____ (am/pm)

Number attending: _____ Number of Adults: _____ Number of Students: _____

Organization: _____

Contact Person (First & Last Name): _____

Email Address: _____ Day Time Phone: _____

Home Address: _____

Setup Requirements: All items are subject to availability. Reverse side must be complete if setup is required.

Auditorium/Stage (stage setup required on reverse side)

- ☐ Folding Chairs _____ Quantity (30 Available)
- ☐ Chorus Chairs _____ Quantity (100 Available)
- (Approval by Band Director required – HS use only)
- ☐ 3' x 6' Tables _____ Quantity (6 available)
- ☐ Choral Risers _____ Quantity (5 available)
- ☐ Small band Risers _____ Quantity (5 available)
- ☐ Medium band Risers _____ Quantity (7 available)
- ☐ Large band Risers _____ Quantity (9 available)
- ☐ House PA System (150+ in attendance)
- ☐ PA w/Podium (less than 150 in attendance)
- ☐ Podium only
- ☐ Screen
- ☐ Projector
- ☐ Other: _____

No food or drink allowed in Auditorium

Gymnasiums (set-up required on reverse side)

- ☐ Folding Chairs _____ Quantity (30 Available)
- ☐ Bleachers open
- ☐ 3' x 6' Tables _____ Quantity (6 available)
- ☐ House PA System (Main Gym only)
- ☐ PA Podium
- ☐ Podium only
- ☐ Screen
- ☐ Projector
- ☐ Other: _____

No food or drink allowed in Gymnasiums

Media Center (set-up required on reverse side)

- ☐ Folding Chairs _____ Quantity (30 Available)
- ☐ 3' x 6' Tables _____ Quantity (6 available)
- ☐ PA w/Podium
- ☐ Podium only
- ☐ Screen
- ☐ Projector
- ☐ Other: _____

No food or drink allowed in Media Center

Commons (set-up required on reverse side)

- ☐ Commons Chairs _____ Quantity (200 Available)
- ☐ Tables (round) _____ Quantity (30 Available)
- ☐ 3' x 6' Tables _____ Quantity (6 available)
- ☐ Commons PA System
- ☐ PA w/Podium
- ☐ Podium only
- ☐ Screen
- ☐ Projector
- ☐ Food being served
- ☐ Other: _____

Classroom(s) (set-up required on reverse side)

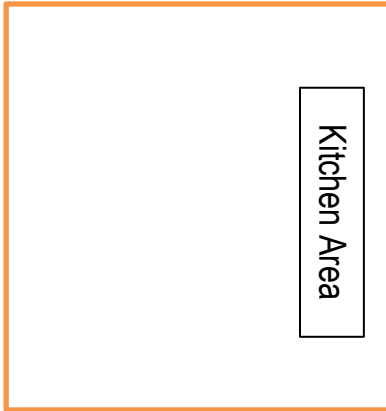
- ☐ Folding Chairs _____ Quantity (30 Available)
- ☐ 3' x 6' Tables _____ Quantity (6 available)
- ☐ PA w/Podium
- ☐ Screen
- ☐ Projector
- ☐ TV/VCR
- ☐ Overhead
- ☐ Smartboard/computer (faculty only)
- ☐ Other: _____

See reverse side for layout, custodian
and police requirements

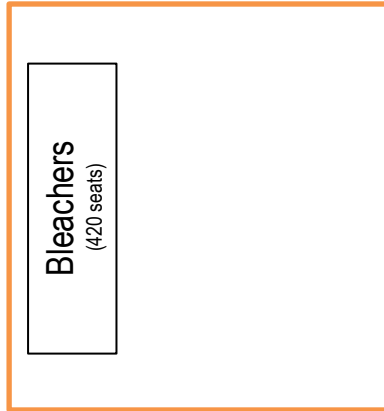
Granby Public Schools

If setup is required, complete the appropriate plan below:

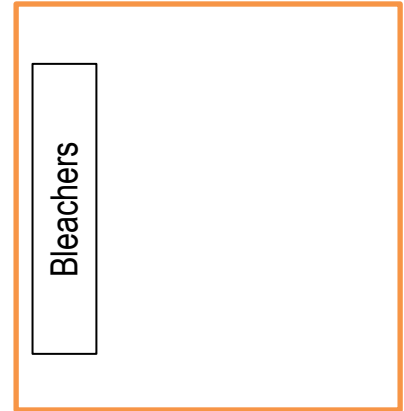
Commons



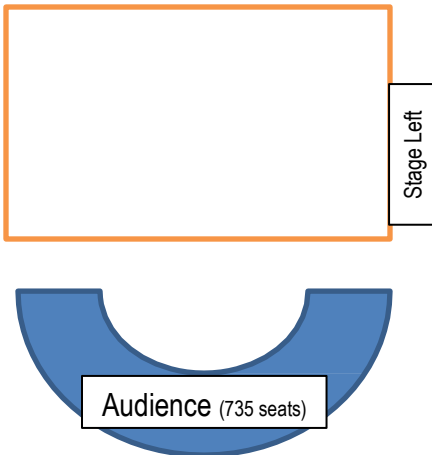
Main Gym



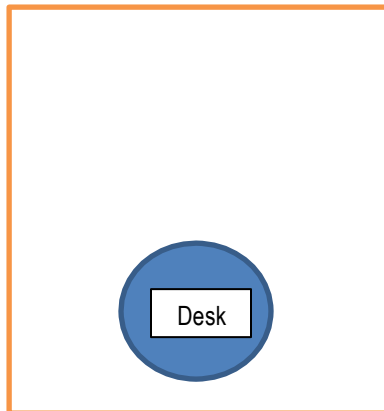
Community Gym



Stage in Auditorium



Media Center – First Floor



Other (_____)



Custodian* Required: _____ (am/pm) - _____ (am/pm)

Custodian is charged for the following reasons:

Event goes past 10:00 p.m.

Event falls on a Saturday, Sunday or School Holiday

Admission is charged at the event

Police Required: _____ (am/pm) - _____ (am/pm) Quantity: _____

***(Please note Sunday/Holiday functions are billed at Double Time rate)**

I/We agree to be responsible for the payment of the fees as shown in the BOE Regulations/Fees, located on the facilities website download page ([BOE Regulations/Fees](#)) along with any and all additional costs or fees incurred in complying with the aforementioned rules and regulations.

Signature

Date