



GREENFIELD PUBLIC SCHOOLS

195 Federal Street, STE 100, Greenfield, MA 01301

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

Facility use requests should 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.

School Committee Policy (KF, KF-R, KG-R2) indicates that usage of GPS Facilities is prioritized for Schools, followed by Town events, Youth Events, etc. GPS reserves the right to prioritize scheduling requests in accordance with this policy.

APPLICANT		EVENT CONTACT	
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		TOTAL EXPECTED ATTENDANCE (Police may be required for events with high traffic)	
		ADULTS	YOUTH
Are You Charging Admission? YES NO	Admission Charge:	How many vehicles do you expect?	
Will You Be Selling Anything? YES NO	What:	Does Your Organization Charge Dues? If Yes, Amount: \$	
YES NO	Who is Providing Food?	Are They ServSafe Certified? YES NO	
Insurance information is required. Lessee certificate of liability insurance: Yes No			

RESERVATION INFORMATION			
Dates / Days Requested : <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN DATES: _____			
<input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC			
FREQUENCY <input type="checkbox"/> One-Time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			
HOURS (Include set-up and clean-up) START AM/PM END AM/PM			
Location/ School:		Notes:	

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.)	\$40.00/hour	\$40.00/hour

Qty	REQ. STAFFING	Non-Profit	For-Profit
	Custodian	\$30.00/hour	\$30.00/hour
	Faculty Stage Manager	\$21.00/hour	\$21.00/hour
	Student Stage Manager	\$10.00/hour	\$10.00/hour
	Stage Hands	\$9.00/hour	\$9.00/hour
	IT/Technology Staff	\$25.00/hour	\$25.00/hour

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

* Location requires additional GPS staff. Please check availability. *

Not available in all locations.

GREENFIELD PUBLIC SCHOOLS OFFICE USE ONLY			
Principal Signature: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	DATE: _____
Superintendent's Designee: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	DATE: _____
DAMAGE DEPOSIT REQUIRED (Separate Check) <input type="checkbox"/> Yes Amount : _____ <input type="checkbox"/> No			

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: _____