



Facilities Rental Form

(submit via email to building administrator)

Date: _____

Organization: _____

Telephone #: _____

Name: _____

Address: _____

School Requested: _____ for the date(s) of _____

Between the hours of _____ and _____ for the purpose of: _____

Admission charged: Yes No Proceeds donated to: _____

Food and concessions: Yes No Estimated Attendance: _____

Please check all that apply:

- Library/Media Center Atrium Elementary Gym Cafeteria
- Auditorium/Multi-Purpose Room(s) Vye Gym
- Deering Stadium Field House Fitness Center Parking Lot

Additional amenities required for auditorium:

- Basic Sound Basic Lighting Podium
- Tables Chairs Booth Privileges*

ALL SCENERY USED IN THE AUDITORIUM MUST BE FIREPROOF. NO EXCEPTIONS!

Please attach a diagram if a specific set-up is required.

The applicant has read and agrees to adhere to the regulations found in the Danvers Public Schools Policy Manual, Policy KF-R, and further agrees to pay any and all fee charges including insurance (please attach insurance policy if applicable).

Renter's Signature: _____

Principal Approval

DPW Approval

Committee Approval

**PAYMENT MUST BE RECEIVED FIVE (5) DAYS AFTER NOTIFICATION OF APPROVAL.
PLEASE MAKE CHECK PAYABLE TO: TOWN OF DANVERS.**

----- **FOR OFFICE USE ONLY** -----

- Internal Process:**
- 1. Principal Approval 2. DPW Approval 3. Committee Approval
 - 4. Copy and send to DPW Sr. Foreman 5. Copy and Return to Applicant

Custodians Required: Yes No

Custodian fee: \$ _____ Rental Fee: \$ _____

Copy to: Mark Wright

Custodian Set-Up for Reserved Events

(submit via email to building administrator)

Name: _____

Date of Event(s): _____

Time(s): _____

Location(s): _____

Set-Up Needs (please list quantities of items requested): _____

Additional Instructions (please draw a diagram if applicable): _____