Town of Lexington

Department of Public Facilities

SCHEDULE REQUEST FOR USE OF SCHOOL FACILITIES

Name of Responsible Individual Mark Manasas	**Date(s) Requested** 20 June 2017
Address Of Responsible Individual 6 Bennett Ave., Lex, 02421	**Hours of Use** 5-9pm
	Expected Attendance 75
Telephone No. 617-794-3815	**Admission Charge** ☐ Yes ☒ No
Facility/ Purpose of Use: Bowman Gym - 5th Grade dance	**Registration Number:** (approved users)

Rental Fees total is an estimate based on information given prior to use of facilities. Additional charges may result after use of facilities.
Custodial Fees reflect the need for custodial hours and include a minimum charge of one hour before and one hour after. Additional charges may result after use of facilities.
I accept responsibility for fee(s), supervision, damage and compliance with the building requirements of the Town of Lexington.
Signature Mark Manasas **Telephone No.** 617.794.3815 **Date** 2 MAY 2017
Note: The use of facilities is subject to existing policies and regulations and, as school and town purposes are primary, Public Facilities reserve the right to cancel any contract.

Custodian_____ **Date**_____
Principal_____ **Date**_____ **Approve:**
Director of Facilities_____ **Date**_____ ☐ **YES** ☐ **NO**

Check space Requested	Check Equipment Requested	Service Fees
☐ **Auditorium HS $500/MS $400** ☒ **Gymnasium** **HS $500** **MS $300** **ES $300** ☐ **LHS Science Lecture Hall $400** ☐ **LHS Field House $500** ☐ **Classroom(s) $100, 1st room + $ 25/add'l room** ☐ **Cafeteria $200** ☐ **Playground/ Parking Lot $100.00 + $ 25.00** *Rentals for 3 days or more may be discounted 50%*	☒ **Tables** 8 ☒ **Chairs** 20 ☐ **Piano (tuning charge $125)** ☐ **Microphone*** _____ ☐ **Spotlight*** ☐ **Sound/Lighting*** ☐ **Other** ***Requires operators at additional charge.**	**Space $**_____ *Days of Use* _____ ☐ **Custodial** **$37.00 per hr. weekday** **$45.00 per hr. Sat. Sun Holidays.** *Hours* _____ *x Custodians* _____ ☐ **Event Manager** **$ 50.00 per hr.** *Hours* _____ ☐ **Stage Technician** **$ 11.00 per hr.** *Hours* _____ *x Technicians* _____ ☐ **Police Detail $**_____ **Rate set by Police Dept.** ☐ **Fire Detail $**_____ **Rate set by Fire Dept.** **Administrative Fee (with accepted registration (3% of labor)** **$**_____
Subtotal $ 300	**Subtotal $** 0	**Total $**