



## Town of Lexington

Department of Public Facilities  
**SCHEDULE REQUEST FOR USE OF SCHOOL FACILITIES**

7/1/2013 Proposed Facility Rental Rates

<b>Name of Organization/ Responsible Individual</b> Bowman PTA /Cindy Arens	<b>Date(s) Requested</b> March 7, 2019
<b>Address of Responsible Individual</b> 7 Kitson Park Dr. Lexington	<b>Hours of Use (Start) (Finish)</b> 4 PM 9 PM
<b>Email Address:</b> cindyaren@hotmail.com	<b>Expected Attendance</b> 650
<b>Facility:</b> Bowman <b>Purpose of Use:</b> 5th Grade Kitchen, Cafeteria, gym Spaghetti Dinner	<b>Admission Charge</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Registration Number:</b> (approved users) Bowman PTA	

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** C. Arens **Telephone No.** 781 354 3806 **Date** 10-26-2018

**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** \_\_\_\_\_  
**Principal** \_\_\_\_\_  
**Director of Facilities** \_\_\_\_\_

**Date** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Approve:**  
 YES  NO

Check space Requested	Check Equipment Requested	Service Fees **Office Use Only**
<input type="checkbox"/> Auditorium HS \$500/MS \$400 <input checked="" type="checkbox"/> Gymnasium HS \$500 MS \$300 ES \$300 <input type="checkbox"/> LHS Science Lecture Hall \$400 <input type="checkbox"/> LHS Field House \$500 <input type="checkbox"/> Classroom(s) \$100, 1 <sup>st</sup> room + \$ 25/add'l room <input checked="" type="checkbox"/> Cafeteria \$200 + kitchen <input type="checkbox"/> Playground/ Parking Lot \$100.00 + \$ 25.00 <small>Rentals for 3 days or more may be discounted 50%</small>	<input type="checkbox"/> Tables _____ <input type="checkbox"/> Chairs _____ <input type="checkbox"/> Piano (tuning charge \$125) <input type="checkbox"/> Microphone* _____ <input type="checkbox"/> Spotlight* <input type="checkbox"/> Sound/Lighting* <input type="checkbox"/> Other ( Risers, Table Setups etc..) <p style="margin-left: 20px;">Cafeteria: meal seating for 200.            Gym: 6 long tables for coffee/dessert buffet</p> <p>*Requires operators at additional charge.</p>	<b>Space</b> \$ _____ <b>Days of Use</b> _____ <input type="checkbox"/> <b>Custodial</b> \$38.67 per hr. weekday and Saturdays. \$51.56 per hr. Sundays and Holidays <b>Hours</b> _____ x Custodians _____ <input type="checkbox"/> <b>Event Manager</b> \$ 50.00 per hr. <b>Hours</b> _____ <input type="checkbox"/> <b>Stage Technician</b> \$ 11.00 per hr. <b>Hours</b> _____ x Technicians _____ <input type="checkbox"/> <b>Kitchen Detail</b> \$ _____ \$25/hr Payable to LPS Food Service Revolving Fund. <input type="checkbox"/> <b>Police Detail</b> \$ _____ Rate set by Police Dept. <input type="checkbox"/> <b>Fire Detail</b> \$ _____ Rate set by Fire Dept. <b>Administrative Fee (3% of labor)</b> _____
<b>Subtotal</b> \$ _____	<b>Subtotal</b> \$ _____	<b>Total</b> \$ _____

\* Both Organization Information Form and Facilities Request Form must be signed and submitted together prior to approval\*.