



Bedford Public Schools

Application for Use of School Facilities

(781) 918-4790

APPLICANT INFORMATION:

APPLICATION DATE: _____

Name of Organization (if appropriate): _____

Name of Individual (Required): _____

Mailing Address: _____

Phone: _____ Cell/Alternate Phone: _____ Email: _____

1. Rental Fee Category: Please refer to the Fee Schedule Governing Use of School Buildings and indicate the appropriate category. The Bedford Public Schools will confirm category status.

- Group A:** School Sponsored Groups
 Group B: Town Departments
 Group C: Bedford Community Orgs
 Group D: Non Bedford/Commercial

2. Use to be made of Facility: _____

3. Reservation date (s): _____

4. Time building is to be open: _____

5. Time of activity/performance: _____

6. Approx. closing time of activity/performance: _____

7. Will admission be charged? Yes No

8. Number of participants if exact know: _____

Less than 150 150-500 500 +

BEDFORD HIGH SCHOOL

- A. Auditorium¹
- B. Old/Front Cafeteria (A)
- C. New/Back Cafeteria (B)
- D. Cafe & Kitchen²
- E. Gymnasium- Main
- F. Gymnasium – D Back
- G. Gymnasium – E Dance
- H. LGI - H207
- I. Music Room
- J. Library
- K. Conference Room
- L. Classroom(s) QTY _____

JOHN GLENN MIDDLE SCHOOL

- A. Auditorium ¹
- B. Cafeteria
- C. Kitchen/Use of Equipment²
- D. Gymnasium
- E. Music Rm
- F. Classroom(s) QTY _____
- G. Library
- H. Multipurpose Room

LT. ELEAZER DAVIS SCHOOL

- A. Cafeteria
- B. Café & Kitchen
- C. Gymnasium
- D. Library
- E. Classroom(s) QTY _____

LT. JOB LANE SCHOOL

- A. Cafetorium 1
- B. Cafe & Kitchen²
- C. Gymnasium
- D. Multipurpose Rm
- E. Library
- F. Classroom(s) QTY _____

¹A audio/visual assistant is required when renting the auditorium at BHS & JGMS. She/he is required to assist with the A/V equipment and Lighting

²A Cafeteria worker is required if the kitchen is to be used. She/he is there to oversee the function and assist only.

Please provide a detailed description on how you intend to use each space:

Equipment Requests:

Please check items you are requesting and the # of Microphones

Location	Projector & Screen	Laptop Cart	HDMI Cable	Wired Microphones	Wireless Microphones	Smart TV Screen	Tables	Chairs
BHS Auditorium Up to 4 wired microphones and Up to 4 wireless mics* * BPS STAFF ONLY - Student AV required for wireless								
BHS Large Group Instruction Up to 1 wired microphone Up to 2 wireless Microphone* * BPS STAFF ONLY - Student AV required for wireless								
BHS Gym Up to 1 wired Microphone Projector uses Portable screen								
BHS Café A & B Up to 1 wired Microphone Projector uses Portable screen								
JGMS Auditorium Up to 2 wired Microphones								
Lane Large Group Instruction Up to 1 wired Microphone Projector uses Portable screen								
Davis Library Up to 1 wired Microphone Projector uses Smart TV screen								

~~ SMOKING AND ALCOHOL USE ARE PROHIBITED IN ALL SCHOOL BUILDINGS AND SCHOOL GROUNDS~~~~~

NOTE: When any rental transactions are made over the telephone, the reservation is not considered received until the application form has been received by the Facilities Department, 101 McMahon Road, Bedford MA 01730 via email at reservations@bedfordps.org, USPS mail or hand. USPS mail or hand delivery. Rental requests will not be considered approved and active until signed rental agreement has been executed by both Parties

IMPORTANT NOTE: Bills for use of facilities may include up to 30 minutes prior to arrival and additional time for required clean up

Bedford Public Schools & Town of Bedford reserve the right to cancel ANY event/Rental