

**Application For Use of Bradford Academy Building Public Spaces**

172 North Main Street, PO Box 339, Bradford, VT 05033

Paul Rivers, Facilities Manager

802-222-4727 Ext: 205 Fax 802-222-3520

Applicant: *(please print clearly)* \_\_\_\_\_

Date of Application: \_\_\_\_\_ 20\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Use/Event: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Time(s) Needed: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Space Requirements:

- Auditorium (*Capacity Limit: 295 People*)
- Stage
- Auditorium Sound System (*see attached regulations*)
- Conference Room 26 (*second floor*)
- Gymnasium
- BA Front Lawn/Outdoor Space

Equipment Requested:

- Tables How many: \_\_\_\_\_
- Chairs How many: \_\_\_\_\_

Special set up requests:

\_\_\_\_\_

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Contact Person: ..... Phone: .....

Email: .....

Mailing Address: \_\_\_\_\_

Accountable Supervisor on site (*if different from contact person*): \_\_\_\_\_

The capacity limit (295) of the auditorium will not be exceeded. I have read and understand the Bradford Academy regulations and will abide by them.

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*Signature*

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*Date*

Approved by Selectboard on: \_\_\_\_\_ Signature: \_\_\_\_\_

*To be filled out by building manager:*

*Fee Waived*

*Use of BA Building # of days* \_\_\_\_\_ *x \$50.00 per day = \$* \_\_\_\_\_

*Maintenance/Coverage # of hours* \_\_\_\_\_ *x \$25.00 per hour = \$* \_\_\_\_\_

*\$1.00 per person for gym use:* \$ \_\_\_\_\_

*Additional charges:* \$ \_\_\_\_\_

*Total Fees:* \$ \_\_\_\_\_

*Date Invoiced Mailed:* \_\_\_\_\_

*Amount Paid:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Key#* \_\_\_\_\_ *Assigned to:* \_\_\_\_\_

*Key returned on:* \_\_\_\_\_

*Building Manager Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## **Bradford Academy Use Regulations:**

For security reasons, the availability of keys is strictly limited. Building access before and after normal hours must be arranged ahead of time. Please contact Paul Rivers at 802-222-4727 x205 or 802-449-7073.

1. Custodial services are limited. Plan to provide labor for setting up and closing-down events including removal of props and materials. Leave the space clean and orderly. Please provide your own bags for trash and recycling for your event. Secured bags can be left in front of the maintenance room door (RM-13) at the bottom of the front stairs. Do not use restroom receptacles for your trash.
2. A building use application designating a responsible person must be completed, approved by the Selectboard and on file at the Academy Building prior to the start of the activity. ***For continued use, a form must be filled out annually.***
3. The sponsoring organization or individual shall be liable for the cost of repair or replacement of Town equipment for damage to the building while in authorized use. **Vandalism or other damage from unauthorized use shall be prosecuted.**
4. **NO one under the age of 18 is allowed to use the building without appropriate adult supervision.** One adult for each 15 or fewer children is required. Those under supervision are to remain in the area(s) of their activities and not wander throughout the building. Supervisors are to arrive before or with the children and remain until all have left.
5. Gym users must remain on the gym level, balcony and the restrooms (where they may change if necessary). Gym users should use the North door ramp entrance (gym entrance). Note: Soft soled shoes must be worn by all users, no street shoes or boots are permitted, nor is use of unpadded equipment which may harm the floor.
6. Gym use that requires use of the protective mats will be charged \$50.00 for putting out and pulling up the mats. If the mats require more than a broom to clean before being stowed, there will be an additional \$25.00 per hour cleaning charge with a minimum charge of one hour.
7. **The capacity limit of the Auditorium is 295 people.**
8. Parking is limited to the street, the Town space across the street on the north of the Congregational Church building and behind the Academy Building on Memorial Field.
9. Food is limited to authorized areas only. **No food is allowed on the gym floor or in the auditorium.** Only water bottles are allowed in these areas. Soft drinks and sports drinks should remain in the balcony area only.
10. All doors must remain closed and should not be propped open. The doors in the main hallways on the first and second floor are automatic fire doors held open by electromagnets and cannot have anything such as tables or chairs set-up in front of them, and nothing attached to them that could hinder their closing should an alarm be triggered. Nothing should be stacked or stored in a manner that would limit normal paths of exit near or around stairs, doorways, or walkways.

**Use of the Bradford Academy Sound System:**

THE USE OF THE SOUND SYSTEM IN THE BA AUDITORIUM MUST BE APPROVED BY THE BRADFORD SELECTBOARD AS PART OF THE APPLICATION FOR USE OF THE AUDITORIUM. PLEASE READ THE POLICY FOR USE OF THE SOUND SYSTEM AND APPLY FOR ITS USE WELL IN ADVANCE OF YOUR NEED FOR IT.

THANK YOU.

## **Policy For Use of the BA Sound System**

**Mission Statement:** The Sound System ("SS") in the Bradford Academy ("BA") Auditorium was funded using public funds and is for the benefit of the citizens of the Town of Bradford. All citizens and groups are eligible to use the SS for the purpose of creating a usable, public address equipped venue for meetings or shows.

**Application for Use:** When a group or individual applies to the Town for use of the BA Auditorium, they should indicate if they wish to use the SS. It is the responsibility of the applying group to contact a "Facilitator" (a person trained in the use of the SS), who will set up the SS for use and supervise its proper storage-when the use is terminated. Facilitators may charge a fee for their time, and such fee shall be at their sole discretion, but shall not be in excess of \$25.00 per hour and a minimum fee of \$25.00.

**Responsibilities:** Applicants shall be responsible for any damage or breakage of the SS or its accessories due to their negligence or the negligence of any member of their group. Applicants should take an inventory of the equipment they use and ensure that all equipment they use is returned to proper storage. It is the responsibility of any User of the SS to replace any missing equipment at their expense.

**Lead Time:** The use of the BA Auditorium must be obtained by any potential User in advance of the date of use, and the use of the SS is a part of the Application for the use of the BA. Sufficient lead time is essential to ensure that a trained Facilitator will be available to set up the SS and operate it. The BA's SS is a complex piece of technology, operated remotely by a computer tablet, and cannot be successfully operated by an untrained person. Potential Users MUST NOT attempt to operate the SS if they have not been trained in its use because settings of the system can be easily changed with the tablet, which may lead to a malfunction or damage to the components of the SS.

## **Application For Use of the BA Sound System**

Name of Applicant/Responsible Person: \_\_\_\_\_

Name of Group or Individual: \_\_\_\_\_

Date of requested use: \_\_\_\_\_

Beginning time: \_\_\_\_\_ End time: \_\_\_\_\_

Equipment needed: Desktop Microphones: \_\_\_\_\_

Free Standing Microphones: \_\_\_\_\_

Portable/Hand Held Wireless Microphones: \_\_\_\_\_

Wearable Microphones: \_\_\_\_\_

Recorded music to be played on the Sound System?                      Yes                      No

Name of Responsible Facilitator: \_\_\_\_\_

### **List of BA Sound System Facilitators**

Name

Telephone Number

Arvid Johnson

Meroa Benjamin

Josh Allen

Paul Rivers (*Facilities Manager*)    802-222-4727 x205 or 802-449-7073  
*Sound System Maintenance Supervisor*

Monique Priestley