

**Application to Use Bradford Academy Building Public Spaces**  
**PO Box 339, 172 North Main Street, Bradford, VT 05033**

Academy Building Contact: Claude Ciurleo  
Phone (802) 222-4727x305 Fax (802) 222-3520

Applicant (organization or individual – please print clearly)

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Date(s) and Time(s)**  
**needed:** From: \_\_\_\_\_ To: \_\_\_\_\_

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

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

**Space Requirements: (See Regulations and Check Correct Box)**

- Auditorium (Capacity Limit: 295 Persons)
- Stage
- Conference Rooms
- Corridor Exhibition Space
- Gymnasium
- Sound System (see attached policy)

**Equipment Requested:**

- Extra Tables      How many: \_\_\_\_\_
- Extra Chairs      How many: \_\_\_\_\_
- Other Equipment Requested: \_\_\_\_\_

Special set up instructions:

Please note: No public WiFi at the BA building.

Contact Person(s): \_\_\_\_\_ Phone: \_\_\_\_\_

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

Mailing/Billing Address: \_\_\_\_\_

**Accountable Supervisor(s) who will be ON SITE:** \_\_\_\_\_

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.

\_\_\_\_\_  
(Signature of Applicant or signing on behalf of Applicant)

\_\_\_\_\_  
Date

**To be filled out by Custodian**

- Requires Selectboard Approval

Approved By the Selectboard on: \_\_\_\_\_

- Fee Waived

Use of the BA Building # of days \_\_\_\_\_ times \$50.00 per day \$ \_\_\_\_\_

Maintenance/Coverage # of hours \_\_\_\_\_ times \$19.50 per hour \$ \_\_\_\_\_

\$1.00 per person donation for Gym Use \$ \_\_\_\_\_

Other Charges: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL FEES** \$ \_\_\_\_\_

Date Invoice Mailed: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

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

Assigned by: \_\_\_\_\_

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

Statement on Liability for damage to building (or injuries):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Custodian Signature

\_\_\_\_\_  
Date

**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 computer can be easily changed, which may lead to a malfunction 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

Peter Terry

Josh Allen

Paul Rivers

Monique Priestley