

ROCKY HILL SCHOOL
FACILITY RENTAL - EVENT INFORMATION SHEET



Event Information

User/Representative Name: _____ Organization Name: _____

Address: _____ Phone: _____

Facility requested: Building Classroom/Meeting Space Gym Field/lawn Stage Other: _____

Date(s) facility to be used: _____ Hours: From _____ To _____

Nature/purpose of this event: _____

Name of supervisor(s): _____

Requested Services

Base Rental

Building rental	\$ _____	Classroom/Meeting Space Rental	\$ _____
Stage Rental	\$ _____	Gym Rental	\$ _____
Field/Lawn Rental	\$ _____	Other: _____	\$ _____

Additional Items

Clambake Fee	\$ _____	Field Striping	\$ _____
Chair Rental (\$2 x _____ chairs)	\$ _____	Extra Hour (\$500 x _____ hours)	\$ _____
Technology Aid (\$50 x _____ hours)	\$ _____	Other: _____	\$ _____

User will require access to the internet

Total Base Fee \$ _____

Total Additional Items \$ _____

Total Charge: \$ _____

Deposit, due at the signing of agreement: \$ _____ (1/3 of total charge)

Balance due on or prior to start of event: \$ _____