



# Binghamton City School District

## Request for Services

Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Address \_\_\_\_\_ Hours \_\_\_\_\_

Phone \_\_\_\_\_ Building \_\_\_\_\_

Email \_\_\_\_\_ Room \_\_\_\_\_

***This form must accompany your completed USE OF FACILITIES application.***

<b>LMC / Computer Services</b>	<b>Custodial Services</b>	<b>Technical Theatre Services</b>
<p>LMC BHS: 762-8233            LMC WMS: 763-8408            LMC EMS: 762-8321</p> <p>Computer Services: 766-3800</p> <p>Please be advised that no audio-visual equipment of any nature is automatically included in this application. If equipment is requested, the following procedure must be followed:</p> <ol style="list-style-type: none"> <li>(1) Complete below and describe exact equipment needed. Note format, cabling (VGA v. HDMI), and length of cable. Is DVD playback needed? Does your power point require audio?</li> <li>(2) Also indicate Mac or PC.</li> <li>(3) Do you need internet access?</li> <li>(4) The person named above will be the contact and you need to inquire as to availability of requested equipment and arrange pick-up and return.</li> </ol> <p><b><u>Equipment Requested:</u></b></p>	<p>Head Custodian BHS 762-8232            Head Custodian WMS 763-8403            Head Custodian EMS 762-8319  <i>For elementary schools call 762-6055</i></p> <p>Contact custodian's office a minimum of (3) days prior to your event to verify needs and requests. Last minute requests may not be honored.</p> <p>Feel free to request a tour of the facility in advance of your building use.</p> <p>Please indicate the following:</p> <p>Chairs needed / amount _____            Location _____            Tables needed _____            Location _____            Is an elevator needed (Y) (N)            If yes, hours needed _____            Hours building entrances need to be unlocked _____            Do you require Dressing Rooms (Y) (N)            If yes, how many _____</p> <p><b><u>Special Equipment:</u></b></p> <p><b><u>Special Requests:</u></b></p>	<p>Theatre Facilities Manager 762-8202</p> <p>Depending on the event, additional staff from the Theatre Facilities Office may be required. Assignment will be done by the Theatre Facilities Manager after review of you application  <i>Please refer to hourly rates as indicated on the Rate Schedule that accompanies your application.</i></p> <p>A Theater information sheet, seating chart, and technical information is available upon request.</p> <p>Please advise this office of any special sound or lighting requirements a minimum of (3) working days prior to your event. <i>Design services are available at an additional fee.</i></p> <p>Incoming groups may provide technical personnel at the discretion of the BCSD Theatre Facilities Manager.</p> <p>Any use of fire or fog special effects must be approved by the City of Binghamton Fire Marshal via written permission.</p> <p><b><i>(Check one)</i></b>  <input type="checkbox"/> I have previously contacted the TFM with regard to the technical needs for my event.  <input type="checkbox"/> Please have the TFM contact me to discuss the technical needs for my event.</p>

I acknowledge receipt of the above specified equipment and services. I agree to accept full responsibility for the use of the equipment. I have received this equipment in good condition and I will return it in good condition. I agree to pay for any damages or loss of this equipment.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

***Please call Buildings and Grounds at 607-762-6055 with any questions***

