

Walpole Public Schools Building Rental Request Form

Event Information

Event Title _____

Event Description _____

Walpole School Name (Boyden, Elm, Fisher, Old Post, Bird, Johnson, High School)

of People Attending Event _____

Contact Information

Contact Name at Event(s) _____

Contact Phone # _____

Alternative Contact Phone # _____

E-mail Address: _____

Billing Information

Person Responsible For Payment _____

Billing Address _____

City, State, Zip Code _____

Phone # _____

E-mail Address: _____

Event Dates & Times (For More Than One Date, Please Attached A Schedule)

Event Date(s) _____

Setup Time _____

Start Time _____

End Time _____

Note: Walpole Public Schools are not available for rental after 10:00pm.

Important Information

For rooms requested, staff services requested and any special requests, please see page 2. A certificate of insurance for \$1,000,000 naming Walpole Public Schools as the certificate holder is required two week prior to the event date along with a 15 % deposit to be applied to the final invoice. Final payment is due 30 days after the invoice is issued.

Walpole Public Schools Contact

Marc Halfrey, School Business Office Manager, 135 School Street, Walpole, MA 02081 508-660-7200 ext. 5265 -
mhalfrey@walpole.k12.ma.us

Walpole Public Schools Building Fee Table, Room Request and Staff Services Request

Please Check All Boxes That Apply

		High School / Middle School			Elementary Schools		
General Charges							
Application Charge	\$ 10 one time fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 10 one time fee	<input type="checkbox"/>	
Audio Visual Equipment Rental	\$ 10 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 10 per hour	<input type="checkbox"/>	
Utility Charge	\$ 20 per event date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 20 per event date	<input type="checkbox"/>	
Room Charges							
Auditorium (Requires A/V Tech)	\$ 100 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Cafeteria	\$ 60 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Cafeteria / Auditorium					\$ 60 per hour	<input type="checkbox"/>	
Computer Lab	\$ 100 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Classroom / Conference Room	\$ 25 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 25 per hour	<input type="checkbox"/>	
Gym	\$ 60 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 60 per hour	<input type="checkbox"/>	
Kitchen (Requires Kitchen Staff)	\$ 50 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 50 per hour	<input type="checkbox"/>	
Library	\$ 50 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 50 per hour	<input type="checkbox"/>	
Locker Rooms	\$ 25 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Parking Lot	\$ 30 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 30 per hour	<input type="checkbox"/>	
Staff Charges							
Audio Visual Technician	\$ 50 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 50 per hour	<input type="checkbox"/>	
Computer Technician	\$ 45 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Custodial Staff (each, add 1/2 hour before and after event)	\$ 40 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 40 per hour	<input type="checkbox"/>	
Kitchen Staff (each)	\$ 30 per hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 30 per hour	<input type="checkbox"/>	
Walpole Public Schools Contact							
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