

Bedford Public Schools

Business Office Phone: 781 275 7708 - Fax: 781 275 1332

How many people expected at this function

Less than 150 = 1 Custodian ☐
150 - 500 = 2 Custodians ☐
500 + = 3 Custodians ☐

DATE OF APPLICATION **** A cafeteria worker is required if the kitchen is to be used.***She/he is there to oversee the function and assist only.**Check here if one is required* ☐

Less than 150= 1 café 150-500 = 2 café 500+ = 3 café workers

BEDFORD HIGH SCHOOL (Check facilities desired)

A. Auditorium ☐
B. Old Cafeteria (A) ☐
C. New Cafeteria (B) ☐
D. Cafe & Kitchen ☐
E. Gymnasium ☐
F. Music Room ☐
G. Library ☐
H. Classroom ☐
I. Conference Room ☐ A ☐ B

LT. ELEAZER DAVIS SCHOOL

A. Cafeteria ☐
B. Cafe & Kitchen ☐
C. Gymnasium ☐
D. Library ☐

BEDFORD MIDDLE SCHOOL

A. Auditorium ☐
B. Cafeteria ☐
C. Kitchen/Use of Equipment ☐
D. Gymnasium ☐
E. Music Rm ☐
F. Classroom ☐
G. Library ☐
H. Multipurpose Room ☐

LT. JOB LANE SCHOOL

A. Cafeteria ☐
B. Cafe & Kitchen ☐
C. Gymnasium ☐
D. Multipurpose Rm. ☐
E. Library ☐

2. Reservation date or dates**3. Time building is to be opened****4. Time activity is to begin****4. Approximate closing time of activity****5. Organization making request****6. Organization's address****7. Name, address and telephone number of person in charge of activity****8. Name and address of person to whom bill should be sent****9. Use to be made of facility****10. Admission fee charged:**☐ Yes ☐ No**** Special Instructions/Requests****~~~~~ SMOKING AND ALCOHOL ARE PROHIBITED IN ALL SCHOOL BUILDINGS ~~~~~**

NOTE: When any rental transactions are made over the telephone, the reservation is not firm until the application form has been received by Bedford Public Schools Business Office, 97 McMahon Road, Bedford, MA 01730 via email, fax, USPS mail or hand delivery. Confirmation will be sent upon request.

IMPORTANT NOTE: Bills for use of facilities may include 15 minutes prior to arrival and additional time for required clean-up.

Revised 9/20/05