



**THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING
THE GOVERNOR BAXTER SCHOOL FOR THE DEAF
1 Mackworth Island, Falmouth, ME 04105**

Application for Use of School Facilities

ORGANIZATION INFORMATION

Organization Name	Contact Person	Today's Date
Address, City, State, Zip	Phone	Email

Organization Description (Please select all that apply)

- Non-Profit Deaf/HH Community /Services School
 Other State Agency *List Title Section of Law* Statutory Formed Organization *List Title Section of Law*

EVENT INFORMATION

Event Description	Event Date(s)	Event Time(s) <i>(Include Setup/Cleanup)</i> Start Time: _____ End Time: _____
Nu of People	Will your event be catered? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please describe:</i>	

LOCATION INFORMATION (Please select all that apply) *LCD or TV available at location

- Cafeteria Gym Annex *Video Conference Rm Picnic Area
 Kitchen *Brewster, Hall Multi-Purpose Rm Conference Center Ball Field
 Gym *Greenlaw, Multi-Purpose Rm Parking Playground

SET UP INFORMATION (Please select all that apply)

- Tables Rectangular Round
 How Many? _____
 Chairs How Many? _____
 Other _____

Set-up Description

- Theater Style Classroom
 Other *(Explain, attach sketch of room layout if necessary)*

EQUIPMENT/IT INFORMATION (Please select all that apply)

- Adapters *(describe below)* Soundfield Screen Conference phone Big TV Computer
 Extension Cords Podium sound system Zoom TV w/computer Ext. cord TV & DVD Source
 LCD Projector: indicate MAC or PC *(Bring a connector for projector)* Other: _____

PARKING Cars How Many? _____ Buses How Many? _____ Other: _____

Special Accommodations/Equipment needs

⇒ **Signature of Applicant** _____ **Date** _____

The parties agree that the electronic signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Agreement.

PLEASE NOTE

No smoking allowed anywhere on the island.
No alcohol allowed anywhere on the island.