

# Back Bay Science Center

## Facility Use Request Form

Name of Group/Organization \_\_\_\_\_

Type of Group/Organization \_\_\_\_\_  
(e.g. Non-Profit, Private, Government)

Address \_\_\_\_\_

Name of Person Making Request \_\_\_\_\_

Title/Position \_\_\_\_\_

Contact Phone #'s \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Contact Email \_\_\_\_\_

Name of Proposed Function or Event \_\_\_\_\_

Proposed date(s) \_\_\_\_\_

Proposed time frame \_\_\_\_\_

Please specify what type of function you are requesting (check ALL that apply):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Workshop      | <input type="checkbox"/> Weekend Program      | <input type="checkbox"/> Outdoor touch tank/ trail program |
| <input type="checkbox"/> Weekly Camp   | <input type="checkbox"/> Scout Program        | <input type="checkbox"/> Fishing Program                   |
| <input type="checkbox"/> Public Event  | <input type="checkbox"/> Non-Formal Education | <input type="checkbox"/> Research                          |
| <input type="checkbox"/> Meeting       | <input type="checkbox"/> Formal Education     | <input type="checkbox"/> Other: _____                      |
| <input type="checkbox"/> Facility Tour |   |  |

What is the maximum number of expected participants? \_\_\_\_\_

What is the maximum number of cars expected? \_\_\_\_\_

If children are planning to attend, what is the age range expected? \_\_\_\_\_

Do you plan to use amplified sound outside? (Circle one) Y or N -- If yes, please explain

Are you planning to serve food? (Circle one) Y or N -- If yes, please list types of food & drink

Do you plan to charge any fees? (Circle one) Y or N -- If yes, how much per person and what is the money covering and/or to be used for? \_\_\_\_\_

Which of the following area(s)/equipment are you requesting for your program?  
(check ALL that apply):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Teaching Lab A         | <input type="checkbox"/> Trail         | <input type="checkbox"/> Pontoon Boat (Requires DFG Staff)     |
| <input type="checkbox"/> Teaching Lab B         | <input type="checkbox"/> Dock          | <input type="checkbox"/> Carolina Skiff (Requires DFG Staff)   |
| <input type="checkbox"/> Culture Lab (Research) | <input type="checkbox"/> Amphitheater  | <input type="checkbox"/> Kayaks or Canoes (Requires DFG Staff) |
| <input type="checkbox"/> A/V Equipment          | <input type="checkbox"/> Plant Nursery | <input type="checkbox"/> Outdoor Touch Tanks                   |
| <input type="checkbox"/> Conference Room        | <input type="checkbox"/> Restrooms     | <input type="checkbox"/> Parking Lot                           |

Are you requesting the BBSC to supply staff or volunteers? If so, please specify your needs:  
(NOTE-- use of the dock automatically requires a DFG staff person to be onsite)

**\*ATTACH** a 1-page project description of your proposed function/event. Include a detailed explanation how this function/event connects to the mission of the BBSC.