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):

□ Workshop   □ Weekend Program   □ Outdoor touch tank/ trail program
□ Weekly Camp   □ Scout Program   □ Fishing Program
□ Public Event   □ Non-Formal Education   □ Research
□ Meeting   □ Formal Education   □ Other: _____
□ Facility Tour   Contract Required (if applicable)**

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):

□ Teaching Lab A   □ Trail   □ Pontoon Boat (*Requires DFG Staff*)
□ Teaching Lab B   □ Dock   □ Carolina Skiff (*Requires DFG Staff*)
□ Culture Lab (Research) □ Amphitheater   □ Kayaks or Canoes (*Requires DFG Staff*)
□ A/V Equipment   □ Plant Nursery   □ Outdoor Touch Tanks
□ Conference Room   □ Restrooms   □ 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)

_____
**If a contract is required, please attach a copy of the contract to the facility use request form.
*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.*