

APPLICATION FOR USE OF BUILDINGS, GROUNDS OR EQUIPMENT

Please type or print neatly

07/01/23

- 1. Name of organization or group requesting use:
If non-profit organization, please provide EIN #
2. Name of school and facility desired:
3. What facility is to be used: Gym Cafeteria Fields Auditorium Classrooms Media Center Parking Lot
4. Purpose for which facility is to be used:
5. Approximate number of persons expected to attend Will admission be charged?
6. Date of activity: Hours: from to
7. Is prior preparation/set-up time needed? Date: Hours: from to
What requirements are necessary?
8. Name of person in charge of the activity: Email:
Address: Cell phone of individual in-charge of event
9. Fire personnel are required at cost of renter Police personnel are required at cost of renter
Required # Required
Fire personnel are not required Police personnel are not required

Fire Marshal Signature
Fax # 203-924-7560

Police Official Signature
Fax # 203-924-0702

- 10. Building Principal's recommendation(s): Billable to Renter Billable to BOE Billable to Athletics/Band

Administrator's Signature: Security Director Signature

AGREEMENT

We, the undersigned, agree to pay:

Table with 2 columns: Description and Cost. Rows include deposit fee, rental fee, custodial services, HVAC Technician, School Security Officer fee, Lighting technician's fee, Food Service Personnel, and Additional custodial services. Includes sub-headers for Regular Time & 1/2 and Sundays & Holidays.

ESTIMATE

TOTAL DUE BOE \$

Fees associated with police and fire personnel required while using school facilities are to be paid directly to those organizations. Event leader must sign in at time of arrival and sign out at time of departure.

A Certificate of Insurance, indicating \$1,000,000 bodily injury and \$50,000 property damage must be provided to the Building Principal, OR Athletic Director, OR Superintendent of Schools, 48 hours prior to the event; otherwise, access to the facility will be denied. A deposit of 50% of the rental fee shall be required 2 weeks prior to the scheduled activity.

Cancellation requires a 48 hr. written notice to the School Principal, Athletic Director, or Superintendent of Schools (or designee). If you have more than one (1) date, we must know which date is being cancelled. There is a minimum of 3 hours cost for custodians if not properly notified.

Building usage can be terminated if terms of contract are violated. Number and location of rooms will be determined by school administration. We have received a copy of the Board's policies and agree to abide by all the rules and regulations outlined therein.

For the Board of Education - John Calhoun, Facilities

Signature of Authorized Representative

Date

Organization's Name