

APPLICATION FOR USE OF BUILDINGS, GROUNDS OR EQUIPMENT

07/01/18

Please type or print neatly

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
(Specify _____) (Specify _____)
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: _____
Address: _____ Cell phone of individual in-charge of event _____
9. () Fire personnel are required at cost of renter # Required _____ () Police personnel are required at cost of renter # 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:	<u>Regular</u>	<u>Sundays</u>
	<u>Time & 1/2</u>	<u>& Holidays</u>
1. The deposit fee of:		\$ _____
2. The designated rental fee of:		\$ _____
3. Custodial services fees of:	(Est. _____ hrs. @ \$45.00 hr.	\$60.00) \$ _____
4. HVAC Technician	(Est. _____ hrs. @ \$55.00 hr.	\$70.00) \$ _____
5. School Security Officer fee of:	(Est. _____ hrs. @ \$36.00 hr.	\$48.00) \$ _____
6. Lighting technician's fee of:	(Est. _____ hrs. @ \$40.00 hr.	\$50.00) \$ _____
Assistant	(Est. _____ hrs. @ \$40.00 hr.	\$50.00) \$ _____
7. Food Service Personnel:	(Est. _____ hrs. @ \$30.00 hr.	\$40.00) \$ _____
8. Additional custodial services based on number of rooms & length of time needed:		\$ _____
	<u>ESTIMATE</u>	TOTAL DUE BOE \$ _____

\$30.00 per hour will be charged for use of facilities after scheduled departure time. Emergency situations may result in additional costs. 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