

REQUEST FOR USE OF SCHOOL FACILITIES

Branford High School

Today's Date:

ORGANIZATION INFORMATION

Organization Making Request:

Address:

Phone:

RESPONSIBLE INDIVIDUAL INFORMATION

Name:

Address:

Phone:

Email:

PURPOSE OF FACILITY USE:

DATES REQUESTED

ACTIVITY TIME (not including set-up and clean-up)

Beginning Set-up Time:

End Clean-up Time:

(Minimum of one hour before and one hour after the activity are required)

EXPECTED ATTENDANCE:

UNDERLINE OR HIGHLIGHT REQUESTED AREAS:

Athletic Fields:

Gym:

Dining Commons

Lecture Hall

Cafeteria Kitchen

Stage

Library/Media Center

UNDERLINE OR HIGHLIGHT REQUESTED EQUIPMENT:

Round Tables

Chairs

Podium

Piano: On Stage Below Stage

Spotlight

Microphone

Other:

Large Rectangular Tables (specify how many and where to locate):

NOTE: Each group requesting use of school facilities shall provide a certification of insurance for \$1,000,000. The certificate must be forwarded to Central Office no later than one week prior to the scheduled event. There is **NO SMOKING** in any school building or on school grounds.

Signature of Responsible Individual: _____

Rental Fees Total is an estimate based on information given prior to use of facilities. Additional charges may result after use of facilities. Custodial fees reflect the need for custodial hours and include a minimum charge of one hour before and one hour after event.

Rental Fees:	Dining Commons: \$	Custodial Fees: \$
	Gymnasium: \$	Tech Staff Fees: \$
	Other: \$	
	Total Building Fees: \$	Total Rental Fees: \$

Total Building Fees are due thirty (30) days in advance of approved date(s). CUSTODIAL FEES AND BUILDING OVERAGE FEES WILL BE BILLED AFTER EVENT.

Principal:

Date:

Head Custodian:

Date:

Building & Grounds Director:

Date:

GENERAL RULES GOVERNING COMMUNITY USE OF SCHOOL FACILITIES

1. All requests for use of school facilities must be made on the form REQUEST FOR USE OF SCHOOL FACILITIES. The application must be signed by the person who, for the organization represented, will be held responsible for damage or loss of property arising from such use. Application may be subject to review by the Board and must be submitted at least four weeks prior to the requested date of use, but no later than two weeks prior to a scheduled meeting of the Board.
2. A fee for use of facilities will be charged as deemed necessary by the Board to cover costs of energy and other expenses arising from the Specific use of the building. No facility may be used without attendance of a school custodian(s) who will be responsible for the facilities being used. The custodian must be in attendance during the entire period the facilities are in use, plus adequate time, as determined by the principal, for opening, closing and cleaning the area used. In no case will a custodian be required for less than one hour prior and one hour after the scheduled use.

When no custodian is regularly scheduled to be on duty at the time of community use, payment for custodial service shall be required, in addition to other fees, at the hourly rate currently set by the Board of Education with a minimum of two hours charged for each custodian assigned to the event. In school where a custodian is regularly on duty in the evening, a charge will be made for each hour he/she is required to stay after the regular hours of duty.
3. Kitchen facilities and equipment are available only under the supervision of a cafeteria staff member(s) who shall be in attendance during the entire period the kitchen facilities are in use. Payment for this service shall be made, in addition to any other fees, at the hourly rate currently set by the Board of Education or by the Food Service Contractor with a minimum of two hours charged for each cafeteria staff member assigned to the building in use.
4. A trained technician must be present at any time stage lighting or projection is required at the Intermediate School and High School. Payment for the service shall be made, in addition to any other fees, at the hourly rate currently set by the Board of Education with a minimum of two hours charged for each building use.
5. The building principal or his representative will assign custodians or other personnel as he/she deems necessary to protect and provide services for the facilities used. The Food Services Director will assign cafeteria staff as he/she deems necessary in any case of kitchen use.
6. Final arrangements for use of facilities must be completed at least two weeks prior to rental date.
7. Use of specialized school equipment may be made only with specific written permission of the principal.
8. Alcoholic beverages may not be possessed, consumed, or exchanged in any school building.
9. No smoking is permitted in school buildings or on school grounds.
10. The school facilities shall be used only on the dates specified and for the purpose stated, and shall not be transferable to any other group.
11. The presence of uniformed police officers or firemen may be required by town ordinance. Such arrangements must be made by the group using the facilities who will be solely responsible for payment of these services. Fees are payable to the town department.
12. Individuals and organizations using school facilities are responsible for keeping all vehicles in authorized parking areas, and for keeping "No Parking" and "Fire Lane" areas clear for emergency vehicles. The person requesting the use of building, or his/her designate, shall be responsible for proper parking of vehicles.
13. The Board of Education, or the Superintendent of Schools, through the principal of the school, reserves the right to decline to rent its facilities, or to cancel any rental of its facilities where and when it appears to be justified.
14. Each group requesting use of school facilities shall provide a Certificate of Insurance indicating coverage in effect during the period of building use. An exception to this requirement may be made by the Board of Education.

The completed and current Certificate of Insurance from the insurance carrier of the group must indicate minimum limits of \$1,000,000 Bodily Injury Liability and a \$50,000 Property Damage Liability or \$1,000,000 Single Limit Liability for premises and operations. Such Certificate is to include notice of cancellation to the Board of Education in the event the policy is canceled prior to normal expiration. The Certificate shall also indicate that the Board of Education and the Town of Branford are named as Additional Insured on the liability insurance policy of the group. The required Certificate must accompany the completed Request for Use of School Facilities form and be received at the Board of Education office no later than one week prior to the event.
15. Any deviation from the foregoing regulations must have the approval of the building principal, the Superintendent of Schools, and the Board of Education.