

**North Haven Public Schools
APPLICATION FOR RENTAL OF BUILDINGS
Effective July 1, 2018 through June 30, 2019**

THIS FORM MUST BE SUBMITTED THREE WEEKS PRIOR TO THE EVENT.

DATE OF EVENT _____ **EVENT HOURS** _____

1. Name of Organization _____
2. School Building Requested _____
3. Please describe use of building and any special equipment needed. If planning on using the cafeteria, please state the specific use of the cafeteria. You must contact the cafeteria to plan for kitchen use.

4. Admission to be charged: Adults _____ Children _____
5. How many persons expected to attend _____
6. Will food/refreshments be served or sold? ____ Yes ____ No
If yes, please note a local health department permit may be needed. It is the applicants' responsibility to check with the local health department regarding proper permits.

7. Permission is requested to use the following facility: (see attached fee schedule)

	Fees
Theatre ____ Stage ____	_____
Gym (Large/Small ____ Showers ____)	_____
Classrooms ____ How Many ____	_____
Kitchen equipment and/or facilities ____	_____
Cafeteria-Dining room only _____	_____
*custodial overtime if needed	_____
*electrician overtime if needed	_____
*cafeteria personnel if needed	_____
Base charge (each day used)	_____
TOTAL Fees*	_____

*currently under review

No Charge-

NOTE: Charges will be based on Board policy in effect on date of event.

*You must contact both the North Haven Fire Department and North Haven Police Department to arrange for coverage if they deem it necessary.

**Any organization that uses a building requiring personnel in addition to those regularly assigned shall be charged directly for the hourly rate of such personnel.

NOTE: Rates are subject to change by the North Haven Board of Education. Charges for kitchen help and use of kitchen will be billed directly from the cafeteria office. (see attached schedule)

RESPONSIBLE PERSON 1. _____ TEL NO _____ Date _____

2. _____ TEL NO _____ Date _____

HOLD HARMLESS CLAUSE

The lessee agrees to hold the Board of Education, Town of North Haven, and the Town of North Haven harmless from any liability, expense, causes of action, loss or damage whatsoever for injury, including death to any person or property damage arising out of the lessee's use of the premises. It is the intent of this agreement to protect the Board of Education and the Town from any and all losses arising out of the use of the premises.

Before using the school facilities, the lessee must provide a Certificate of Insurance naming the Town of North Haven and Department of Education as an additional insured. The Director of Business and Operations will determine the appropriate level of coverage based on the type of activity and any other factors affecting the risk exposure to the school district and Town.

Please mail the Certificate of Insurance to Director of Business and Operation. North Haven Public Schools, 5 Linsley Street, North Haven, Connecticut 06473 or fax a copy to 203-234-9811.

Signed Agreement

P.A. 93-304 Act Prohibiting Smoking in Public Buildings.

School boards may no longer designate smoking areas for employees and may no longer permit smoking in rooms used for private functions, while school is in session or student activities are being conducted.

I, the undersigned, agree to ensure the compliance of P.A. 93-304, the Board Policies and the regulations, while school facilities are being used. I understand an Application for Rental of Buildings may be revoked by the Principal or Business Manager if a violation of said policies

Name of Organization _____

Signature of Official _____

Title _____

Address _____

Email Address _____ Phone Number _____

Date _____

FOR OFFICE USE ONLY

Approved

Denied

Signature of Building administrator _____ Date _____

Signature of Director of Business & Operations _____ Date _____

Liability insurance _____ Indemnification Agreement _____

If denied, reason for denial _____

BUILDING USE EQUIPMENT REQUEST

Date of Event _____

Time _____

Title of Event _____

Place _____

Person Responsible _____

Equipment requested:

To: Community Organizations

From: Principal Laretta Dowling

Re: Building security

To whom it may concern,

Beginning Tuesday, January 2, 2018 all exterior building doors will be locked and will remain locked at all times. All community groups will need to meet the custodian at their building start time, which is indicated on the building usage form to gain entry. It will then be the responsibility of the organization to post a member at the door to allow their members into the building. The organization's member should be stationed for an arrival time determined by the organization. The doors are never to be propped open. It is my suggestion that the cell phone number of the contact person be shared with all group members. Should a member arrive late, he or she can call the contact person to gain entry to the building.

This added security measure is intended to ensure the safety of all.