

Date Received: _____ / _____

**EAST HADDAM PUBLIC SCHOOLS
APPLICATION FOR USE OF MIDDLE SCHOOL FACILITIES
Please read and sign Rules and Regulations**

Name of Organization or Group: _____

Name of Applicant: _____

Address of Applicant: _____

Email Address: _____

Telephone Number: Home _____ Work _____

All applications must be submitted at least 2 weeks prior to the event

Intended Use: _____

Date(s) Requested: _____ Day of Week: Su M Tu W Th F Sa

Hours Requested: From _____ To _____ Anticipated # of Attendees: _____

Time of Event : From _____ To _____

Room(s) Requested: _____

Special Arrangements and/or Equipment Needs: _____

Librarian Date

A/V Director Date

Building Supervisor Date

Athletic Director (Gym & Field Use) Date

Building Principal Date

Business Manager Date

Certificate of Insurance Received Yes No Estimated Fees:

Building Use Calendar School Calendar Applicant Notified Date _____

USE OF SCHOOL FACILITIES

Rules and Regulations

1. Space may be reserved no more than one year in advance. Higher priority events may cause previously scheduled activities to be cancelled or postponed on short notice. Other suitable facilities may be substituted if available. Evening events are automatically cancelled when schools are closed due to inclement weather.
2. Applicants shall provide adequate supervision for all participants and observers. They shall also be responsible for any damage caused to person or property resulting from this use. School staff should not be expected to provide supervision.
3. Application is limited to assigned rooms and adjacent toilets. School telephones may only be used in an emergency.
4. ALCOHOLIC BEVERAGES are prohibited in any school facility and on any school property.
5. SMOKING is prohibited in any school facility and on any school property.
6. Constables, if required, must be arranged and paid for by the applicant.
7. The use of cafeteria kitchen equipment requires the presence of a Food Service employee assigned by the Food Service Supervisor. Charges for this service will be paid directly to the Food Service Company through the Business Office.
8. Custodial services during non-duty hours, if required, will be billed at a minimum of four (4) hours at the Board established overtime rate. Charges for custodial service will normally commence 30 minutes prior to and 30 minutes following the opening/closing of the facility depending on the amount of set-up, breakdown and cleaning required.
9. If specialized personnel are needed, the applicant will be billed for the services. Use of the High School auditorium includes the use of the stage work lights only. Use of additional equipment, lighting or sound systems must be arranged with the Building Principal. Charges will be applied according to Board policy 1330.
10. Certificate of Insurance: Applicants not directly affiliated with the Town of East Haddam will be required to provide a certificate of insurance from a carrier licensed in the State of Connecticut via fax (860-873-5092) or by mail, as follows:
 - a) The Town of East Haddam/East Haddam Board of Education shall be named as an additional insured on the certificate.
 - b) The certificate shall provide for the following coverage:
 - \$1,000,000 of General Liability, Umbrella, and Automobile Insurance
 - Workers' Compensation Insurance as required by CT Law

I, _____, hereby certify that I, the undersigned, am an agent of the above named organization and authorized to accept in their name the responsibility of adequate supervision, damages to school property and payment of fees. It is further understood that any request for use of a facility by a school organization shall take priority over any other scheduled activity.

Authorized Signature

Date