

APPLICATION FOR USE OF SCHOOL FACILITIES
Regional School District No. 17 (860) 345-4534
All approvals are subject to fees listed below.

Organization _____ Date _____

Address _____

Person to Contact _____ Tel. # _____

The following needs to be submitted with application prior to approval

Building Emergency Policy Acknowledgement (attached)

Non-Profit Organization Certification if applicable

Insurance Certificate

Purpose of Event _____

Will a charge be made for admission? _____ If so, how much? _____

To what organization or benefit will proceeds of this event go? _____

Date facilities are sought _____ Building sought _____

(A separate application must be completed for each date)

Time must facilities be open and ready for use? _____ Time event starts? _____

Time event will conclude _____

Circle specific area within building to be used: All Purpose Rm, Auditorium (see rules), Stage Lighting, Sound System, Scenery Rm, Dressing Rm, Cafeteria (see rules), Kitchen (see rules), Gymnasium, Swimming pool/showers, Other areas _____, Fields _____

BUILDING USE FEES (FOR OFFICE USE ONLY)

High School/Middle School Commercial Fees

<u>Building Area</u>	<u>FY 2011/2012 & beyond</u>	<u>Non-Profit Organization</u>
Classroom	\$30.00	No Charge
Cafeteria	\$300.00	No Charge
Kitchen*	\$150.00	No Charge
Gymnasium*	\$1000.00	No Charge
Auditorium*	\$1000.00	No Charge
Pool*	\$1000.00	No Charge
Fields	\$1000.00	No Charge
Field Lights	\$40.00/hr	

Elementary Schools Commercial Fees

<u>Building Area</u>	<u>FY 2011/2012 & beyond</u>	<u>Non-Profit Organization</u>
Classroom	\$20.00	No Charge
Cafeteria	\$200.00	No Charge
Kitchen*	\$150.00	No Charge
Gymnasium*	\$400.00	No Charge
All Purpose Room	\$400.00	No Charge
Fields	\$500.00	No Charge

Additional Fees that may apply*

Energy Fee \$50.00/use

Custodial Fees \$35.00/hr*

Tech Fee \$50.00

Cafeteria \$30.00/hr*

FEES TOTAL \$ _____

All arrangements for lifeguards, police and fire personnel must be made directly by the organization.

Name of person who will be responsible for any damage or loss resulting from use: _____

Signature _____ Authorized Agent

Approved Building Administrator _____ Date _____

Director of Facilities _____ Date _____

Regional School District No. 17

HOWARD J. THIERY, III
Superintendent of Schools

MICHAEL DISTEFANO
Director of Facilities

MARTHA R. VAUGHN
Director of Fiscal Operations

57 LITTLE CITY ROAD, P.O. BOX 568
HIGGANUM, CONNECTICUT 06441-0568
TEL: (860) 345-4534 / FAX (860) 345-2817

SCOTT BUTSON
District Technology Manager

TRACY WHAPLES
Director of Pupil Services

SHARON SHETTLEWORTH
Director of Food Services



BUILDING EMERGENCY POLICY ACKNOWLEDGEMENT

The undersigned hereby acknowledges that the use of the facility requires that (Name) _____ will abide by the Emergency policy of the facility.

That the organization will make known to those present and participating in the event the following information:

- the nearest exits from the room or location
- the location of the regrouping/meeting area for the participants
- and any areas that are to be avoided while evacuating

In the event of an emergency sounding of the building's Fire Alarm Warning System, the supervision/leaders of the organization present will immediately take charge of their group(s) and evacuate the building to the previously announced meeting area. The supervising personnel will determine that the space in use has been evacuated and will report that information to the responding Emergency Personnel at the designated location in the Emergency policy of the facility.

Signature: _____ Authorized Agent

Date: _____

Failure to adhere to the evacuation policy will void the right of use to the facility by order of the Fire Marshall.

KITCHEN USE IN THE DISTRICT



Whenever RSD #17 kitchens are being used, they are required to be staffed with a Food Service employee. The person or group will be charged \$30.00 an hour for the Food Service employee's time. Due to health and sanitation regulations this policy is mandatory.

There are no exceptions to this rule.

Thank You

SHARON SHETTLEWORTH
FOOD SERVICE DIRECTOR

KILLINGWORTH ELEMENTARY SCHOOL

PLEASE READ CAREFULLY

In order to keep our school in the best possible condition for our students, we would appreciate it if all organizations would respect the KES community by abiding by the following:

- 1) No juice or soda is allowed in the rooms after school (to keep the rugs clean and “pest” free).
- 2) All children must be with an adult in charge of the activity **at all times** in the room assigned to the group. This includes any siblings that may not necessarily be part of the group but are in the room.
- 3) Please do not use school items or supplies without permission (i.e. computer, classroom supplies, art room supplies, etc.)
- 4) No instruments, including the piano, are to be touched.
- 5) When using school tables, please take care not to cut into them or mark or stain them.
- 6) The adult in charge of the group is responsible for making sure the room is returned to original condition (i.e. chair & table placement, tables wiped, floor cleaned, trash in waste basket)
- 7) Please remember that all school activities have preference over non-school activities. Even though a space has been “reserved” for your group, there are times during the year when a school activity will take place in that space. Some non-school groups “reserve” the rooms for the year at the beginning of the year; school activities are not all scheduled early in the year. For groups using the fields – there are some school events that require the use of all of the parking spaces and therefore those groups will not be able to have their activities on those days (ie Curriculum Night, Art Show & Ice Cream Social, Gr. 4 Moving-Up ceremony, etc.)

Signature of person responsible for room _____

Date _____

Please return this form with the Application for Use of School Facilities