

**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 &amp; 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 &amp; 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

### Auditorium Policies for High/Middle School Building Use

1. All building request forms need to go through an administrator in the High/Middle school main office **first** in order to avoid conflicts and to insure that involve and/or needed personnel are given notice of all auditorium events.
2. Note must be made on calendar for audio, visual, technology needs, riser dates and/or scenery dates.
3. Students/children must be supervised by a responsible adult at all times.
4. Absolutely **NO** food or drink of any kind is permitted in the auditorium or backstage area at any time.
5. Absolutely **NO** food or drink of any kind is permitted in the lighting booth. While the lighting booth can become very warm, any refreshments must be kept just inside the door into the lighting booth.
6. An AV staff member must be present whenever lights or sound are used in the auditorium. This is to insure the protection of our facilities and equipment, and the safety of our students. There may be times students will be asked to staff the auditorium light and sound equipment on a voluntary basis outside regular school hours.
7. Anyone who is in the auditorium must be in a seat. Performers must exit the auditorium between performances if there are no regular seats available for them to sit in.
8. Staff members and students who are hired to assist with lights, sound, and/or video for events that are not a school function will be paid for services rendered.
9. **No one** moves wings or risers without proper personnel appointed by the head custodian. Students are not to move equipment, risers, flats, etc. The head custodian should be notified far enough in advance so that a time can be scheduled for his staff to move risers and/or wings. Risers and wings are also to be kept a good distance (minimum of 6") away from all curtains.
10. The stage must be cleaned up within two (2) days after performances. If additional time is needed, groups must obtain approval from the main office and check the auditorium schedule.
11. The auditorium, lobby, stage, backstage, lighting booth and other areas used during an event must be left clean.
12. All lights, sound/audio must be left in the same location as they are found upon arrival. Any lights that are repatched or relocated must be put back exactly as they were before the event. **LIGHTS ARE TO BE MOVED BY HK STAFF ONLY AND ONLY WITH PRIOR PERMISSION FROM AV/TV DIRECTOR – NO EXCEPTIONS!** Students are not to be asked to move lights. School hours and resources permit a limited framework within which to work, and attention to this matter will eliminate any inconvenience to our staff and students. Gels and nay other supplies are **NOT** to be used by outside organizations or non-school events. Groups using the auditorium are expected to purchase and use their own supplies.
13. Objects are not to be taped, tacked, or attached in any way to the white wall or curtains. The back white wall and the large black wings are **NOT** to be painted.
14. Objects and/or portions of the set are not to be attached using any type of hardware to the floor of the stage, walls, and/or auditorium floor.
15. Everyone is to make sure that all doors are locked and all areas are secured (including catwalk, and lighting booth) after finishing any activity in the auditorium.
16. The first two sections of storage area under the auditorium will be used for the television studio and production classes. The other four sections are designated for the school drama and theater groups.
17. Accidents /injuries or emergencies **must** be reported to an administrator immediately.
18. Check with the main office if you are uncertain about any new or unusual situation.
19. Damaged/broken equipment/facilities **must** be reported to the head custodian immediately. The cost of repair/ replacement due to any damage is the responsibility of the group using the auditorium.