

EAST HARTFORD BOARD OF EDUCATION APPLICATION FOR BUILDING USE

No. _____

NAME AND ADDRESS OR ORGANIZATION – PLEASE PRINT

PLEASE INCLUDE THIS NUMBER IN ANY
CORRESPONDENCE OR INQUIRY
Building Rental Charges Are Payable in Advance
Additional Charges Must Be paid Within 15 Days

Make Checks Payable To And Mail To:
Town of East Hartford Board of Education
1110 Main Street
East Hartford, CT 06108

Mail with Two Copies, include insurance certificate
and signed hold harmless agreement

NO SMOKING

*NO ALCOHOLIC BEVERAGES ALLOWED ON PREMISES
PARKING IN DESIGNATED AREAS ONLY*

CONTACT: _____

APPLICATION DATE	NATURE OF ACTIVITY	APPROX. NO. TO ATTEND	BUILDING REQUESTED	
HOURS OF USE		BUILDING TO BE OPEN AT	BUILDING TO BE CLOSED AT	
AREAS REQUIRED		EQUIPMENT REQUIRED		
DATE(S) OF USE				

WILL ADMISSION BE CHARGED? YES NO If admission is charged, the renter is to make his own arrangements with the East Hartford Police Department for proper Police coverage.

Insurance:

Persons/organizations and any individual associated with the school facility building use, are liable for their own actions or equipment. A Certificate of Liability Insurance must be provided, reviewed and accepted, prior to building use. See Section 21 for details. An indemnification/hold harmless agreement must be signed and submitted as well.

**NO EARLY
ARRIVALS**

Building Rental Charges Are Payable In Advance. Please make checks payable to Town of East Hartford Board of Education. Rentals are automatically cancelled during weeks of school vacations, on recorded school holidays and school days when schools are closed because of inclement weather, unless specific rental for that time is solicited and approved.

**RENTERS ARE
NOT ALLOWED
INTO THE
BUILDING
PRIOR TO TIME
INDICATED ON
FORM.**

Sound and Lighting Use Guidelines are listed under Section 20 on page two of this application. Please refer to Section 20 if you require these services.

In case of emergency only, if access to the building is unobtainable, contact _____
Tel. _____

At least seven (7) days notice is required to reserve facilities. See page 2 for regulations. Kindly call this office immediately (622-5000), if reservation is approved but renter needs to cancel, so charges can be adjusted.

BY SIGNING BELOW, REPRESENTATIVE AGREES TO TERMS PRINTED ON PAGE 2 OF APPLICATION.

_____ (H) _____ (W) _____ (C) _____ SIGNATURE OF REPRESENTATIVE	TELEPHONE _____						
RENTAL CHARGES (PAYABLE IN ADVANCE) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">HIGH SCHOOLS</td> <td style="width: 33%; text-align: center;">MIDDLE & ELEM SCHOOLS</td> <td style="width: 34%;"></td> </tr> </table>	HIGH SCHOOLS	MIDDLE & ELEM SCHOOLS		HOURLY PERSONNEL CHARGES <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">MON./SAT.</td> <td style="width: 33%; text-align: center;">SUNDAY</td> <td style="width: 34%; text-align: center;">HOLIDAYS</td> </tr> </table>	MON./SAT.	SUNDAY	HOLIDAYS
HIGH SCHOOLS	MIDDLE & ELEM SCHOOLS						
MON./SAT.	SUNDAY	HOLIDAYS					
AUDITORIUM _____ GYMNASIUM _____ CAFETERIA _____ CLASSROOM (1st) _____ CLASSROOM (additional) _____ SWIMMING POOL _____ TEACHERS LOUNGE _____ _____	CUSTODIAN _____ AUDIO-VISUAL _____ _____ _____ _____ _____ _____ _____ _____ _____						
_____ AUTHORIZED SIGNATURE							

(The Board of Education reserves the right to adjust any and/or all Of the above costs if circumstances shall so dictate.)

_____ DATE REQUEST APPROVED

BOARD OF EDUCATION POLICY: USE OF SCHOOL PLANT

Section 1. Education Services.

When not in use for the regular school program, the school plant shall be available for community service insofar as such service does not interfere unduly with the regular school program. The use of its facilities is encouraged by the Board of Education.

Section 2. Instructions and Regulations.

The Superintendent shall provide suitable instructions and regulations to govern the use and care of school properties for school purposes.

Section 3. Schools are established and maintained for a definite and specific purpose: the education of the youth of the State. Any activity within the scope of that purpose or tending to promote the welfare of the schools and the community, through adult education, will be allowed and encouraged. On the other hand, any activity, which is not embraced in the general school program and which is of a nature liable to arouse intolerance, bigotry, jealousy, or dissension, or lead toward a possible civil disturbance, will be rigidly debarred.

Section 4. The Board of Education is solely responsible for the establishment of the rules and regulations under which such property may be used. The Superintendent is charged with the responsibility to administer those rules and regulations. The Board expressly reserves to itself the right to change the rules and regulations without notice and to revoke permission for the previously granted.

Section 5. Organizations which charge admission fees are to be charged a rental fee, unless the proceeds, after deducting the actual expenses of the meetings, are to be devoted to a Community Welfare, and educational or charitable purpose.

Section 6. For functions held or sponsored by East Hartford organizations, which have been approved by the Board of Education and where no admission fees are charged, the Board of Education may require such organizations to reimburse it for expenses incurred in connection with the use, such as heat, light, janitor service, etc. This service charge will be estimated cost of the use of the property in question as determined and fixed from time to time by the Board of Education.

Section 7. When a service charge is required in connection with permission granted on the basis of a signed application, the amount of such service charge must be paid in advance. Funds collected in excess of school personnel services shall be forwarded to the Town Treasurer by the School Department.

Section 8. In addition to the payment of the service charge in advance, the Board may require a special guarantee against loss, if there is reason to believe that the character of use may involve damage beyond that of ordinary wear and tear. All school property is used conditionally upon the good behavior of the user. If any of the rules and regulations now or hereafter established by the Board of Education are broken or property is damaged through carelessness or neglect, the Board may decline to accept any further application for use.

Section 9. Permission to use specified times does not carry with it any right of use of supplies, apparatus, tools, moving picture machines, etc., not definitely covered in the permit.

Section 10. It does not include privileges of rehearsals, or other use of rooms in the building except as specified in the application and the permit.

Section 11. No admission to the buildings will be granted for arrangement of auditoriums, gymnasiums, or other rooms during school hours or school activities, unless specified permission in writing is obtained.

Section 12. Applications for the use of the buildings must be presented to the Superintendent on the printed forms provided.

Section 13. No grant or permission to use school property shall carry with it any right to exclude members of the Board of Education or its representatives from the property. Any member of the Board or any of its representatives shall have full and free access at all times to any part of any building. The Board cannot divest itself of the exclusive control over the school buildings at all times.

Section 14. No school building shall be open after 11:00 P.M. except by special permission obtained from the Board of Education through the Superintendent. Except for unusual case, school buildings shall not be open after 11:00 P.M.

Section 15. Under no circumstances is it permissible for fees or gratuities to be paid directly to the custodians or other school employees. All dealings must be through the Office of the Superintendent.

Section 16. School buildings shall be given free of charge only in the following instances.

- a.) For school affairs conducted by pupils of any school and sanctioned by the Board of Education.
- b.) For adult affairs of a community-wide educational or recreational nature sanctioned by the Board of Education.
- c.) For Parent-Teacher Association meetings.
- d.) For affairs and performances where admission is charged and net proceeds are to be used for the benefit of the public schools of East Hartford or otherwise in the interest of education.
- e.) For any affairs sanctioned by the Board of Education.

This list may be altered from time to time by the Board of Education.

Section 17. Community oriented and youth centered groups may use facilities without charge during the week, Monday through Friday, until 10:00 P.M. upon the approval of the Office of the Superintendent.

On school holidays and beyond 10:00 P.M. on school days a minimal charge to cover expenses of providing custodial service and other services will be made.

Section 18. Organizations which desire to use school buildings where an admission charge is made, or for fund raisers, regular religious services, or partisan political rallies shall pay a rental fee.

Section 19. If, in the opinion of the Board of Education or Superintendent of Schools, police attendance is necessary, the individual or organization using the school shall be required to pay for such police attendance.

Section 20. Renters who request the use of the auditorium sound and lighting system should be aware that a qualified school technician must operate these systems. The Renter shall be charged the cost of the Stage Manager to operate these systems. The fee for the Stage Manager shall be \$50 per hour and shall be paid to the East Hartford Public Schools with their rental agreement. An advance reservation must be made by the Renter by calling the East Hartford Middle School Stage Manager at 622-5678. The Renter shall also meet with the Stage Manager to receive instructions and to determine if any modifications are required to system settings. These modifications must be performed by the School Stage Manager at the cost of the Renter. Any damage to lighting and sound system components caused by the Renter shall be repaired and/or replaced at the cost of the Renter.

Section 21. A certificate of insurance under the name of the person/organization completing the application must be submitted with the application. The certificate should show there is a \$1,000,000 commercial general liability insurance policy in force. The Town of East Hartford and the East Hartford Board of Education must be named as an additional insured for the building use event.

Initials