

Community/Board Operation

Use of School Facilities

A. Application Procedures

In accordance with Conn. Gen. Stat. § 10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board of Education shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

School facilities will be allocated according to the following priorities with all possible efforts to adjust schedules for mutual convenience and maximum usage.

1. School functions under the direction of the Principal and/or teachers.
2. Meetings and programs sponsored by the Board of Education, Town of East Hartford Parks and Recreation, PTO or other town governmental or non-profit agencies. (Non-profit agencies, recognized youth groups, scouts, athletic organizations, 4H groups, etc.)
3. Other non-profit community groups composed of East Hartford residents.

Applications for the use of school facilities and grounds must be made in writing and submitted to the Superintendent of Schools at least two (2) weeks before the date of intended use. Agencies using the school on a long term basis must submit applications annually.

Any group or organization using the school building, grounds, or equipment, is responsible for and must assume the cost of all damages to any school property.

Community/Board Operation

Use of School Facilities, (continued)

A. Application Procedures, (continued)

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (*e.g.* PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.

Community/Board Operation

Use of School Facilities, (continued)

C. Restrictions on Use of School Facilities

4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.
7. Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds and those areas designated for emergency vehicles.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Rental fee and Associated costs.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.

Community/Board Operation

Use of School Facilities, (continued)

D. Fees and Other Costs, (continued)

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities. Insurance Certificate must be submitted along with your Application for Building Use Form, otherwise the application will not be accepted.

Legal References:

Conn. Gen. Stat. § 10-239
 Conn. Gen. Stat. § 10-215f
 Conn. Gen. Stat. § 10-221q
 Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
 Patriotic and National Organizations, 36 U.S.C § 10101 et seq.

Community/Board Operation

Use of School Facilities

Application Guidelines

Applications for the use of the buildings must be presented to the Superintendent or his designee on the printed forms provided.

No school building shall be open after 11:00 p.m. except by special permission obtained from the Board of Education through the Superintendent.

Community oriented and youth centered groups may use facilities without charge during the week, Mon. through Fri. until 10:00 p.m. upon the approval of the Superintendent or his designee. On school holidays, and beyond 10:00 p.m. on school days a minimal charge to cover expenses of providing custodial and other services will be made.

The 10:00 p.m. deadline applies to building use, not to programs. Programs should terminate in sufficient time to clear the building of all personnel by 10:00 p.m. Custodians are on duty till 10:30 p.m.

Use of Facilities

Permission to use specified rooms at specified times does not carry with it any right of use of supplies, apparatus, tools, video equipment, etc., not definitely covered in the permit.

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

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 from the building Principal.

Advance Security/Payment Procedure

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.

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.

Community/Board Operation

Use of School Facilities, (continued)

Advance Security/Payment Procedure (continued)

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

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.

Custodial Services/Safety Regulations

Each organization granted permission to use school facilities must comply with all fire safety regulations.

When custodial service is provided, enforcement of these regulations shall be the responsibility of the custodian in charge of the building at that time.

If no custodian is present, the person assuming responsibility for the building also assumes responsibility for enforcement of these regulations and should be so informed.

During hours of use, the doors at all exits of the area being used must not be fastened or locked. It must be possible to open each door from the inside at all times. All exit lights must be operating.

Smoking shall not be permitted within school buildings or on school grounds at any time.

NO ALCOHOLIC BEVERAGES shall be permitted at any time on school property.

Auditorium/Gymnasium Rental

The use of school equipment must be supervised by school department personnel at all times.

In addition to the rental fee, renters will be required to pay for custodial services and lighting/sound personnel deemed necessary and provided by the school department.

Standard lighting is available at no additional charge. School department lighting and sound personnel will make minor adjustments in lighting where necessary. Any alterations or additions to the existing lighting system will require the services of the school electrician or technical support staff and will be charged at a rate of \$50 per hour or the hourly rate applicable at that time, whichever is higher.

Only authorized school personnel are allowed to alter electrical equipment.

Community/Board Operation

Use of School Facilities, (continued)

Auditorium/Gymnasium Rental (continued)

A building rental application which requires riser or bleacher set up will receive an additional assessment for custodial time allotted to the set up and take down.

Athletic Fields

The athletic fields located on the site of elementary schools, K-5 will be reserved for the use of the school until 6:00 p.m. in the afternoon on weekdays. The athletic fields located on the site of East Hartford Middle and East Hartford High schools will be reserved for school use for the full day. The use of athletic fields after the time for non-school purposes and/or weekends shall be scheduled through the Parks & Recreation Department. The football field/sports complex at East Hartford High School must be requested through the Superintendent's office. The fee for use of the football field/sports complex is \$2,000.00 per event.

From June 10 (or the last day of school, whichever is later) through August 23rd of each year, the scheduling of the use of all athletic fields will be scheduled through the Parks & Recreation Department except that the athletic fields, except the football field/sports complex at the East Hartford High School will be scheduled for school use purposes from August 15th rather than August 23rd.

The Department of Parks & Recreation will be responsible for the care and lining of the fields used by that department including East Hartford High, East Hartford Middle, Hockanum athletic fields (softball, baseball, and soccer fields) during the period from June 10 until August 15.

The following recreational areas are under the authority of the Department of Parks & Recreation: Goodwin Playground, Gorman Park, McAuliffe Park, Bray tract adjacent to Pitkin School, Tennis Courts adjacent to East Hartford High School. Schools desiring to schedule these areas should contact the Department of Parks & Recreation.

Scheduling Procedures/Building Administrators

The use of all school building facilities shall be scheduled through the in the Business Services Department of Central Administration.

Each principal shall be responsible to notify the Business Services Department of any school or community use activity that comes to their direct attention. School activities scheduled for the current school year should be given to the Business Services Department by September 15th, (examples: concerts schedules, open house or class plays). The Business Services Department will also present the "APPLICATION FOR BUILDING USE" form to the principal for their approval prior to confirming the Application For Building Use request.

Community/Board Operation

Use of School Facilities, (continued)

Scheduling Procedures/Building Administrators (continued)

Within 10 days after deadline, a schedule of building use by the Board of Education will be forwarded to the Department of Parks & Recreation. That department will schedule its usage and so inform the Business Services Department within 10 days after receipt. After this confirmation, Department of Parks & Recreation activities may only be pre-empted due to postponement of a scheduled interscholastic game due to “bad weather” or other reasons allowed under league rules. After that date, the Business Services Department may schedule all unscheduled space for community use.

Generally, school gymnasiums may be scheduled for the use of the Department of Parks & Recreation except when scheduled previously for school use.

Schedule of Building Rental Charges

All building rentals are based on a minimum of four (4) hours of usage. Building rentals which exceed the four hour minimum will be subject to an hourly rate for each additional hour. The custodian’s time is counted from no less than one-half hour before the activity starts until necessary cleaning up is completed after the activity ends.

Cancellations

1. Cancellation by Permittee: In the event of cancellation, the Supervisor of Custodians should be advised no later than four hours prior to the event.
2. Cancellation by School Department: All permits are issued with the understanding that school activities subsequently scheduled may take precedence in the use of the facility. Cancellation of a permit under this paragraph requires approval of the Superintendent of Schools. Such cancellations shall not be approved within thirty (30) days of the scheduled use unless an emergency exists.
3. In the event of a school closing, all building rental activities will be cancelled.

Regulation approved:	November 16, 1981	EAST HARTFORD PUBLIC SCHOOLS
Regulation revised:	July 16, 1984	East Hartford, Connecticut
Regulation revised:	October 25, 2007	
Regulation revised:	November 12, 2009	
Regulation revised:	December 13, 2018	

High School, Middle School and Elementary School Rental Fees

		<u>East Hartford Groups</u> <u>Mon. – Sun., Holidays.</u>
1.	Auditorium	\$325.00
2.	EHHS/CIBA Amphitheater	\$325.00
3.	Gymnasium	\$325.00
4.	Cafeteria - Use of Cooking Facilities (Cafeteria Worker Required)	\$225.00
5.	Classroom/Kitchen	\$100.00
6.	Normal P.A. and/or Lighting System EHHS Only - Adult Operator (1 required)	\$50.00/hr.
7.	Swimming Pool	\$325.00
8.	Swimming Pool Custodian (Set-Up time)	-- One Additional Hour --
9.	Administration (3 rd Floor Conference Room)	N/A
10.	Sports Complex/Football Field	\$2,000.00

Exempt Groups

Groups will be charged for building usage during school holidays, weekends, and Monday through Friday. The only groups exempt from paying building usage fees include the following: The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of USA, and Little League Baseball, Inc. Any exempt group wishing to use facilities must receive permission from the Superintendent of Schools/designee and must vacate the premises no later than 10:00 p.m., Monday-Friday. The Board of Education reserves the right to charge exempt groups for building usage on weekends and/or holidays, or for activities extending beyond 10:00 p.m., Monday-Friday. The YMCA, a local non-profit group with an established relationships with East Hartford Public Schools in providing programs and services that benefit East Hartford students will be allowed to negotiate a building use agreement for the cost of an event or program with the Superintendent or his/her designee.

The Superintendent reserves the right to waive building rental fees.

Fee Schedule

Approved by the Board of Education: June 20, 1983	EAST HARTFORD PUBLIC SCHOOLS
Revised: May 6, 1985	East Hartford, Connecticut
Revised: June 19, 1989	
Revised: September 19, 1991	
Revised: May 7, 2001	
Revised: October 25, 2007	
Revised: November 12, 2009	
Text revision only: February 11, 2010	
Revised: April 20, 2015	
Revised: December 13, 2018	

Below is a list of the charges for custodial coverage on building rentals.

Current Custodian III Contract Rate

Monday-Friday	1 ½ times current contract hourly rate
Saturdays	1 ½ times current contract hourly rate
Sundays	2 times current contract hourly rate
Holidays	2 times current contract hourly rate

These rates reflect the Board of Education's cost for providing custodial coverage.

Note: The number of custodians assigned to an event is based upon how many people are expected to attend. This mainly applies at East Hartford Middle School and East Hartford High School. The custodial foreman will determine what cleanup, if any, will be needed after a function. The determination will be made based on the number of bathrooms used, the condition of the facility at the end of function and time needed to secure the building.

Rate Schedule Revised: February 7, 1985
Revised: February 2, 1987
Revised: June 19, 1989
Revised: June 18, 1990
Revised: July 1, 1991
Revised: September 19, 1991
Revised: June 24, 1993
Revised: October 25, 2007
Revised: November 12, 2009

EAST HARTFORD PUBLIC SCHOOLS
East Hartford, Connecticut

EAST HARTFORD BOARD OF EDUCATION APPLICATION FOR BUILDING USE

1330
Appendix C

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**

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

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.

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)	HOURLY PERSONNEL CHARGES
HIGH SCHOOLS MIDDLE & ELEM SCHOOLS	MON./SAT. SUNDAY HOLIDAYS
AUDITORIUM _____	CUSTODIAN _____
GYMNASIUM _____	AUDIO-VISUAL _____
CAFETERIA _____	_____
CLASSROOM (1st) _____	_____
CLASSROOM (additional) _____	_____
SWIMMING POOL _____	_____
TEACHERS LOUNGE _____	_____
HIGH SCHOOL SPORTS/ _____	_____
COMPLEX FOOTBALL _____	AUTHORIZED SIGNATURE
FIELD _____	_____

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

9/19/2018 11:53 AM

_____ 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

EAST HARTFORD BOARD OF EDUCATION



1110 Main Street ♦ East Hartford, CT 06108

LESSEE'S/USER'S INDEMNIFICATION

The lessee/user shall at all times indemnify defend and save harmless the Town of East Hartford, East Hartford Public Schools and its officers, agents and/or employees against any and all claims, demands, damages, loss judgments, costs, workers' compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by:

- a) officials, officers, agents and/or employees of the Town of East Hartford or:
- b) the lessee/user or:
- b) any other person, whose injuries are alleged to have occurred on or near the leased property having been caused in whole or in part by the acts, omissions or neglect of the lessee/user or any other individual associated with the lease.

The existence of insurance shall in no way limit the scope of this indemnification. The lessee/user further undertakes to reimburse the Town of East Hartford for damage to property of the Town caused by the lessee/user, or his employees, agents, or volunteers, spectators or participants in connection with the lease/use of the property used by him/her or them.

STATE OF CONNECTICUT:

ss

COUNTY OF:

LESSEE/USER Signature: _____

By: _____

Name

Street

City/State

Zip

Date

Subscribed and Sworn to before me on this _____ day of _____ 20____

Notary Public