

**East Granby Public Schools**  
East Granby, Connecticut

**Use of School Facilities Application**

(Please submit two (2) copies to the Principal at least fourteen (14) days in advance)

Organization Requesting Facility: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(designated representative)

Address: \_\_\_\_\_

School Preferred: \_\_\_\_\_ Room: \_\_\_\_\_ Equipment: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

Purpose for which request is made: \_\_\_\_\_

Name, Address, Phone Number of person who will be in charge on-site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The undersigned agrees to the conditions for facility use outlined on the reverse side of this application and assumes full responsibility.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

**Fee Schedule**

Elementary All Purpose Rooms	\$30.00 / Hour
Elementary Kitchen Equipment	\$30.00 / Hour
Elementary Cafeteria	\$30.00 / Hour
Elementary, Middle or High School Classrooms	\$20.00 / Hour
Middle School Gym	\$50.00 / Hour
Middle / High School Commons	\$30.00 / Hour
Middle / High School Auditorium	\$100.00 / Hour
High School Gymnasium (Auxiliary)	\$75.00 / Hour
High School Gymnasium (Main)	\$100.00 / Hour

**Rates for Custodial Service**

Elementary Regular School Days, 7:00 a.m. – 9:00 p.m.	No Charge
Middle / High Regular School Days, 7:00 a.m. – 9:30 p.m.	No Charge
All Schools, Vacation Days, 7:00 a.m. – 3:30 p.m.	No Charge
Saturdays and time beyond normal working hours above	Contractual rate of the custodian assigned
Sundays and Holidays	Contractual rate of the custodian assigned

*The Board of Education reserves the right to charge a security deposit of \$300 for the use of its facilities. The deposit will be returned after satisfactory inspection of the facility after use to ensure that it remains in optimum condition. The deposit will be forfeited if there is any damage or non-compliance with the expectations for Conditions of Use. The Board of Education reserves the right to waive fees charged for use of facilities by town groups meeting in the public interest or in fundraising activities in which the funds will be used for public welfare or benefit. Police services will be required when the size of the assembly requires control or supervision in parking accommodations. The organization must make necessary arrangements for and pay the cost of such service.*

## Conditions of Use

1. Organizations must accept full responsibility, including financial, for buildings and equipment when these are loaned to them. All facilities must be left in good condition, free from clutter and disorder. Organizations must designate to the school principal, the person responsible for the use of facilities and the conduct of participants and spectators.
2. Whenever buildings are used and a regular custodian is not working, a designated custodian\* must be present at least one-half hour before the function is scheduled to begin. The custodian will open and close the building, have charge of heating, lighting, and ventilating the areas used and to assist as he may be able to in preserving order on the school premises and preventing damage to school property. (\*Custodian: employee of school system or person(s) designated by Superintendent of Schools as having responsibility for cleaning, preparing, and locking building facilities.)
3. All groups utilizing these facilities shall be responsible for proper supervision of activities as well as for any damage to the building or equipment.
4. The person or organization granted the use of any school property shall assume full liability for any torts because of their activities. ***Liability insurance of at least one million dollars is required.***
5. The Superintendent reserves the right to reject any application it deems for a purpose detrimental to the town or incompatible with the objectives of public education.
6. Permission shall not be granted for the purpose of giving sectarian instruction or the dissemination of religious doctrine during the school day.
7. The cooking of food in undesignated areas is prohibited due to health and safety concerns.
8. There will be no smoking in any school building or on any school grounds/property at any time.
9. The use of alcoholic beverages on the school property is prohibited.
10. Whenever an auditorium or other room is used, sufficient supervision, including police attendance, if necessary, shall be provided to insure good order, the protection of property, and the observance of these rules and regulations.
11. Gymnasium and Auditorium may be used by the general public only under the direct management of persons qualified to use and care for any equipment or apparatus contained therein.
12. Use of school equipment is permitted by special permission of building principal.
13. Participants in all athletic games on gymnasium floors shall wear appropriate footwear.
14. Decorations of a flammable nature will not be permitted in any school building. Doubtful decorative materials must be submitted to the local fire marshal for approval before use.
15. Parking is limited to designated parking areas unless specific authorization to the contrary is granted by the Superintendent.
16. All athletic fields and school grounds must be vacated one-half hour beyond dusk unless participants are involved in authorized activities.
17. On regular closing days, the closing time for use of the school buildings will be 9:00 p.m. for the elementary facility, and 9:30 p.m. for the middle / high facilities. If the designated custodian must remain beyond his regularly scheduled duty time, the organization must accept full responsibility to pay the custodian a rate of time and one-half his hourly rate. A one-hour rate charge will be made as a minimum fee.
18. If there is an occasional need to go beyond the normal closing time, the school principal must receive that request two weeks before that change. The principal must approve the changes in the closing time.
19. School facilities will not be available for community use on days that schools are closed due to inclement weather.