

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

APPLICANT _____ NAME OF ORGANIZATION _____

ADDRESS _____ TELEPHONE # _____
(street) (city) (state) (zip code)

SCHOOL REQUESTED _____ DATES _____ ROOM(S) _____

OPENING TIME _____ CLOSING TIME _____ PURPOSE _____

ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS _____ CHILDREN _____

SIGNATURE OF APPLICANT _____ DATE _____

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. _____ (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE _____ YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

The Waterbury Board of Education approves the use of school facilities for community activities provided such use (other than occupancy in connection with federal, state and municipal elections) does not interfere with the school program, and provided the user assumes responsibility for the proper care of the school building and equipment.

REGULATIONS REGARDING PUBLIC USE OF SCHOOL FACILITIES:

1. All Waterbury Public School functions that are part of the school program or directly related to it will be granted permission to use school facilities - such use will take precedence over any other uses.
2. All non-scholastic groups may use school buildings only with the express consent of the Board of Education upon a written application referred to the committee on school activities.
3. A certificate of insurance for liability in the amount of \$50,000 each person and \$300,000 each accident and property damage in the amount of \$25,000 with the City of Waterbury named as an additional insured must be submitted.
4. Use of buildings will not be granted to organizations which are subversive to the American principle.
5. Alcoholic beverages in any form or mixture are not permitted at any function held on school property.
6. No smoking will be allowed on school property.
7. Putting up decorations or scenery, changing of wiring, or curtains, or other furniture is prohibited unless special permission is granted by the Superintendent of Schools. All such activity must be under the direct supervision of the school custodian.
8. The use of any swimming pool by any community group must be supervised by a responsible party with a certified lifeguard in attendance at all times.
9. All activities involving children must be supervised by adults. The number of supervisors varying according to the number of participants (one adult supervisor per sixty children, whether activity participants or non-participants, whose function is SUPERVISION ONLY.)
10. No building may be used without the attendance of a custodian.
11. Should you find it necessary to cancel a scheduled date, a charge will be made if the School Business is not notified at least 48 hours in advance.
12. Approval will be granted with the understanding that utmost care will be taken in the use of school property, to make good any damages to or loss of school property arising from this use of any portion of the building.
13. Cancellation of permit will be made if any of these provisions are violated. The right to revoke a permit at any time is reserved by the school authorities.
14. The Board of Education assumes no responsibility for damage or injury as the result of use of school property.
15. Any organization owing money can not use the any school facility.
16. Any non-conforming use of facilities may require a deposit for damages.

CHARGES:

1. Charges for custodial services will be charged unless other arrangements have been made with the approval of the Superintendent of Schools and the Board of Education.
2. These charges will be calculated in accordance with the negotiated contract between the City and its employees in effect at the time of use.