



Manchester Public Schools Buildings & Grounds Dept.

Community Use of School Buildings

Thank you for choosing Manchester Public Schools for your meeting or event. We are pleased to offer our buildings for your use, although we do have certain protocol that must be followed.

Each school has first priority for building use, followed by PTAs and other school groups, in-town groups, and out of town groups, in that order. This means that although you may have selected a date and submitted your paperwork, your event may be bumped by a priority group. We will try to work with you to secure another date, room, or even building should that take place.

Buildings are available for your use Monday-Friday 5:30pm -11:00pm, and in some cases, weekends, though there may be additional charges for custodial overtime. PTAs are granted a total of 8 hours of custodial overtime each school year. Any overages are billed to the school PTA in actual costs to Manchester Public Schools.

Please note that our buildings are not available for use over school vacations or holidays. The reason for this is because school improvement and maintenance projects take place during 'shutdown,' and we cannot guarantee availability during those times.

Buildings & Grounds Department
325 Olcott Street
Manchester CT 06042

To use a facility, you will need to complete a Building Use Application and be able to provide proof of insurance including a special Endorsement Page provided by your insurance provider, separate from the standard Certificate of Insurance. Depending on the location and your event, we may also require additional forms (specifically for use of Bailey Auditorium at MHS); temporary food assessment forms and building maps (see below).

860-647-3511 phone
860-647-3381 Fax
gslog@mpspride.org

Temporary Food Assessment Forms

If you're planning to serve any food or drink (even it's just bottled water) at an event, you must submit a Temporary Food Assessment Form to the town of Manchester's Health Department. This must be done and approval received by the Health Department (not the BOE) before you even request the building use, so please allow yourself a minimum of 30 days to get this done. We cannot approve building use involving food without this paperwork signed off by the town. If you are serving food and drink without the proper paperwork, your event can be shut down by the Health Department and you can be refused future use of our buildings, so this is a very important step to take. Get information by calling the Health Department at 860-647-3173.

If your building use involves any use of a school kitchen, union rules require you to hire a BOE employee from Food Services. Find out information by calling Food Services at 860-647-3461.

Building Use Maps

When your event features more than 50 people, a building use map is required. This is a map of the setup in the room you're requesting, filled out with drawings of how you envision your room set up to be (tables, chairs, etc). This is important because we are required to send it to the Fire Marshall in the unlikely event of an emergency – they need to know who's in the buildings at all times. Maps for the rooms are available through Grahame Slogesky.

CONTACT: Grahame Slogesky
