

APPLICATION FOR USE OF MANCHESTER SCHOOL BUILDINGS & FACILITIES

Please complete this application and return to the Buildings & Grounds Department by email to gslog@mpspride.org, fax at 860-647-3381 or by mail to 325 Olcott Street, Manchester, CT 06040. When this application has been approved, you will receive confirmation via email. The original will remain on file with the Buildings & Grounds Department.

School Building Involved:		Application Date:	
Date(s) of use:			
No. of Persons Expected:		Hour Bldg. to be opened:	
Time Activity will begin:		Time Activity will end:	

Applicant's Organization:				
Address:		City	Zip	Tel. No
Person Responsible:			Email Address REQUIRED* :	
Address:		City	Zip	Tel. No

Application for use of the following area(s):

Auditorium:	Gym:	Kitchen (Must contact Food Services):
Classroom (note room #s below):	Pool:	Cafeteria:
Media/Library:	Lockers/Showers:	Grounds:

Other area (Please specify):
Equipment Required:

Explain in detail, what facility will be used for: Meeting, Athletic Event, Banquet, Rehearsal or Recital, Dance, Etc.: (Use separate sheet if needed)

Admission chg: Yes No Open to General Public: Yes No

Will food or refreshments be served or sold? Yes No If yes, a food assessment form must be filed.

IT IS UNDERSTOOD:

1. That there will be absolutely **NO ADDITIONS OR ALTERATIONS** made to school property.
2. That **NO ALCOHOLIC BEVERAGES** will be brought in, sold or consumed on school property.
3. That there will be **NO CONSUMPTION** of refreshments in the auditorium or gyms.
4. That there is absolutely **NO SMOKING** permitted on school property.
5. **NO consumer products intended to CLEAN, DEODORIZE, SANITIZE OR DISINFECT** are permitted in buildings.
6. The Board of Education will not be responsible for personal property or equipment brought on school grounds.
7. The undersigned will furnish a Liability Insurance Certificate in the amount of \$2,000,000 policy aggregate with a \$1,000,000 per occurrence, and a certificate of endorsement naming the Town of Manchester as an additional insured. Such certificate must be approved by the Buildings & Grounds Department **at least 5 days prior to the date of the activity.**
8. The undersigned agrees to indemnify and hold harmless the Town from any losses, damages, costs, and fees which it may sustain by reason of any claims for personal injury or property damage arising out of the use of Town buildings and facilities in connection with the activity which is covered by this application.
9. Organizations may be billed for use according to BOE Policy #1330. **A nonrefundable deposit may be required prior to use.**

Signed _____ Title _____

OFFICE USE ONLY

Approved: YES NO Signed: _____
Buildings & Grounds Department

FEE _____ CUSTODIAL CHARGES _____ DEPOSIT REQUIRED (see invoice to accompany approval): _____