



EDWIN O. SMITH HIGH SCHOOL
 REGIONAL SCHOOL DISTRICT #19
 1235 STORRS ROAD • STORRS, CONNECTICUT 06268
 860-487-0877 • WWW.EOSMITH.ORG

APPLICANT INFORMATION	NAME AND ADDRESS OF ORGANIZATION		FORM BL-02 REV. 2003-03		
			APPLICATION FOR BUILDING USE		
	NAME OF REPRESENTATIVE		PRIMARY TELEPHONE () ()	ALTERNATE TELEPHONE () ()	
	NAME OF EVENT SUPERVISOR		PRIMARY TELEPHONE () ()	ALTERNATE TELEPHONE () ()	
	NATURE OF ACTIVITY			DATE OF APPLICATION	
	GROUP AFFILIATION: (SELECT ONE)		AREA(S) REQUESTED: (SELECT APPLICABLE)		
	<input type="checkbox"/> SCHOOL SPONSORED PROGRAM <input type="checkbox"/> MEMBER TOWN AGENCY/ACTIVITY <input type="checkbox"/> IN-REGION FOR-PROFIT GROUP		<input type="checkbox"/> AUDITORIUM <input type="checkbox"/> CLASSROOM # _____ <input type="checkbox"/> FITNESS ROOM <input type="checkbox"/> LECTURE HALL <input type="checkbox"/> RESTAURANT		
	<input type="checkbox"/> SCHOOL RELATED ORGANIZATION <input type="checkbox"/> IN-REGION NON-PROFIT GROUP <input type="checkbox"/> OTHER		<input type="checkbox"/> CAFETERIA <input type="checkbox"/> EXTERIOR GROUNDS <input type="checkbox"/> GYMNASIUM <input type="checkbox"/> LIBRARY MEDIA CENTER <input type="checkbox"/> OTHER		
	DATE(S) OF USE		TIME(S) OF USE FROM TO		TOTAL ATTENDEES
			FROM TO		TOTAL WORKERS
EQUIPMENT REQUIRED? <input type="checkbox"/> NO <input type="checkbox"/> YES, PLEASE STATE:				PARKING SPACES NEEDED	
SPECIAL NEEDS? <input type="checkbox"/> NO <input type="checkbox"/> YES, PLEASE STATE:					

BILLING		ESTIMATED	ACTUAL	INSURANCE	HAVE YOU PROVIDED A COPY OF YOUR CERTIFICATE OF INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO, PLEASE INDICATE REASON BELOW:
	RENTAL FEE	\$	\$		
	CUSTODIAL FEE	\$	\$		
	UTILITIES FEE	\$	\$		
	CONSTABLE FEE	\$	\$		
	OTHER FEE	\$	\$		
	TOTAL	\$	\$		

ALL CHARGES MUST BE PAID WITHIN 60 DAYS, MAKE CHECKS PAYABLE TO AND MAIL TO:		EDWIN O. SMITH HIGH SCHOOL BUILDING AND GROUNDS DIRECTOR 1235 STORRS ROAD STORRS, CONNECTICUT 06268	BY SIGNING BELOW REPRESENTATIVE AGREES TO THE TERMS PRINTED ON THE REVERSE SIDE OF THIS APPLICATION. THE EVENT SUPERVISOR MUST REMAIN WITH THE ORGANIZATION AT ALL TIMES. THE SUPERVISOR MUST BE THE LAST PERSON TO LEAVE THE PREMISES.	
REMARKS			SIGNATURE OF REPRESENTATIVE _____ DATE _____	
			SIGNATURE OF ADMINISTRATOR _____ DATE _____	
APPROVAL GRANTED: <input type="checkbox"/> YES <input type="checkbox"/> NO			SIGNATURE OF BUILDING AND GROUNDS DIRECTOR _____ DATE _____	
INSURANCE REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO			SIGNATURE OF SUPERINTENDENT _____ DATE _____	
APPROVED FOR: <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER				

COMMUNITY USE OF SCHOOL FACILITIES POLICY

The board of education recognizes that school buildings and grounds are community centers and a valuable public resource. The board is committed to making these facilities available to the community under proper supervision. Therefore, the board will make school facilities available to community groups and community service activities either without cost or at as low a cost as is consistent with the prudent expenditure of public funds. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested use. Facilities use shall be governed by as set forth in policy and shall be subject to such restrictions as the superintendent or his/her designee considers necessary and expedient.

RULES AND REGULATIONS

The following rules and regulations will govern the use of school facilities:

1. All building use requests must be submitted in writing a minimum of three weeks in advance. Organizations desiring to use school facilities shall make application to the main school office. The representative of the sponsoring organization shall sign said application. The signing of the application constitutes an acknowledgement by the group or organization of acceptance of responsibility for any damage to the building.
2. Permission for facilities use will be granted on a per season (fall, winter, spring, summer) basis only. In no case shall any organization be permitted access to school facilities without prior written approval.
3. In the case of inclement weather or other unavoidable cancellation event, rescheduling can only be done on a space available basis. No "rain dates" can be guaranteed. Region #19 reserves the right to cancel activities due to inclement weather, emergency conditions or programmatic changes. If there is a question because of the weather, groups should check with the school prior to their arrival.
4. The use of school facilities for non-school activities will not be permitted before school or during the regular school day. School facilities will not be available for non-school use during school vacations or on days school is not in session, unless the superintendent or his/her designee grants permission.
5. A custodian or other school employee, and for some activities one or more constables, shall be present when school facilities are in use to see that they are used properly and left secure and in good order. Custodial service shall include normal cleaning of property used, setting up seats/tables, and the handling of lighting. Custodians shall normally be scheduled to arrive ½ hour before the event and will remain ½ hour after the event. A minimum of four hours of custodial services is required whenever the building is not open for use.
6. All requests for audio/visual equipment and auditorium sound and lighting equipment must be made at the time of the application. Only school trained or approved personnel can operate this equipment. Groups will be expected to pay for personnel to operate needed equipment.
7. Smoking, alcohol or drugs are strictly forbidden on school property.

FEE SCHEDULE

Charges for the use of school facilities shall be in accordance with a fee schedule approved by the board of education.

PAYMENT OF CHARGES

Any organization using school facilities must agree to pay all charges within sixty days of receipt of invoice.

INSURANCE

The district carries insurance covering its own legal liability but assumes no liability for bodily injury and property damage to others. Municipal entities, not-for-profit community groups, and for-profit organizations, upon receiving approval for said use, will be required to provide a 'Certificate of Insurance Liability' which includes the period time of said use, names the Regional School District #19 as an additional insured and specifies general liability limits of at least \$1,000,000 each occurrence and \$2,000,000 general aggregate combined bodily injury and property damage. Not-for-profit community groups may apply to the board or its designee for waiver of this insurance requirement, which the board or its designee may grant in its sole discretion.