

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage

1. It shall be the policy of the Amity Board of Education to encourage the community use of school buildings when such use is in the public interest, does not unreasonably conflict with school activities, does not incur additional unreasonable net expense and/or liability to the taxpayer, and is not detrimental to the purposes of the schools.
2. The Amity Board of Education believes that access to school facilities should be based upon a system of prioritization wherein school related groups receive top priority.
3. The use of school buildings, grounds, equipment and facilities will be authorized by the Superintendent of Schools or his/her designee in conformity with the regulations to be developed by the Superintendent.
 - a. School facilities, when not in regular use, will be available for community use at such rates and under such conditions as may be established by the Amity Board of Education annually.
 - b. The use of school facilities shall be limited to those organizations which are located within the geographic boundaries of Bethany, Woodbridge and Orange or to those organizations which can demonstrate that the use of the facilities is a primary benefit to the residents of the regional district's member towns.
 - c. All school sponsored activities including but not limited to adult education, summer school, athletic events and practices, dramatic events, musical events, class events, graduation ceremony and other school sponsored activities shall have preference over activities sponsored by non-school organizations.
 - d. The use of school buildings, grounds, equipment and facilities will be denied to any person or organization sponsoring causes generally held to be subversive to the public interest and welfare. The Superintendent of Schools shall make this determination.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage

1. The use of school buildings, grounds, equipment and facilities shall be governed by the following specific regulations.
 - a. To ensure the fairest distribution of school facilities among organizations, request for use of facilities should be made as far in advance, with a *three (3) week minimum notice required when possible*. All requests for the use of any facility shall be presented to the Superintendent of Schools or his/her designee on an application form available at the District Offices or individual school building.
 - b. Persons attending any functions must confine themselves to the areas assigned for their use.
 - c. Smoking is prohibited in any area within the school building or outside of the school building on school property.
 - d. No guns or weapons of any kind may be brought onto school grounds.
 - e. No motorized vehicles, or vehicles with wheels including but not limited to bicycles, roller skates, roller blades or skate boards or footwear that might cause damage are permitted in school buildings, in the Field House, or on tracks, fields or lawns.
 - f. No dogs or other pets are permitted in school buildings or on school grounds. Exceptions: Those needed for educational purposes and those needed by handicapped individuals. Adult education dog-training programs will only have use of the outdoor parking lot. The adult education teacher in-charge of the training program is responsible for leaving the outdoor in a clean, sanitary condition.
 - g. No cooking outside the school kitchen, Field House, Family Consumer Science or Culinary classroom, or use of barbecue grills, etc., or use of lighted candles or any other flammables are permitted in school buildings or on school grounds by users not directly affiliated with the Amity Regional School District No. 5 program, except with special permission, under controlled conditions.
 - h. School furniture and equipment:
 - (1) No school owned electronic equipment (TVs, VCRs, digital cameras, tape recorders, computers, laptops, smartboards, etc.) may be used by outside users of school facilities without special permission.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage (continued)

- (2) Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities, except to Town agencies or committees in Bethany, Orange and Woodbridge, with the approval of the Superintendent of Schools or his/her designee.
- (3) Kitchen equipment may not be moved.
- (4) All furniture and equipment must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users will be required to pay for repair or replacement due to damage.
- (5) Users wishing to borrow furniture or equipment from one school, to be used in another, must obtain the permission of the Principal of the school making the loan; all items must be returned to their original place in the school before 7 a.m. the next school day. Users must make arrangements to have items carried in and placed where they belong.
- (6) Special fees will apply for use of sound systems, stage lighting and other technical stage equipment. User will be required to employ, from a list designated by the Principal or facilities department, the services of a technician trained in the proper use of school equipment. Professional technicians brought in by the user must work under the supervision of one of the school system's designated trained technicians. Users will be required to furnish a security deposit for the use of this equipment. Fee will be returned only after the school's trained technician has verified that all equipment has been accounted for and is in good condition.
 - i. Sale, use and possession of alcoholic beverages, unauthorized controlled substances, or tobacco or tobacco products is prohibited inside the school building or on school property.
 - j. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
 - k. Advertising, decorations or other materials that promote the event or activity must be approved in advance by the Principal.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage (continued)

- l. The utilizing organization must agree to assume financial responsibility for accidents or injuries to members or guests, whether or not they are invited. The liability insurance carried by the Amity Board of Education protects the interests of the Board and its employees but not those who utilize the school facilities. The utilizing organization is required to pay for and furnish a Certificate of Liability Insurance specifying a *minimum* coverage of \$1,000,000 bodily injury and property damage and naming the Amity Regional School District No. 5 as the insured. The Certificate of Liability Insurance should be attached to the Request for Use of School Facilities form. This requirement may be waived by the Superintendent of Schools for school groups and town agencies and committees of Bethany, Orange and Woodbridge. The Certificate of Liability Insurance must have a cancellation clause in which the insurer will endeavor to mail thirty (30) days written notice to the certificate holder, who shall be Amity Regional School District No. 5. The address shall be District Offices, 25 Newton Road, Woodbridge, CT 06525. ***The utilizing organization may not use the facilities until the Certificate of Liability Insurance has been received by the Finance Office.***
- m. The utilizing organization must also agree to assume financial responsibility for all damage, destruction or loss of school property occurring while the building is being used by them. A deposit may be required prior to the event.
- n. The utilizing organization is responsible for a cleanup after the event or activity or a fee will be assessed for a custodian to cleanup.
- o. The utilizing organization must agree to be responsible for the conduct of all persons in attendance at the activity. The custodian on duty will not serve as a policeman. If, in the judgment of the Principal or Director of Facilities, police supervision is required, the cost of the police supervision shall be paid by the utilizing organization.
- p. The utilizing organization shall be responsible for paying for a fire watch if it is deemed necessary by the Director of Facilities, Fire Marshall, or Fire Chief.
- q. Refreshments may be served only by prior arrangement with the agreement of school authorities.
- r. No parking is permitted in the fire lanes adjacent to the sidewalks and driveway entrances to the school. Parking lanes are provided and are clearly marked.
- s. Users must comply with all administrative regulations governing the use of school facilities. Non-compliance may result in revocation of privileges.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage (continued)

- t. Requests for use of Amity Regional School District No. 5 facilities, including buildings, grounds and equipment, may be denied if and when there are any outstanding balances for a prior activity or event or failure to pay all fees and charges to the school district in a timely manner.
2. The use of the gymnasium for athletics shall be governed by the following additional rules:
 - a. Rubber soled shoes, of a type that does not mark the floor, will be used by everyone participating in athletics. Shoes worn outside (street shoes) may not be used on the gymnasium floor. The Principal and Athletic Director shall determine what type of shoes may be used on the gymnasium floors.
 - b. Heat, ventilation, lights and adjustment of moveable athletic equipment are to be regulated only by the custodian or school maintenance personnel.
 - c. Locker rooms, shower and dressing rooms must be left in order and to the satisfaction of the Principal, Athletic Director and Director of Facilities. No towels will be furnished.
 - d. Athletic equipment belonging to the school or to school organizations may not be removed from the gymnasium without permission of the school authorities.
 - e. No food or beverage is permitted in the gymnasium.
 - f. No smoking is permitted.
 3. The use of the auditorium shall be governed by the following additional rules:
 - a. Stage properties belonging to the school or to school organizations may not be used or moved without special permission.
 - b. Storage of stage properties belonging to others is the responsibility of the renting organization and is to be done only under the direction of the custodian. All such stage properties and other material used, not belonging to the school, must be removed before noon on the next day (Sunday or national or state recognized holiday excepted, if necessary) after their last scheduled use. If the properties are not removed in a timely manner, the school authority may direct the disposal of the stage properties without the consent of the utilizing organization. The utilizing organization must agree that it shall have no legal recourse against Amity Regional School District No. 5 or its employees for the disposal of the stage properties, if the stage properties are not removed by the utilizing organization before noon on the next day (Sunday or national or state recognized holiday excepted, if necessary) after their last scheduled use. Any related removal fees will be the responsibility of the utilizing organization.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage (continued)

- c. Pianos, audio-visual, public address and other special equipment may be used only by special arrangement with the Principal or designee.
 - d. All groups or organizations must retain a lighting and sound consultant from a list designated by the Principal or facilities department.
 - e. No food or beverage is permitted in the auditorium.
 - f. No smoking is permitted.
4. The use of classrooms, library/media center, or cafeteria shall be governed by the following additional rules:
- a. Furniture may be moved only by the custodian or under his/her direction.
 - b. The furniture must be put back in place under the direction of the custodian.
 - c. Kitchen facilities, Family Consumer Science or Culinary classroom, may be used only by special arrangement with the Principal and cafeteria manager for cafeteria and kitchen and then only to the extent agreed upon. The utilizing organization must pay for the cafeteria manager or worker to be present during the entire time in which the kitchen facilities is being used and cleaned for the next school day.
 - d. Use of equipment is subject to special arrangement and any fees established by the Amity Board of Education.
5. The use of fields shall be governed by the following additional rules:
- a. Refreshments may be served only by prior arrangement with, and agreement of, school authorities.
 - b. All practices should be scheduled for the practice areas, not the competition field.
 - c. The Amity Athletic Department reserves the right to postpone any activities in the case of inclement weather or excessive stress to the playing surfaces.
 - d. Only Amity Regional School District No. 5 facilities personnel may perform tasks on the facility and users of school facilities must pay for the additional services required. The Amity Regional School District No. 5 reserves the right to hire an outside contractor to perform such tasks and charge the utilizing organization for the additional services required.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage (continued)

- e. The Athletic Director or his/her designee will make all field assignments.
 - f. The non-refundable administrative fee of \$25.00, if applicable, may not be waived by the Athletic Director or his/her designee.
6. The following classification of organization and activities will determine facilities preference and rental fee:
- a. **SCHOOL GROUPS** shall have preference in the use of the facilities. There will be no charge to these organizations.
 - (1) Continuing Education including Adult Education and Summer School programs under the direction of the Amity Regional School District No. 5
 - (2) Parent, teacher organizations from Bethany, Orange and Woodbridge
 - (3) Amity Booster Club
 - (4) Other approved groups sponsoring events to raise funds for school activities when such funds are deposited directly to the account of the school activity and administered by proper school authorities.
 - b. **BETHANY, ORANGE AND WOODBRIDGE PARK AND RECREATION DEPARTMENTS:** The Amity Regional School District No. 5 and the Park and Recreation Departments of Bethany, Orange and Woodbridge have had a collaborative arrangement whereby the use of the town and school fields are shared, as reasonably available, without any charges or fees, except for the necessary custodial overtime costs related to the activity or event. This arrangement shall continue with the mutual agreement of the parties. Custodial charges are \$40 per hour.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage (continued)

- c. **TOWN AGENCIES AND COMMITTEES** of Bethany, Orange and Woodbridge shall have preference in the use of the facilities when it is not being used by a school group. There will be no charge to the town agency or committee provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays) and no set-up or take down is required. A \$40 charge will be incurred for set-up and take down during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays). Events held outside the regularly scheduled custodial hours during Monday through Friday, except holidays, will be charged \$40 per hour for set-up and take down and the time of the activity. Events held on Saturdays will be charged \$40 per hour for set-up and take down and the time of the activity. Events held on holidays and Sundays will be charged \$50 per hour for set-up and take down and the time of the activity. Custodial charges shall be waived if and when custodians have already been assigned for other purposes during the event or activity and no additional work (e.g., set-up; take-down; clean-up; etc.) is required as a result of the activity.
- d. **ATHLETIC ASSOCIATIONS:** Athletic associations that are not for profit and benefit the youth of Bethany, Orange and Woodbridge may use Amity athletic facilities at no charge upon application and approval.
- e. **COMMUNITY AND CIVIC NON-PROFIT ORGANIZATIONS** of Bethany, Orange and Woodbridge shall have preference in the use of the facilities when it is not being used by a school group; Bethany, Orange and Woodbridge Park and Recreation departments; or town agencies or committee. Other non-profit organizations which can demonstrate that the use of facilities is a primary benefit to the residents of the regional district's member towns may also use the facilities, if available.
 - (1) Community and civic non-profit organizations shall include Rotary, Lions Club, Historical Society, Garden Club, religious groups, and similar types of organizations. Possible determining factors could be a group's non-tax status; use of any funds raised by the group primarily for the benefit of residents in Bethany, Orange or Woodbridge.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage (continued)

When no admission or fee is charged, community and civic non-profit organizations will be charged a custodial fee of \$40 for set-up and take down provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays). Events held outside the regularly scheduled custodial hours during Monday through Friday, except holidays, will be charged \$75 per hour for set-up and take down and the time of the activity. Events held on Saturdays will be charged \$75 per hour for set-up and take down and the time of the activity. Events held on holidays and Sundays will be charged \$100 per hour for set-up and take down and the time of the activity. In addition, extra charges will apply for the following:

	<u>Extra Charges</u>
Field House	\$250
Athletic Fields (Base Fee)	\$100
Field Layout and Lining:	
Football Field	\$400
Baseball or Softball Field	\$300
Soccer or Lacrosse Field	\$250
Lining only (no layout required):	
Football Field	\$200
Baseball or Softball Field	\$100
Soccer of Lacrosse Field	\$100
High School Auditorium	\$350
Sound & Lighting Consultant	\$400
Middle School Gymnasium	\$100
High School Gymnasium	\$150
Library / Media Center	\$100
High School Cafeteria	\$150
High School Kitchen	\$150
Middle School Cafeteria	\$100
Middle School Kitchen	\$100
Music Room	\$100
Classroom: First	\$25
Classroom: Each Additional	\$15
 Surcharge	 \$100

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage (continued)

Surcharge is required if event:

- ✓ Creates significant wear and tear
- ✓ Raises funds via admission charges or contributions, sale of merchandise, raffles, door prizes, etc.
- ✓ Uses vendors' or exhibitors' booths
- ✓ Uses field house or two *major* facilities (gymnasium, cafeteria, auditorium, 11+ classrooms)
- ✓ Involves more than 350 participants or attendees

Other Fees:

- ✓ Administrative charge: \$25 per contract. This non-refundable fee must be paid at the time of the application.
- ✓ Fees will also be charged for piano tuning, gymnasium and field house floor covering, excess garbage collection and use of lighting/sound equipment. Custodians, kitchen workers and technical personnel will be paid according to current fee schedule, updated yearly.

- f. The estimated rental fee for a one-time event or activity is required to be paid a ***minimum of five (5) business days before the event or activity***. The Director of Finance and Administration shall determine the estimated rental fee. The administrative charge of \$25, if applicable, shall be added.
- g. The estimated rental fee for a multiple event or activity (e.g., outside organization sponsored school) shall be billed in the following manner:
 - (1) The full amount of the estimated rental fee for all the events or activities scheduled for the first month must be paid a ***minimum of five (5) business days before the first event or activity***;
 - (2) The full amount of the estimated rental fee for all the events or activities scheduled for the succeeding month(s) must be paid a ***minimum of five (5) business days before the start of the month in which the events or activities will take place***.
 - (3) The Director of Finance and Administration will determine what additional charges, if any, are owed.
- h. The Superintendent of Schools or his/her designee shall determine the classification of each group and related fees. The utilizing organization agrees to the classification and related fees by signing the Request for Use of School Facilities form.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage (continued)

7. The fee schedule will be reviewed on an annual basis by the Director of Finance and Administration, who will provide a list of recommended changes to the Superintendent of Schools. Upon the approval of the Superintendent of Schools, the recommended changes will be brought to the Amity Board of Education for consideration. No fees may be increased without the approval of the Amity Board of Education.
8. Upon the approval of the Superintendent of Schools, the Director of Finance and Administration may modify the PERMIT document from time to time provided no change is made to the fees charged or Board policy.
9. The process of formally requesting the use of school facilities is, as follows:
 - a. A person seeking the use of school facilities may obtain a Request for Use of Facilities form at a school or district offices.
 - b. The completed *original* Request for Use of Facilities form should be submitted to the Principal or his/her designee. It must be accompanied by a check of \$25 payable to “Amity Regional School District No. 5” for the non-refundable administrative fee (except if waived by Board policy, prior Board action, or Superintendent of Schools). In addition, a Certificate of Liability Insurance for a *minimum* of \$1,000,000, naming Amity Regional School District No. 5 as the Certificate Holder, must be attached to the form.
 - c. The Principal or his/her designee shall determine if the school facility is available on the requested date(s) for the particular event or activity. If not, the Principal or his/her designee shall notify the group or organization’s contact person that the school facility is not available. The Request for Use of Facilities form should *not* be forwarded to the Athletic Director. The \$25 check will be refunded.
 - d. The Principal and Athletic Director shall have the authority to determine that an athletic field is not in a suitable condition or the event or activity would likely cause damage beyond normal wear and tear. If either the Principal or Athletic Director makes this determination, the Request for Use of Facilities should be denied. The \$25 check will be refunded.
 - e. The Athletic Director or his/her designee should sign-off on any request for the use of the Field House, athletic field(s), gymnasium, and/or locker room *only if* the Field House, athletic field(s), gymnasium, and/or locker room are available on the requested date(s). If not, the Athletic Director or his/her designee shall notify the group or organization’s contact person that the school facilities, as requested, are not available. If the request is rejected, the \$25 check will be refunded.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage (continued)

- f. If signed off by the Principal and Athletic Director, if applicable, the completed *original* form, \$25 check, if required, and Certificate of Liability Insurance should be sent to the Director of Facilities or his/her designee.
- g. The Director of Facilities is responsible for the overall use of the facilities while the school is not in session, and in this regard, should determine whether or not the event or activity will interfere with other activities already scheduled (e.g., parking requirements; available custodial staff for set-up, take-down and clean-up activities) or be detrimental to the buildings, grounds, equipment and facilities. The Director of Facilities may reject the request. The \$25 check will be refunded.
- h. If the Director of Facilities is satisfied that the event or activity on the particular date(s) is an acceptable use of the facilities under the conditions set forth in the Board's Policy and meets all applicable administrative regulations, the Director of Facilities or his/her designee may sign the form. If not, the Director of Facilities or his/her designee shall notify the group or organization's contact person that the school facilities, as requested, are not available. If the form is signed by the Director of Facilities or his/her designee, the completed original Request for Use of Facilities form should be sent to the Finance Manager with the non-refundable administrative fee, if applicable, and Certification of Liability Insurance.
- i. The Director of Facilities should notify the police and fire departments of events with 100 or more attendees. The Director of Facilities should then notify the Finance Manager if and when there will be charges for police and/or fire watch. These charges will be paid by the group or organization directly to the Police and Fire Department, or the Finance Manager will include these costs in the calculation of charges and fees for the group or organization.
- j. The Director of Facilities or his/her designee will assign a custodian, as required, based on the standard rotating schedule.
- k. The Finance Department will:
 - ✓ Deposit the \$25 non-refundable administrative fee to the General Fund
 - ✓ Verify or obtain the necessary Certificate of Liability Insurance
 - ✓ Calculate the estimated rental fee and send an invoice to the contact person
 - ✓ Verify the required payment is made at least five (5) business days prior to the event or activity. If not, notify the school that the event or activity is *not* to take place.
 - ✓ Notify the Principal, Athletic Director, and Director of Facilities the event or activity is approved by sending a copy of the completed PERMIT form
 - ✓ Notify the group or organization by sending the contact person a completed PERMIT form with a copy of the Board policy.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

Buildings and Grounds Usage (continued)

- l. The Finance Department will calculate the total rental fee, deduct any deposit payment, and send an invoice for the remaining amount, if any, to the contact person. The Finance Department will reimburse the group or organization by check for any overpayment.
- m. The Finance Department will deposit the payment of the rental fee in the General Fund. If the remaining amount is not received within ten (10) business days from the date of the invoice, a reminder notice will be sent to the contact person. If payment is not received within thirty days (30) business days for the date of the reminder notice, the Director of Finance and Administration will send a letter to the group putting them on notice that they will not be able to use the school facilities for any purpose until full payment is made of all past due claims. An additional administrative charge of \$50 shall be added to the remaining amount for each month in which the payment is overdue.
- n. The custodian on-duty during the event or activity shall obtain the PERMIT from the contact person. If the contact person fails to provide a signed PERMIT, the custodian on-duty will inform the contact person that the event or activity cannot take place. The custodian on-duty shall not have the authority to waive this requirement.
- o. At the end of the event or activity, the custodian on-duty will complete the RELEASE form, sign and date the form, obtain the signature of a representative of the group or organization, and send both the PERMIT and RELEASE forms to the attention of the Director of Facilities.
- p. The Director of Facilities or his/her designee will provide a copy of the PERMIT and RELEASE forms to the Finance Manager.
- q. The custodian on-duty during the event or activity should notify the Head Custodian if and when there are any problems relating to the event or activity (e.g., damaged or stolen school property; failure to comply with Board policy and/or administrative rules). The Head Custodian should notify the Principal, who in turn should contact the Director of Finance and Administration.

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REQUEST FOR USE OF SCHOOL FACILITES**

The (name of organization) _____ of the town of _____ requests permission to use Amity Regional School District No. 5 facilities, as noted below, under the Amity Board of Education’s Policies and administrative procedures. A copy of the Board’s Policy and Regulations has been provided.

Contact Person: _____ Title: _____

Address: _____

Business Phone: _____ Home Phone: _____ Cell Phone: _____

School Location: _____ for the purpose of _____

_____ on (date or dates) _____

_____ from _____ a.m./p.m. to _____ a.m./p.m.

Admission Charge \$ _____ Refreshments: YES ___ NO ___

If refreshments served, provide brief description: _____

Will fees, contributions, donations or other money be collected? YES ___ NO ___

It is anticipated that approximately _____ adults and _____ children will attend.

Will set-up be required? YES ___ NO ___ Requirements: _____

Please check off below the requirements for the event or activity:

- _____ Field House _____ Athletic Fields
- _____ Auditorium _____ Gymnasium
- _____ Library / Media Center _____ Music Room
- _____ Cafeteria _____ Kitchen
- _____ Classroom(s) How many classrooms? _____
- _____ Presentation Room Set-up Required? _____
- _____ Police (when attendance is 100 or more)
- _____ Custodian(s) for set-up, take-down Clean-up? YES ___ NO ___
- _____ Other Requirements (please specify) _____
- _____ Other Requirements (please specify) _____
- _____ Other Requirements (please specify) _____

In making this application, we hereby agree to comply strictly with the policies, rules and regulations of the Amity Board of Education and to be responsible for any damage to or loss of school property arising from our occupancy of any portion of the buildings or grounds. We understand that the event or activity can only approved by the Director of Finance and Administration or Finance Manager. Also, all charges and fees must be paid as described in the Board’s Policy and Regulations, and a Certificate of Liability Insurance must be submitted with this form. A PERMIT will be provided by the Finance Office if and when the event or activity is approved.

Date _____ Signature _____ Title _____

Authorized Agent of Organization

Date _____ Signature _____ Title _____

Principal or designee

Date _____ Signature _____ Title _____

Athletic Director or designee

Date _____ Signature _____ Title _____

Facilities Director or designee

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
USE OF SCHOOL FACILITIES**

[Contact Person]
[Name of Organization]
[Address of Contact Person]

Date Issued: _____

Re: Use of School Facilities

Dear [Contact Person]:

Enclosed please find a copy of your Request for Use of School Facilities, which has been signed off by the Principal or designee, Athletic Director or designee (if applicable), and Facilities Director or designee. In order for your group or organization to obtain a PERMIT to use the facilities, you will need to send a check payable to "Amity Regional School District No. 5", to Finance Manager, Amity Regional School District No. 5, District Offices, 25 Newton Road, Woodbridge, CT 06525, ***at least five (5) business days prior to the event or activity.*** You must also provide a Certificate of Liability Insurance, as prescribe in the Board Policy. Upon receipt of your payment with a Certificate of Liability Insurance, the Director of Finance and Administration or Finance Manager will issue a PERMIT. ***You MUST bring the PERMIT to the event or activity, because the custodian on-duty will need to have it before your event or activity may proceed. (The signed Request for Use of School Facilities form is NOT a PERMIT and cannot be used in the place of a PERMIT.) There will be no exceptions allowed if you do not have a duly authorized PERMIT.***

Please send a check payable to "Amity Regional School District No. 5" for the amount of the Total Payment Due upon receipt of invoice to Finance Manager, Amity Regional School District No. 5, District Offices, 25 Newton Road, Woodbridge, CT 06525. Please be sure to include a Certificate of Liability Insurance, as prescribed in the Board Policy.

If you have any questions regarding the invoice or PERMIT, please call Jack Levine, Director of Finance and Administration, at (203) 397-4813, or Terry Lumas, Finance Manager, at (203) 397-4801.

Sincerely,

Jack B. Levine
Director of Finance and Administration
Amity Regional School District No. 5
District Offices
25 Newton Road
Woodbridge, CT 06525
Phone: (203) 397-4813
Email: jack.levine@reg5.k12.ct.us

Enclosure

c: Principal
Athletic Director
Director of Facilities
Finance Manager
File



SAMPLE
AMITY REGIONAL SCHOOL DISTRICT NO.5

District Offices
25 Newton Road
Woodbridge, CT 06525

Invoice

Date	Invoice #
4/17/2007	1

Phone #	203-397-4801
---------	--------------

Fax #	203-397-4864
-------	--------------

Bill To

Sample
123 Road
Any Town, USA

Due Date	4/17/2007
----------	-----------

School	
--------	--

Rental Date(s)	Quantity	Description	Rate	Amount
6/2/2007	1	Non-refundable administration fee	25.00	25.00
6/2/2007	1	First Classroom Fee	25.00	25.00
6/2/2007	5	Fee for each classroom over initial classroom.	15.00	75.00
Payments/Credits				\$-25.00
Balance Due				\$100.00

Other fees may be charged and will be due within ten (10) business days at the conclusion of the event or activity, including but not limited to:
 Additional Custodial Assistance (Set-up & take-down)
 Damaged or loss school property
 Police and/or Fire Watch, if necessary
 Significant wear and tear on field used

AMITY REGIONAL SCHOOL DISTRICT NO. 5
USE OF SCHOOL FACILITIES

PERMIT

[Contact Person]

Date Issued: _____

[Name of Organization]

[Address of Contact Person]

This is to confirm that (name of organization) _____

has permission to utilize the following facilities on the dates and times indicated below:

School Location: _____ for the purpose of

_____ on (date or dates) _____

_____ from _____ a.m./p.m. to _____ a.m./p.m.

Admission Charge: \$ _____ Refreshments: _____

Estimated Attendees: _____ If police or fire watch is needed, you will be responsible for cost.

You may use the following facilities on the date and time shown above:

- ✓ Football Practice Field at Amity High School (example)
- ✓ Boys' Locker Room (example)
- ✓ One classroom for meeting (example)
- ✓ Set up will be required of classroom (put chairs in a circle) (example)
- ✓ **NO** other facilities may be used

This PERMIT must be on-hand at the event or activity and must be handed to the custodian on-duty.

This PERMIT is issued with the understanding that all care of the facility and conduct of persons on the school premises during the aforementioned date(s) and time(s) is the responsibility of the holder of the PERMIT. This PERMIT may **not** be used by any other group or organization or for any other purpose than shown above. Failure to comply with all of the Board Policies and administrative regulations may result in the immediate termination of the event or activity.

The Amity Regional School District No. 5 reserves the right to postpone or cancel activities in the case of inclement weather or excessive stress to the playing fields. Should there be any question as to the field(s) conditions, please contact the Athletic Department Office (203-397-4839) or Field Maintenance Supervisor (203-392-2175 or 203-650-8080)

It is understood that your group or organization has a Certificate of Liability Insurance that hold the Amity Regional School District No. 5, and its member towns, harmless against any claim for liability to any person or persons for personal injury or property damage in connection with your use of this property, that your group or organization will hold the Amity Regional School District No. 5, and its member towns, harmless from any such claim by others, and will release the Amity Regional School District from any such liability to your group or organization or its members or anyone else.

APPROVED: _____ Date: _____

Director of Finance and Administration or Finance Manager

<p>PERMIT SEAL WILL BE AFFIXED HERE ON ORIGINAL PERMIT ISSUED</p>

AMITY REGIONAL SCHOOL DISTRICT NO. 5
USE OF SCHOOL FACILITIES

RELEASE FORM

Completed by Finance Department:

[Contact Person]

Date Issued: _____

[Name of Organization]

[Address of Contact Person]

The abovementioned group or organization held an event or activity at:

School Location: _____ for the purpose of

On (date) _____ from _____ a.m./p.m. to _____ a.m./p.m.

Completed by Custodian on-duty:

_____ Set-up required _____ Number of custodians _____ Estimated Time

_____ Take-down required _____ Number of custodians _____ Estimated Time

Start of event: _____ a.m./p.m. End of event: _____ a.m./p.m.

Approximate number of attendees: Adults: _____ Children: _____

Additional duties performed: _____

_____ Estimated Time: _____

Indicate any known damage or loss of school property. If none, write "NONE". *The abovementioned group or organization remains responsible for any damage or loss of school property related to the event or activity.*

Date _____ Signature _____ Title _____

Custodian on-duty

By signing below, I fully agree with the information above:

Date _____ Signature _____ Title _____

Authorized Agent of Organization

PERMIT and RELEASE forms should be sent to the attention of the Director of Facilities.