

# Lyme-Old Lyme Public Schools School Buildings & Grounds Application Form

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Circle School Reserving: CS LY MC MS HS Number of Hours: \_\_\_\_\_

Activity Date(s) Requesting: \_\_\_\_\_

Activity Description: \_\_\_\_\_

| Fee Schedule (see reverse for rental fee waiver criteria) |                          |                          |
|---|--------------------------|--------------------------|
| Circle Facilities Rates Requested                         |                          |                          |
|   | Non-Profit<br>(per hour) | For-Profit<br>(per hour) |
| Classrooms  | \$ 15.00                 | \$ 50.00                 |
| Cafeteria   | 30.00                    | 80.00                    |
| HS Commons  | 50.00                    | 100.00                   |
| Gymnasium   | 50.00                    | 100.00                   |
| Media Center  | 40.00                    | 90.00                    |
| MS Auditorium   | 40.00                    | 100.00                   |
| HS Auditorium   | 50.00                    | 200.00                   |
| Athletic Field  | 50.00                    | 250.00                   |
| Tennis Court/Parking Lot                                  | 25.00                    | 50.00                    |

Activity Time Requested: From \_\_\_\_\_ To: \_\_\_\_\_

Facility Fee: \_\_\_\_\_

Custodial Fee:  
 \*Applicable after 9:00 p.m. weekdays and all weekends -\$40/hour per Custodian x Activity Duration  
 \*\*Applicable all Holiday hours -\$50/hour per Custodian x Activity Duration  
 Custodial Fee: \_\_\_\_\_

Gymnasium Floor Cleaning, scoreboard & bleachers Fee: \$ 40.00 Gym Fee: \_\_\_\_\_

Open/Close & Cleaning Fee: \$ 50.00 Open/Close Fee: \_\_\_\_\_

Set-up Request Fee: \$40.00 \_\_\_\_\_ Set-Up Fee: \_\_\_\_\_  
 (table s & chairs) provide details

Technology AV Fee \$60.00 \_\_\_\_\_ AV Fee: \_\_\_\_\_  
 provide details

Total Fee: \_\_\_\_\_

**I have read the Buildings & Grounds Usage Requirements on the back side of this form and I agree to fulfill my responsibilities and obligations in accordance with the Requirements.**

MAKE CHECKS PAYABLE  
TO  
REGIONAL SCHOOL  
DISTRICT 18  
AT  
APPLICATION

**PROOF OF  
INSURANCE  
MUST  
BE PROVIDED  
AT  
APPLICATION!**

\_\_\_\_\_ Applicant Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Director of Facilities & Technology

### WAIVER OF USAGE/RENTAL FEES

Rental Fees, but not Facilities Service Fees, will be waived for the following groups:

1. School-related organizations and school sponsored activities such as PTO groups and school clubs (band, chorus, drama, yearbook, student government, etc.).
2. Non-profit organizations which:
  - a. work directly with school age children in the Towns of Lyme or Old Lyme (minimum of 50% of participants to be Lyme/Old Lyme residents);  
OR
  - b. directly benefit the school district through their efforts;  
OR
  - c. serve the Towns of Lyme or Old Lyme;  
OR
  - d. do not charge admissions, take collections or solicit donations;  
OR
  - e. include the Red Cross, United Way, American Cancer Society, public health organizations, library associations, booster clubs, historical societies, rotary or lions clubs, veterans groups, Lyme Academy College of Fine Arts, Florence Griswold Museum, and other non-profit organizations as determined by the Superintendent or his/her designee.
3. Town, state or federal government organizations using the schools for the purpose of meetings, official business or public disaster relief.

*Exemption from rental fees for use of Regional School District 18 facilities shall not include exemption from custodial or cafeteria staff fees.*

### RESTRICTIONS ON USE OF SCHOOL FACILITY

1. Illegal activities will not be tolerated, and any violations may justify permanent restriction on the use of Lyme/Old Lyme Public School facilities by the organization involved.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property. There shall be no smoking in Lyme/Old Lyme Public School buildings.
3. Vendors shall be prohibited from any form of selling in school buildings or on school grounds. Exceptions from this prohibition may be granted by the Director of Facilities to community-based groups for an educational, civic or charitable purpose.
4. Refreshments in buildings will be limited to the school cafeteria.
5. Any activity, advertising and/or decorations determined to be in bad taste by the Board of Education, the Director of Facilities, or the building administrator shall not be allowed in Lyme/Old Lyme Public School facilities or on school grounds.
6. Activities that advocate, teach, or preach any doctrine or theory subversive to the Constitution or laws of the State of Connecticut or of the United States, or that which advocates a social or political change, violence or revolution.
7. Any purpose in conflict with school activities.
8. Commercial advertising.
9. Facilities summer rental is not available.
10. Any activity which may be injurious to the buildings, grounds or equipment of the schools.
11. This School District complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to school districts, requires that no qualified individual with a disability shall, on the basis of disability, be denied the benefits of school district services, programs, or activities.

Accordingly,

#### **this School District WILL:**

- Take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communication with others.
- Make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a School District program would result.
- Operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

#### **this School District WILL NOT:**

- Refuse to allow a person with a disability to participate in a School District service, program, or activity simply because the person has a disability.
- Provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.
- Subject individuals with disabilities to discrimination in employment under any service, program, or activity conducted by the School District.

### SUPERVISION

1. Uniformed police officers or other paid security agents are required at the users' expense for all activities where the probable number of people seems great enough to present a traffic or crowd-control problem. Police service is also required for any organization that presents volatile issues to which there might be public reaction and possible disorder. The number of constables to be employed for any function will be determined by the Director of Facilities.
2. All groups using school buildings & grounds must designate an adult to be responsible for the overall supervision of the group. Such responsibility shall include complete supervision of the group from the time the first member arrives until the last has left the premises. The responsible adult shall not leave the property until all persons under his/her supervision have left.

### LIABILITY

1. Those groups or individuals applying for use of Lyme/Old Lyme Public School facilities assume all responsibility and liability for any injury to persons and for injury to, or loss of, school or private property in connection with the use of the building. The applicant must hold Lyme/Old Lyme Public Schools (Regional School District 18) harmless for any such losses or damage.
2. Each organization using school facilities must have group insurance for personal liability coverage for negligent acts as tenants. Proof of insurance shall be provided prior to use to the Director of Facilities.

### AMERICANS WITH DISABILITIES ACT (ADA)

This School District complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to school districts, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of school district services, programs or activities. For further information: contact the Director of Facilities or the Facilities Secretary.