



BUILDING USE FORM

DATE OF REQUEST:

SCHEDULE ID#

Name of Organization:

Name of Contact/Activity Supervisor:

Phone #

Email:

PLEASE NOTE:

ACTIVITY SUPERVISOR OR A DESIGNEE MUST BE PRESENT THROUGHOUT DURATION OF ACTIVITY

Event Title:

Description of Event:

Date(s) of Event/Activity:

Day(s) of the Week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday Holiday

Location:

Area Requested:

Rooms Needed:

Time In:

Time Out:

Estimated Attendance:

Person responsible for payment:

Phone #:

Alternate #:

Billing Address:

City, State:

Zip:

PRIOR TO THE EVENT IT IS THE REQUESTERS' RESPONSIBILITY TO CONTACT THE HEAD CUSTODIAN AT THE BUILDING BEING USED IN ORDER TO REVIEW ALL CUSTODIAL NEEDS THAT WILL BE REQUIRED BY BOTH THE BOARD OF EDUCATION AND THE ORGANIZATION. THIS SHOULD BE DONE A MINIMUM OF 2 WEEKS PRIOR TO THE EVENT. THE HEAD CUSTODIAN WILL HAVE THE FINAL APPROVAL ON ALL CUSTODIAL REQUIREMENTS FOR AN EVENT. IN THE EVENT THE ORGANIZATION DOES NOT SHOW UP AND DOES NOT GIVE 24 HOUR NOTICE, THE ORGANIZATION WILL BE CHARGED FOUR (4) HOURS CUSTODIAL FEE.

WILL CUSTODIANS BE REQUESTED BY THE ORGANIZATION? YES NO

WILL AUDIO VISUAL EQUIPMENT BE REQUESTED? YES NO

******* Please see the reverse side for custodial and theater manager rates and guidelines*******

A REPRESENTATIVE FROM BOTH THE WILTON POLICE DEPARTMENT AND FIRE DEPARTMENT WILL BE REQUIRED TO SIGN OFF ON ALL EVENTS PERMITTING 100 OR MORE ATTENDEES. THEY WILL BE NOTIFIED ELECTRONICALLY OF THE REQUESTED EVENT. ALL ADDITIONAL FEES INCURRED FOR THEIR SERVICES WILL BE BILLED SEPARATELY AND ARE THE ORGANIZATION'S RESPONSIBILITY.

AS THE REQUESTER YOU HAVE 5 DAYS FROM TODAY TO PROVIDE THE BOARD OF EDUCATION WITH ALL INSURANCE DOCUMENTATION THAT MAY BE REQUIRED. ALL REQUESTS WILL BE CONSIDERED TENTATIVE UNTIL A COMPLETED FORM IS RECEIVED AND APPROVED BY THE DIRECTOR OF SUPPORT SERVICES, AT THE BOARD OF EDUCATION CENTRAL OFFICE.

ALL OF OUR BUILDINGS ARE LATEX-FREE ENVIRONMENT, NO BALLONS OR LATEX PRODUCTS WILL BE ALLOWED

CUSTODIAL GUIDELINES AND OVERTIME RATES

- Custodial staff will open the building at least one half-hour prior to start of activity.
- On completion of activity, a minimum of one-hour is required to secure the building.
- Head Custodian will estimate number of hours required to clean facility after the activity. Actual hours may vary depending upon actual cleaning work required.
- Whenever an activity warrants the use of moveable bleachers, tables, or furniture a minimum of 2 custodians are required.

*****MINIMUM STANDARD RATES (SUBJECT TO REVISIONS) *****

\$57.96 per hour Monday - Saturday

\$77.28 per hour Sunday

\$115.92 per hour Holidays

HIGH SCHOOL THEATER GUIDELINES AND OVERTIME RATES

- Whenever the Little Theater or the Clune Center Auditorium is requested, the Theater Manager is required to be present. This may result in additional fees which will be the organization's responsibility.
- Use of the theater shall be under the direct supervision of the Theater Manager or his/her designee.
- It shall be the responsibility of the building user to retain the services of qualified lighting, sound, and other theater personnel necessary to stage the event for which the facility is being booked. The Theater Manager shall determine whether proposed technical staff are competent. If it is determined that the proposed technical staff are not competent, the Theater Manager may designate appropriate technical support and the building user shall be responsible for all associated costs.
- It is not the responsibility of school staff to provide any technical support. The Theater Manager shall orientate building user technical staff on the location and type of equipment located in the theater.

*****MINIMUM STANDARD RATES (SUBJECT TO REVISIONS) *****

Theater Manager: \$64.22 per hour Monday - Friday

Theater Manager: \$85.62 per hour Weekends & Holidays

THE COST OF ANY ADDITIONAL PERSONNEL REQUIRED ON DATE OF USE WILL BE CHARGED TO THE APPLICANT

HAVING READ THE POLICIES AND THE REGULATIONS OF THE WILTON BOARD OF EDUCATION FOR THE USE OF A SCHOOL BUILDING. I (WE) AGREE TO ACCEPT RESPONSIBILITY FOR COMPLIANCE. WE AGREE TO HOLD THE WILTON BOARD OF EDUCATION AND THE TOWN OF WILTON HARMLESS FROM ANY CLAIM FOR BODILY INJURY AND PROPERTY ARISING OUT OF THE ACTIVITIES OF THE INSURED OR ITS PARTICIPANTS.

Signature: _____

Print Name: _____

Date: _____

Received By: _____

Date Received: _____