

**ANSONIA LOCAL SCHOOLS  
APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Person completing application \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Number using facility \_\_\_\_\_ Number in group from the Ansonia School Community \_\_\_\_\_

Purpose of the meeting \_\_\_\_\_

Rental fees:   \$80.00 per hour – Main Gym                   \$30.00 per hour - Cafetorium   \$10.00 per hour – Classroom  
                   \$40.00 per hour – Auxiliary Gym           \$20.00 per hour – Kitchen \*

Facility Requested	Date and time	Hours	Hourly Fee	Total

Special instructions (ex. number of chairs and/or tables) \_\_\_\_\_

Building Supervision: Organizations using the above-listed facility outside of regular custodial working hours must have either 1.) a school employee, who is a member of the organization, responsible for the building; this would be a **non-paid** basis, or 2.) a custodian must be obtained and paid by the organization on an overtime basis to open, be present, clean as needed, and lock the building; the organization would be billed for this service.

\* Must have food service personnel present.

School employee (member of group) or custodian to be present:

Signature \_\_\_\_\_ Home Phone # \_\_\_\_\_

**Provisions of contract:**

The organization renting the facility shall:

1. Vacate the building by 10:45 p.m. during the regular school day and by 11:30 p.m. on the weekends.
2. Consider the contract cancelled if scheduled when school is cancelled for the day.
3. Be responsible for any damage to the building.
4. Pay the rental fee three (3) days in advance to the Treasurer, Ansonia Local Schools.
5. Comply with fire regulations, and the no smoking policy of the building.
6. Be responsible for assisting the custodian/school employee in cleaning the area used.
7. Consider the contract void if a school activity needs to be scheduled or re-scheduled.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director Approval \_\_\_\_\_ Date \_\_\_\_\_

Building Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

Copy:     Applicant, Supervisor, Principal  
 Original:   Filed in Superintendent's Office

Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_