

# Regional School District #14

Bethlehem and Woodbury, CT

## APPLICATION FOR THE USE OF SCHOOL FACILITIES – For Profit

**School Desired** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_  
*(Apply 15 school days prior to event in a building, quarterly for use of fields (see policy))*  
**Name of Organization** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Representative responsible for use of facility** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Address** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Purpose/s for using facility** \_\_\_\_\_  
**Type of Group: Profit/Non-Profit\*** \_\_\_\_\_ **Will tickets be sold to attend the event?** \_\_\_\_\_  
**Date(s) desired: From** \_\_\_\_\_ **to** \_\_\_\_\_ **Estimated attendance** \_\_\_\_\_

**ROOM Costs: Rental is for four hours.** Time of activity: From \_\_\_\_\_ To \_\_\_\_\_ Actual Event Time: \_\_\_\_\_  
Auditorium/Stage \$300.00 \_\_\_\_\_ Flanders Room \$200.00 \_\_\_\_\_ NHS Gym \$300 \_\_\_\_\_ BES Gym \$100 \_\_\_\_\_  
MES Gym \$150 \_\_\_\_\_ WMS Gym \$200 \_\_\_\_\_ Music Room \$100.00 \_\_\_\_\_ Cafeteria \$100.00 \_\_\_\_\_  
Library \$100.00 \_\_\_\_\_ Gym \$100 \_\_\_\_\_ Classroom(s) \$50 per room \_\_\_\_\_

**Field Costs: Rental is for four (4) hours**  
Turf Field \$1200 \_\_\_\_\_ Grass Fields \$ 250 \_\_\_\_\_ Tennis Courts \$ 200 \_\_\_\_\_ Lighting \$75 \_\_\_\_\_

**Custodial costs:** Regular Hourly \$ 33 \_\_\_\_\_ Saturday Hourly \$ 49.50 \_\_\_\_\_  
Sunday Holiday \$66 \_\_\_\_\_ (Minimum of four hours)

**Equipment Needed:** Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Lights: House \_\_\_\_\_ Stage \_\_\_\_\_  
Risers: Band \_\_\_\_\_ Choral \_\_\_\_\_

### Theater Manager

**Audio/Visual Tech Staff costs** \$50.00 per hour (Minimum of 4 hours)

**Audio/Visual Tech NHS student costs** \$20.00 per hour (Minimum of 2 hours)

**Sound and Lighting Equipment Needed:** T.V./VCR/Screen \_\_\_\_\_ Electric Cords \_\_\_\_\_  
Sound system \_\_\_\_\_ Lighting System \_\_\_\_\_

*We agree to comply strictly to the Rules and Regulations of the Regional School District No. 14 Board of Education that are attached and to be responsible for the proper conduct and care of school property while using the same. The organization agrees to make good any damage to property and equipment and to indemnify the Board of Education for any accident to any and all occupants resulting from the use.*

**Applicant's signature (adult only)** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Estimated Fees** \_\_\_\_\_ **Certificate of Insurance** \_\_\_\_\_

**Minimum \$1,000,000/\$2,000,000 General liability Each Occurrence/General Aggregate insurance certificate required naming Region #14 as an additional insured.**

### To Be Completed by Region #14



#### Applicable Signatures:

Date \_\_\_\_\_ Student Activity Coordinator \_\_\_\_\_  
Date \_\_\_\_\_ Head Custodian \_\_\_\_\_  
Date \_\_\_\_\_ Number of Custodians Required \_\_\_\_\_ / Estimated number of Hours \_\_\_\_\_  
Date \_\_\_\_\_ Athletic Director/Director of Fine Arts \_\_\_\_\_  
Date \_\_\_\_\_ Number of A/V Tech Staff Required \_\_\_\_\_ / Estimated number of Hours \_\_\_\_\_  
Date \_\_\_\_\_ Building Principal \_\_\_\_\_  
Date \_\_\_\_\_ Supt/Business Manager \_\_\_\_\_  
Date \_\_\_\_\_ **Fees Due** \_\_\_\_\_ **Payment due five days before scheduled event.**