

Use of facility fees will be charged to organizations in accordance with Policy 1330(a).

<u>Room Rental Fees:</u>	Group A (Norwich Non-Profit)	Group B (Out of Town Organizations, For-Profit Organizations)
Classroom(s)	No Rental Fee	\$38.50 per hour
Library Media Center	No Rental Fee	\$38.50 per hour
Community Rooms (no food)	No Rental Fee	\$38.50 per hour
Cafeteria	No Rental Fee	\$50.00 per hour
Gymnasium Weekday	No Rental Fee	\$100.00 per hour
Gymnasium Weekend 4hr. minimum	No Rental Fee	\$100.00 per hour
Auditorium Weekend 4hr minimum	No Rental Fee	\$200.00 per hour
Auditorium (rehearsals)	No Rental Fee	\$100.00 per hour (weeknights)
Auditorium(rehearsals) 4 hr minimum	No Rental Fee	\$200.00 per hour (weekend)
<u>Maintenance Fee</u>	\$50.00 -Weekday	\$50.00 per hr. Mon. - *Sat.
	*\$66.50 per hr. Sat & Sunday	*\$66.50 per hr. Sunday
	<i>*1 additional hour for clean-up will be charged on weekends</i>	

Technicians \$50.00 per hour/per technician (3-hour minimum)

Video recorded events will usually require two technicians for the event. All the prep work, rehearsal work, and closing work will be billed \$50.00 per hour also – generally only requiring one technician for these activities.

Any individual or organization that contracts to rent the Kelly STEAM School auditorium must provide their own computer and operator when their program includes: PowerPoint presentations, video programs, or downloaded music. The control room operator will only play commercially produced DVD and CD disc on auditorium equipment. Only NPS employees are allowed to operate the tech equipment.

Police coverage (if necessary) must be arranged directly by the Grantee and proof of coverage must be shown to Norwich Public Schools.

The school district reserves the right to authorize the number of police, fire, custodians, or other safety personnel required for each activity.

Staff fees increase annually based on negotiated contracts and rental fees will be addressed on an as-needed basis.

We ask that all rentals be paid for in advance of rental dates. Cash or Money Order made out to the Norwich Public Schools.

Auditorium – no food, candy, gum, or beverage will be allowed in the auditorium at any time. Door monitors will be provided by the Grantee to monitor and enforce this and to let your guests into the building for the duration of your rental.

Group/Individual Name: _____

Organizations Full Address/Phone Number _____

Contact Person & Title: _____ Phone Number _____

Contact Persons Address: _____

Alternative Phone Number: _____ Email: _____

School/Area Requested: _____

Date(s)/ (Day(s): _____ Time(s) _____

Statement of Purpose: _____

Conditions of Use

The group/individual named above assumes financial responsibility for any damage to school property or injury to persons resulting from use. Only the facilities specifically listed in this permit may be used and the grantee's responsible representative will see to it that other portions of the building are not entered by those under his/her charge. A walkthrough of the facility to be used will occur both before and after the event with renters and building staff to see that the building is left in good condition before leaving. **A Certificate of Insurance for personal injury and property damage Single Limit Liability of \$1,000.000 must be provided with Norwich Public Schools named as an additional insured before the event. We also require payment before the use of the facility.** All activities are expected to be run in an orderly fashion. Smoking, drinking, eating, littering, or using illegal substances is not allowed. The grantee must provide door coverage for the duration of your event and all entry doors must remain locked and closed. All payments must be made in full before the date of the event. Cash or money order made payable to the Norwich Public Schools.

Special Requirements/Equipment to be used during rental: _____

This permit is effective only for the dates, hours, and locations specified above. It is subject to revocation by the Norwich Public Schools if, in its judgment, the grantee has not complied with the terms of the permit or the grantee's use of the school facilities has proven to be detrimental to the district, its facilities, or any persons.

Terms accepted by:

Permit Issued by:

Grantee or Grantee's Representative

Authorized Representative (Grantor) of NPS