

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

Room Rental Fees:

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	No Rental Fee	\$100.00 per hour (weekday)
Gymnasium 4hr. minimum	No Rental Fee	\$100.00 per hour (weekend)
Auditorium	No Rental Fee	\$200.00 per hour (weekday)
Auditorium 4hr minimum	No Rental Fee	\$200.00 per hour (weekend)
Auditorium (rehearsals)	No Rental Fee	\$100.00 per hour (weekday)
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

**1 additional hour for clean-up will be charged on weekends*

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.



Administrative Offices

Kristen E. Stringfellow, Ed. D. Superintendent of Schools
Tamara Gloster Assistant Superintendent of Schools

90 Town Street, Norwich, Connecticut 06360
Telephone: 860.823.6284 Fax: 860.823.1880

Lisa Hughes, Ed. D. Director of Student Services & Special Education
Robert Sirpenski Business Administrator

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Norwich Board of Education (the "Board") to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby **indemnify and hold harmless** the Board and the Town of Norwich, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board or the Town of Norwich, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the **undersigned's use of the Board's facilities**, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20__.

Signature: _____

Organization/Group: _____

Date: _____