APPLICATION FOR USE OF TORRINGTON PUBLIC SCHOOLS

Name of Applicant: _____ Phone: _____ _____
(must be reachable on day of event)

Email Address: _____

Mailing Address: _____

_____

Name of Organization or Group:_____

Intended Use:_____

Date(s) desired:_____ Day(s): ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat
Use chart on reverse side if multiple reservations are required

Number of participants & spectators: _____

Time doors to be opened:_____a.m../p.m. Event Start Time:_____a.m../p.m.

Event End Time:_____a.m../p.m. **TOTAL TIME REQUESTED**: _____Hour(s) _____Minutes

***Custodial Fees will be added to total time which will include 30 minutes before open doors and 1 hour after event end.**

School:
- ☐ Torrington High School
- ☐ Torrington Middle School
- ☐ Torringford School
- ☐ Forbes School
- ☐ Southwest School
- ☐ Vogel-Wetmore School

Room(s)：
- ☐ Gymnasium
- ☐ Auditorium (THS and TMS only)
- ☐ Cafeteria
- ☐ Classroom(s) #: _____
- ☐ Library/Learning Commons
- ☐ Other: _____

Equipment Needed (additional fees may be charged):
☐ Podium ☐ Chair(s) #____ ☐ Table(s) #_____ ☐ Projector ☐ Screen ☐ Other: _____

----------**Building Office Use**----------

Building Administrator Approval:_____Date:_____

Athletic Director Approval (if applicable):_____Date:_____

----------**Business Office Use**----------

_____ Received copy of Insurance Certificate
_____ Received copy of 501c3 letter if applicable
_____ Copy of Police/Fire Department Approval letter

Director of Facilities Approval:_____ Date: _____

☐ Original (School) ☐ Central Office ☐ Custodian ☐ Athletic Director (if applicable) ☐ IT Dept (if applicable) ☐ Person Requesting

Rental fees can be found on the District website under-Business Office-Facilities-Schedule of Fees

**** Scheduled school functions and sports programs will preempt other scheduled activities****

****Evening events are automatically cancelled when schools are closed due to inclement weather****

PLEASE READ AND SIGN RULES AND REGULATIONS ON REVERSE SIDE

Applications for facilities use must be submitted no less than four (4) weeks prior to the event.

Date(s)/Times for Rental

Date:	Day:	Doors Open:	Start Time:	End Time:	Total Time:

Facilities Use Rules and Regulations

1. The preceding items are a summary of Torrington Board of Education's policy # 1011. Applicants should become familiar with the Board's policy, which can be found on the district's website. Checks are to be made payable to: **Torrington Board of Education, Attn: Facilities Use**	**5.** ALCOHOLIC BEVERAGES, SMOKING, VAPE PRODUCTS, and ILLEGAL DRUGS and prohibited in any school facility or on any school property! *****Food & beverages are prohibited in all gymnasiums!**
2. At the discretion of the Board, the requesting organization may be required to notify the Torrington Police Department and/or Fire Marshall**.** All costs associated with police and fire requirements will be the responsibility of the group renting the facility and are to be paid directly to the City of Torrington. Notification letter must be provided.	**6.** Custodial hours will be billed at a minimum of three (3) hours at the applicable overtime rate. Charges for custodial overtime will commence **30 minutes before opening of the doors and 1 hour after event end**. This is to allow for setup and breakdown/ cleanup as required. *If any additional setup or cleanup time is needed, the applicant will be billed accordingly.
3. All applicants must provide supervision for all persons attending the event for which this form has been submitted. The applicant shall be responsible for any damage caused to any person or property resulting from this use. School staff should not be expected to provide supervision.	**7.** Certificate of Insurance: Applicants not directly affiliated with Torrington Public Schools or the City of Torrington will be required to provide a certificate of insurance (COI) from a carrier licensed in the state of CT as follows: **a**. The City of Torrington and Torrington Board of Education shall be named as an additional insured on the certificate. **b.** The applicant shall provide a COI with the following coverage: * $1,000,000 of General Liability, Umbrella, and Auto Insurance Workers' Compensation, as required by CT law.
4. This application limits use of facilities to only the spaces requested along with the adjacent bathrooms. Evening events are automatically canceled when schools are closed due to inclement weather, or written exception is required by Superintendent or his/her designee.	

I,_____, hereby certify that I, the undersigned, am an agent of the above-named organization and authorized to accept in their responsibility of adequate supervision, damages to school property, payment fees, and have read the Board's Policy 1011. I further understand that any request for use of facilities by a school organization shall take priority over any other scheduled activity.

_____ _____

Authorized Signature **Date**

Fees and Other Costs	
1. school-sponsored programs and activities	No rental fee or associated costs
2. Activites of school-related organizations, including non profit organizations opertating within the town, services 10% or more of the Torrington Public School Students during that school year (e.g., PTO, Booster Clubs, After Graduation Committees, PAL, EdAdvance, and similar organizations. A copy of 501c3 letter must be included with this application	No rental fee or associated costs