

School Building Use Application

USE IS NOT PERMITTED UNTIL APPROVED BY BOE FACILITIES
Applications due a minimum of two weeks in advance of use.

EVENT DETAILS					
School Requested			Event Name		
Event Date(s)			Permit Number assigned by school		
			Facilities Approval office use only		
Space(s) Requested auditorium, cafeteria, gym, field, etc. SPS does not rent any technical equipment			Custodial Overtime Category coded by Facilities		
			Start setup	Date	Time
			Event Start Time	Date	Time
			Event End Time	Date	Time
Anticipated Attendance	Adults	Youth	Breakdown complete by	Date	Time
Event Description please be very specific about the content of your event include types of games, vendors to be used, etc.			Event Setup Requests chairs, tables, bleachers, etc.		
ORGANIZATION INFORMATION					
Organization Name			Applicant Name		
Billing Address			Applicant Email		
			Applicant Phone		
EIN if nonprofit			Applicant's Signature can be typed*		
*By typing Applicant's Signature above, the Applicant certifies that they have reviewed Stamford Public Schools Policy 1330, including 1330A and 1330R, and agrees that the terms and conditions of those policies/regulations are hereby made part hereof as if fully set forth herein.					
PRINCIPAL APPROVAL					
Contact the school for availability, Principal approval and a permit number before forwarding your application to any City departments for their approvals. School Principal approval required for all applicants.					
School Principal			School Principal Approval		Date Signed
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RISK MANAGEMENT APPROVAL

Risk Management approval required for all non-SPS organizations, including PTOs.
Risk Management approval required for any event that uses an outside vendor, including but not limited to photographers, performers, game companies, etc.
Inflatable bounce houses, bumper balls, Slip 'N Slides, jousting and the like are prohibited.
All non-SPS organizations, sports leagues and vendors, must provide Risk Management a certificate of insurance as requested.

RISK-BOE-PERMIT@StamfordCT.gov

Risk Management Approval

Date Signed

POLICE DEPARTMENT APPROVAL

Police Department approval required for events with anticipated attendance of 200 or more.
Police Department approval required for field use by all non-SPS organizations, including PTOs and sanctioned leagues.
Facilities reserves the right to require Police Department approval.

PD-BOE-PERMIT@StamfordCT.gov

Police Department Approval

Date Signed

HEALTH DEPARTMENT APPROVAL

Health Department approval required for all food other than packaged snacks, including pizza, donuts, restaurant catering, etc.
Food trucks require approval from the Health Department and, if propane is used, from the Fire Marshal (see Fire Marshal section).

Will food be available/served?

Kitchen use is prohibited; Cafeteria rental may be required

Packaged snacks only?

If yes, Health Department approval **NOT** required

Catered/Delivered?

Caterer/Restaurant name/address/phone

Food Truck?

Food Truck name/address/phone

HEALTH-BOE-PERMIT@StamfordCT.gov

Health Department Approval

Date Signed

FIRE MARSHAL APPROVAL

Fire Marshal approval required when having a food truck that uses propane.
Fire Marshal approval required for haze, fog or smoke machine use. No pyrotechnics allowed.
Facilities reserves the right to require Fire Marshal approval.

FM-BOE-PERMIT@StamfordCT.gov

Fire Marshal Approval

Date Signed

BOE FACILITIES FINAL REVIEW

Use is not permitted until approved by BOE Facilities.
Instructions for submitting to BOE Facilities for final review:
Be sure your application includes approvals from the Principal and required City departments, a permit number and accurate, detailed event information.
Attach and submit all signed pdfs in one email to:
boe.permits@stamfordps.org

Invoice Information

Estimated cost is calculated by BOE Facilities, detailed on approved permit and emailed to Applicant Email provided on application.
Invoices are processed through MySchoolBucks and emailed to Applicant Email.
Payment of invoice is due prior to use.
Cancellations must be directed to BOE Facilities at boe.permits@stamfordps.org (not school staff) 48 hours in advance of use or fees will be forfeited.

Cost Breakdown

If the scope of your event changes and/or if the hours listed on your approved permit are not adhered to, additional charges will be assessed and billed accordingly.
SPS Rental Rates (SPS Policy 1330 Appendix A) can be found in Step 2 of the instructions for completing the school building use application on the SPS website.
Custodial overtime rates increase annually on July 1.
Please direct any questions concerning SPS school building use to BOE Facilities at boe.permits@stamfordps.org.