

SPS School Building Use Application

Facilities must receive your completed School Building Use Application with all school and required City approvals a minimum of two weeks before the date of your event or the first day of play (for sports) to be considered for a permit. Use is not permitted until approved by Facilities.

Steps for Completing a School Building Use Application

Step 1

Confirm Space Availability

Before applying to use any school facilities, please familiarize yourself with current SPS school building use related policies and regulations:

- SPS Policy 1330: Community Relations – Use of Buildings, Grounds, and Equipment
 - [Policy 1330 – printable version](#)
- SPS Policy 1330 Appendix A: Stamford Public Schools Rental Rates
 - [Policy 1330 Appendix A – printable version](#)
- SPS Policy 1330R: Community Relations – General Regulations for Use of School Facilities
 - [Policy 1330R – printable version](#)

You can find each school's address and main office phone number [here](#). Once you have determined the school you would like to use **AND** prior to filling out a School Building Use Application, call that school to confirm availability. If available, ask for the email address you should use for submitting a School Building Use Application to them.

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Step 2

Filling Out the School Building Use Application Form

Blank SPS School Building Use Application

The School Building Use Application is to be filled out electronically. Handwritten forms will not be accepted. If you have any questions or need clarification during the application process, please reach out to Facilities at boe.permits@stamfordps.org.

- Fill in the **EVENT DETAILS** and **ORGANIZATION INFORMATION** sections providing as many details as possible.
 - Be sure to consider all associated rental fees when budgeting for your event.
SPS Policy 1330 Appendix A: Stamford Public Schools Rental Rates
 - Auditorium rental does not include use of audio-visual equipment, sound system, light boards or stage rigging system.
 - Kitchen use is prohibited.
 - If having food, Cafeteria rental may be required.
- Download and save a PDF version of your in-process School Building Use Application.
- Email the PDF of your School Building Use Application to the school for their approval and a permit number.
 - Include the **NAME** and **DATE** of your event in the subject line of your email.
 - If approved for your event, the school will provide the principal's signature and a permit number on the School Building Use Application and email it back to you.

Downloadable SPS School Building Use Application Form Instructions

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Step 3

Required Approvals from City Departments

When you get your application back from the school, you may still need approvals from certain City departments to fully complete your application **BEFORE** submitting to Facilities for final review. All City departments can approve with a digital signature and will email approval to the applicant. City department approvals do not need to all be on the same School Building Use Application PDF; you will just need to attach all signed PDFs to one email when submitting to Facilities for final review and approval. Check the requirements listed below (and on the School Building Use Application) to see which City department approvals are needed for your use:

- **Risk Management** RISK-BOE-PERMIT@StamfordCT.gov
 - 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.
- **Police Department** PD-BOE-PERMIT@StamfordCT.gov
 - 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.
- **Health Department** HEALTH-BOE-PERMIT@StamfordCT.gov
 - Health Department approval required for all food other than packaged snacks, including pizza, doughnuts, restaurant catering, etc.
 - Food trucks require approval from the Health Department and, if propane is used, from the Fire Marshal.
- **Fire Marshal** FM-BOE-PERMIT@StamfordCT.gov
 - 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.

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Step 4

Facilities Final Review and Approval: Use is not permitted until approved by Facilities

Facilities Final Review

Be sure your application includes approvals from the principal and required City departments, a permit number and accurate, detailed event information **BEFORE** submitting to Facilities for final review. Facilities must receive your completed School Building Use Application a minimum of two weeks before the date of your event or the first day of play (for sports) to be considered for a permit.

- Attach and submit all signed PDFs in one email to Facilities at boe.permits@stamfordps.org
- Include the **PERMIT #, NAME, and DATE** of your event in the subject line of your email.

Facilities Approval

Upon final approval, Facilities will email the approved permit to the applicant and the school.

- If billable, estimated cost is calculated by Facilities, detailed on approved permit and emailed to the applicant.
 - Invoices are processed through MySchoolBucks and emailed to the applicant.
 - Payment of invoice is due prior to use.
 - Payment can be made either online through MySchoolBucks or by check made payable to the City of Stamford for deposit to the School Building Use Fund sent to:

Board of Education – Facilities Department, 3N
Attn: Sheena Lamontagne
888 Washington Blvd.
Stamford, CT 60901
 - Cancellations must be directed to Facilities at boe.permits@stamfordps.org (not school staff) 48 hours in advance of use or fees will be forfeited.
 - 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.