WATERBURY PUBLIC SCHOOLS

Committee Meeting Agenda/Minutes

Committee:	BOE Building & School Facilities Committee		
Location: Superintendent's Office Chase Building/Room 158 236 Grand Street	**Date of Meeting:** Thursday April 23, 2026	**Start Time:** 4:30 p.m.	**Finish Time:** .

Team Norms:

1. All meetings will start on time
2. All team members will agree to stay on specific agenda topics
3. A specific agenda will be set for all meeting

Commissioners Present:	Staff Present:
Click or tap here to enter text.	Click or tap here to enter text.

AGENDA			MINUTES
	Agenda Item	**Time Allotted**	• **Motion** • **Motion by/seconded by** • **Vote tally**
1.	Facility Use Overview: a) City and In-District Employees, and School Sponsored Events b) Community Members / Organizations / Agencies		
2.	Adjournment		Click or tap here to enter text.

Additional notes/minutes: Click or tap here to enter text.

Minutes prepared by: Click or tap here to enter text.

#1a

Waterbury Public Schools

FACILITY USE OVERVIEW
for
City and In-District Employees, and School Sponsored Events

The Waterbury Board of Education encourages the use of school facilities to foster community engagement and support our students. Our goal is to keep access **simple and flexible** while ensuring the safety of our students and the readiness of our buildings.

The Importance of Scheduling
To ensure safety and logistical coordination, the administration, central office, and custodial teams must have accurate records of:

- **Which** facility is requested,
- **Where** the activity/event is taking place,
- **When** a facility space is occupied, and
- **Who** is using the space.

Defining Your Organization
To determine the appropriate process and potential fees, please identify which category your group is considered:

Category	Definition	Key Characteristics
District-Sponsored	Events organized and managed directly by the school district.	Supervised by a district employee; serves primarily district students; non-revenue generating for personal gain.
Out-of-District Sponsored	External organizations or individuals requesting space.	Any event not sponsored by the district, including private groups or external organizations.

Tips for Success
- **Plan Ahead:** All requests require Board of Education approval which meets twice monthly with pre-determined dates for submission.
- **Point of Contact:** For Out-of-District groups, ensure you have a designated "responsible party" who will be on-site for the duration of the event.

If you are an **Out-of-District** organization or individual (any group not officially sponsored by the district), you must follow these steps to secure a space.

Submission Checklist
- **The Form:** Submit a completed **Facility Use Request Form** to the School Business Office.
- **Timeline:** Must be submitted at least **thirty (30) days** before your event.
- **Insurance:** You must include a **Certificate of Insurance** with your application.

Submission Checklist (Continued)

- **Schedules:** If you have more than two dates or varying times, attach a full schedule to the form.
- **Public Safety:** You are responsible for contacting the **Waterbury Police and Fire Departments** if your event requires a security presence; you will be billed for these services at your expense.

Before-and-After

- **Wait for the "Yes":** Do not use the facility until you have the form returned and approved by the Board of Education.
- **Cancellations:** Provide at least **48 hours' notice** if you need to cancel.
- **Cleanup:** The space must be left in **pristine condition**. Failure to clean up or any damage caused will result in billing and likely denial of future requests.
- **Priority:** District-sponsored events always take precedence over outside requests.

USE OF SCHOOL FACILITIES

To ensure proper use of school property, and to ensure adequate protection against misuse and vandalism, the following regulations shall apply to all requests for the use of school facilities.

Types of Activities which will not be permitted:

1. Activities advocating the overthrow of the United States or the State of Connecticut, or of local government agencies.
2. Activities which are contrary to the laws of the State of Connecticut shall be strictly forbidden in the school or on school grounds.
3. Any activity that may violate the fundamental principles guiding ethical behavior or be injurious to the buildings, grounds or equipment of the schools.
4. Any purpose in conflict with school activities or normal school operations.
5. Activities, which are discriminatory in nature or promotes discrimination or other illegal activity.

Conditions Applicable to All Groups:

1. Use of facilities is not to interfere with the specific school programs.
2. Use of facilities must be within the hours of regular custodial service for non-paying groups only.
3. Use of facilities by nonpaying groups will not create unreasonable additional supervisory or custodial requirements. These groups may be required to pay for supervisory coverage.
4. Organizations will provide sufficient supervision to restrict use to permitted areas. If required, all groups will set up and reset the facilities for school use.
5. Organizations will provide a **Certificate of Insurance** to free the City of Waterbury and the Board of Education from all liability. Limits include:

General Liability: **$1,000,000 each Occurrence**
$2,000,000 General Aggregate
$2,000,000 Products/Completed Operations Aggregate

Conditions Applicable to All Groups (continued):

6. Requested use of school facility is for a period not to exceed 4 (four) months. Users may reapply in the final month for up to an additional 4 (four) months.

7. Individuals/Groups/Organizations must follow the emergency procedures outlined on the **Facility Use Request Form**.

Priority for Use of a School Faculty shall be given in the following order:

1. School functions,

2. School affiliated groups,

3. Official bodies and agencies of Waterbury,

4. Town-based recognized national groups primarily interested in serving children,

5. Other town-based social, civic, educational, and religious groups which have concern for the welfare of children and adults in the community,

6. Town-based non-profit making groups charging a fee,

7. Town-based profit making groups charging a fee,

8. Out of town organizations.

Scheduling

1. The School Business Office with the building Principals are responsible for scheduling the use of school facilities. The Board of Education determines the appropriateness of an activity, the specific facility requested, and the associated fee.

2. All applications for use of school facilities shall be addressed to the School Business Office and the Board of Education for the school whose facilities are requested. Requests for use of school facilities shall be made at least thirty (30) days in advance of need.

3. No outside use of school facilities shall commence until notification has been received by all parties from the Board of Education. Priority for use of school facilities shall be in the following order:

Rules and Regulations

1. All applications for the use of the Waterbury Public Schools shall be made in writing to the Board of Education.

   A. The Board of Education shall act on each application every month during workshop and regular meetings.

   B. The written request must contain specific information regarding the nature of the use of the building and the desired location within the building.

   C. Parent-teacher organizations shall be given free use of school premises.

Rules and Regulations (continued)

D. All non-school organizations desiring the use of school premises must submit a letter of request and provide a **Certificate of Insurance** with the required amount.

E. Permission shall not be granted for more than a 4-month period.

2. The renter shall be held responsible for any damage to the school building or to any part thereof, including furnishings or equipment, during its use of the building. All activities must be under competent adult supervision.

   In addition, the renter shall hold harmless the Waterbury Board of Education, the City of Waterbury, their officers, agents, and employees from any liability or expense whatsoever which is in any way caused by, or arises in connection with, the renter's use of the building. This indemnification shall include all attorney's fees and costs incurred as a result of the renter's use of the school facilities.

3. The custodian shall remain in the building and shall perform his/her custodial duties as required on the occasion during the period of rental.

4. No nails, screws, bolts, or other surface-penetrating articles shall be driven into any part of the building without special permission from the School Inspector.

5. All decorations, equipment, and empty containers belonging to the renter and used during the affair must conform to the state and local fire code, and be removed by the renter at the end of the event. Otherwise, the articles shall be ordered by the school officials to be removed by others and the expense of the renter.

6. The use of the school building shall not be granted if such use interferes with the schedules for building use as planned by the Principal or Superintendent.

7. The rental of a school gymnasium or auditorium shall include only that particular area plus the stage, if there is one within the area confines and the toilet rooms in corridors adjacent to the main entrance. If the affair is an athletic event the dressing and shower rooms may be used. No other parts of the building shall be used except by special permission from the Board of Education.

8. Special equipment, including but not limited to sound systems, stage lighting, and similar items may necessitate the use of a technician approved by the building principal. The technician(s) will be paid by the user. School equipment shall not be used or loaned except when approved by the principal or designee.

9. Smoking is not allowed on school property.

10. Alcohol is not allowed on school property.

11. Weapons are not allowed on school property.

12. Police and fire protection must be provided in accordance to City ordinances. Costs for such protection remain the responsibility of the renter. The Board of Education may direct police or fire protection when in his/her judgment the event requires it.

Rules and Regulations (continued)

13. Permission to use or rent school premises is not transferable under any circumstances. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the building Principal and School Business Office.

14. Weekends, holidays, and other non-school day use of facilities and equipment is permitted when:

    A. Such use can be properly covered by school custodial personnel.
    B. Costs associated with holiday coverage are provided.

15. "No school days" or "early dismissals" because of weather, or other crises, will automatically cancel any scheduled events.
16. Weekend events may be cancelled due to inclement weather.

17. Events in classes must end at least one-half hour before 10:00 p.m. in order to allow the custodian ample time to secure the building. Overtime will be billed if necessary.

18. The Board of Education requires organizations to provide a **Certificate of Insurance** having a minimum **General Liability of $1,000,000 each Occurrence, $2,000,000 General Aggregate and $2,000,000 Products/Completed Operations Aggregate** naming the City of Waterbury, its Board of Education, agents, officers and other employees as an additional insured.

19. All youth organizations must be conducted with proper supervision.

20. Sneakers must be worn on the gym floors.

21. There will be additional charges for rehearsals, for set-up and for cleanup if extra hours are needed at any Board of Education facility.

<u>Eligibility</u>

1. Use of school facilities is open to all Waterbury community groups for worthwhile purposes when such use will not interfere with the school functions.

2. No request will be granted for any activity which might unnecessarily jeopardize the health and/or safety to the participants.

3. Use of Waterbury Public Schools can be denied at any time by the Board of Education.

<u>Procedures</u>

1. The applicant will contact the Scheduling Office in the School Business Office and complete a **Facility Use Request Form**.

2. The **Facility Use Request Form** is forwarded to the School Business Office for billing, along with proof of **Liability Insurance**. A copy of the action taken by the Board of Education on the request is returned to the School Business Office and the building Principal. Necessary

Procedures (continued)

custodial help is assigned. Subject to the rules and regulations regarding school use, the **Facility Use Request Form** is forwarded to the School Business Office for billing.

3. Applicant is billed.

4. The custodian or school staff assigned to the event completes the evaluation of the event and returns it to the school Principal.

Waterbury Public Schools

FACILITY USE REQUEST FORM
for
District Employees/School Sponsored Events

The goal of the Waterbury Board of Education is ensure that access is both safe and organized so that administration, central office staff, and our custodial team know when a facility space is occupied, applied cost and by whom.

School Clubs, Activities, and Athletics

This form may be used by district employees and for district-sponsored events only. District-sponsored events are supervised by a district employee, serve primarily students attending our schools, and **do not** generate revenue for personal gain.

Guidelines and Instructions:

- Fully complete and submit a **Facility Use Request Form** to the School Business Office overseeing the space requested for use.
- The form must be submitted at least 30 days prior to the start of the event.

  For requests exceeding two (2) dates, please attach a full schedule of dates and times to the **Facility Use Request Form** upon submission.
- It is the responsibility of the applying agent to determine whether or not police or fire personnel are required to be present at the event.
- Please leave the space clean and ready to be used for its typical use. Damage should be reported immediately to the custodial staff.

If this is an after-school event, please note the following information below.

In the event of an after-school emergency, the event supervisor, as indicated on the **Facility Use Request Form**, will follow the protocol outlined below:

1. Call 911or emergency personnel.
2. Notify custodial staff on duty. Custodial staff will notify administration and make sure emergency personnel can access areas of the building.

I understand the guidelines, instructions and responsibilities as event supervisor.

_____ Date: _____

Event Supervisor Signature

Waterbury Public Schools

FACILITY USE REQUEST FORM
for
District Employees/School Sponsored Events

Date Application Submitted: _____

Organization/Individual requesting BOE controlled facility use: _____

Applicant Information:

Name: _____

Address: _____

_____

Phone: _____

Event Supervisor Information:

Name: _____

Address: _____

_____

Phone: _____
(Must be accessible at this number during the event)

School Name & Address

☐	Adult Education 11 Draher Street, 06708	☐	Generali 3196 East Main Street, 06705	☐	State Street 30A Church Street, 06702
☐	Bucks Hill 330 Bucks Hills Road, 06704	☐	Gilmartin 92 Spring Lake Road, 06706	☐	Tinker 809 Highland Avenue, 06708
☐	Bunker Hill 170 Bunker Hill Avenue, 06708	☐	Hopeville 2 Cypress Street, 06706	☐	Wallace 3465 East Main Street, 06705
☐	Carrington 24 Kenmore Avenue, 06708	☐	Kennedy 422 Highland Avenue, 06708	☐	Walsh 55 Dikeman Street, 06704
☐	Chase 40 Woodtick Road, 06705	☐	Kingsbury 220 Columbia Boulevard, 06710	☐	Washington 685 Baldwin Street, 06706
☐	Clemente, Roberto, International 116 Beecher Avenue, 06705	☐	Maloney Magnet 233 South Elm Street, 06702	☐	Waterbury Arts Magnet 16 South Elm Street, 06706
☐	Crosby 300 Pierpont Road, 06705	☐	North End 534 Bucks Hill Road, 06704	☐	Waterbury Career Academy 175 Birch Street, 06704
☐	Cross, Wendell 1255 Hamilton Avenue, 06706	☐	Reed 33 Griggs Street, 06704	☐	West Side 483 Chase Parkway, 06708
☐	Driggs 77 Woodlawn Terrace, 06710	☐	Regan 2780 North Main Street, 06704	☐	Wilby 568 Bucks Hill Road, 06704
☐	Duggan 38 West Porter Street, 06708	☐	Rotella Magnet 380 Pierpont Road, 06705	☐	Wilson 235 Birch Street, 06704
☐	Enlightenment 54 Griggs Street, 06704	☐	Sprague 1448 Thomaston Avenue, 06704		

Space (location, room, indoors/outdoors): _____

Waterbury Public Schools

FACILITY USE REQUEST FORM
for
District Employees/School Sponsored Events

Date#1: _____ Actual time of facility use: From: _____ (Time) To: _____ (Time)

Actual time of event: From: _____ (Time) To: _____ (Time)

Date#2: _____ Actual time of facility use: From: _____ (Time) To: _____ (Time)

Actual time of event: From: _____ (Time) To: _____ (Time)

**For more than two dates, attach a calendar.*

Purpose of this event: _____

It is estimated that approximately _____ persons will attend this function.

**If persons attending this event exceeds 100, Waterbury Fire, Police, and EMS must be notified of the event.*

Police Officer Required _____ Fire Marshal Required _____

_____

Signature of Agent Applying

ACTION TAKEN ON APPLICATION
(OFFICE USE ONLY)

☐ Permission Granted ☐ Permission Denied ☐ Application Tabled

Conditions: _____

Building Usage Fees: $_____ Custodial Fees: $_____ Security Deposit: $_____

Bond Provided: Yes No COI Provided: Yes No

_____ _____ _____

Athletic Director Signature of Principal Superintendent of Schools

MAINTAINER'S REPORT
(Inspection of the space after facility use)

☐ Satisfactory ☐ Unsatisfactory

_____ _____

Maintainer Signature Date

c: Permittee, Principal, School Business Office, Superintendent of Schools, School Inspector, Custodial Supervisor, Head Maintainer

Waterbury Public Schools

FACILITY USE OVERVIEW
for
Community Members/Organizations/Agencies and
Non-Waterbury Public Schools Organizations

The Waterbury Board of Education encourages the use of school facilities to foster community engagement and support our students. Our goal is to keep access **simple and flexible** while ensuring the safety of our students and the readiness of our buildings.

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Conditions Applicable to All Groups (continued):

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Rules and Regulations (continued)

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   In addition, the renter shall hold harmless the Waterbury Board of Education, the City of Waterbury, their officers, agents, and employees from any liability or expense whatsoever which is in any way caused by, or arises in connection with, the renter's use of the building. This indemnification shall include all attorney's fees and costs incurred as a result of the renter's use of the school facilities.

3. The custodian shall remain in the building and shall perform his/her custodial duties as required on the occasion during the period of rental.

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5. All decorations, equipment, and empty containers belonging to the renter and used during the affair must conform to the state and local fire code, and be removed by the renter at the end of the event. Otherwise, the articles shall be ordered by the school officials to be removed by others and the expense of the renter.

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9. Smoking is not allowed on school property.

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Rules and Regulations (continued)

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14. Weekends, holidays, and other non-school day use of facilities and equipment is permitted when:

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18. The Board of Education requires organizations to provide a **Certificate of Insurance** having a minimum **General Liability of $1,000,000 each Occurrence, $2,000,000 General Aggregate and $2,000,000 Products/Completed Operations Aggregate** naming the City of Waterbury, its Board of Education, agents, officers and other employees as an additional insured.

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Eligibility

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2. No request will be granted for any activity which might unnecessarily jeopardize the health and/or safety to the participants.

3. Use of Waterbury Public Schools can be denied at any time by the Board of Education.

Procedures

1. The applicant will contact the Scheduling Office in the School Business Office and complete a **Facility Use Request Form**.

2. The **Facility Use Request Form** is forwarded to the School Business Office for billing, along with proof of **Liability Insurance**. A copy of the action taken by the Board of Education on the request is returned to the School Business Office and the building Principal. Necessary

Procedures (continued)

custodial help is assigned. Subject to the rules and regulations regarding school use, the **Facility Use Request Form** is forwarded to the School Business Office for billing.

3. Applicant is billed.

4. The custodian or school staff assigned to the event completes the evaluation of the event and returns it to the school Principal.

#1b

Waterbury Public Schools

OUT-OF-DISTRICT FACILITY USE REQUEST FORM
for
Community Members/Organizations/Agencies

The goal of Waterbury Board of Education is to ensure that access is both safe and organized so that administration, central office staff, and our custodial team know when a facility space is occupied, applied cost and by whom.

Out-of-District Organizations and Individuals
Out-of-District organizations and individuals are defined as any group or person requesting facility use for an event that is not sponsored by the district. District-sponsored events are supervised by a district employee, serve primarily students attending our schools, and **do not** generate revenue for personal gain.

Guidelines and Instructions:

- Fully complete and submit a **Facility Use Request Form** to the School Business Office overseeing the space requested for use.
- The form must be submitted at least 30 days prior to the start of the event.
- The submitting party must receive the approved letter from the Board of Education prior to using district facilities.
- A certificate of insurance must be submitted with the **Facility Use Request Form**.
- Once approved, modifications may be made only through the School Business Office.
- All district-sponsored events have priority for facility use.
- Notice of cancellation is expected 48 hours prior to the event's scheduled start time.
- Multiple dates/times: For events requiring more than two (2) dates and/or varying event times, please attach a full schedule of dates and times to the **Facility Use Request Form** upon submission.
- Fees and expenses may be assessed for facility usage. The School Business Office will bill the user directly.
- It may be necessary to secure a Police Officer(s) and/or Fire Marshal(s) for the event. By signing this form, you have agreed to contact the Waterbury Police Department and Fire Department regarding the hiring of one or both departments for the event and incur any expenses pertaining thereto.
- At the conclusion of the activity, the space must be clean and ready for its typical use. Any damage will be assessed and the applying agent will be billed. Please know that individuals/organizations leaving the space in less than pristine condition will likely not receive future approval for use of our facilities.
- It is the responsibility of the applying agent to monitor district cancelations and closings.

If this is an after-school event, please note the following information below.

In the event of an after-school emergency, the event supervisor, as indicated on the **Facility Use Request Form**, will follow the protocol outlined below:

1. Call 911or emergency personnel.
2. Notify custodial staff on duty. Custodial staff will notify administration and make sure emergency personnel can access areas of the building.

I understand the guidelines, instructions and responsibilities as event supervisor.

_____ Date: _____
Event Supervisor Signature

Waterbury Public Schools

OUT-OF-DISTRICT FACILITY USE REQUEST FORM
for
Community Members/Organizations/Agencies

Date Application Submitted: _____

Organization/Individual requesting Board of Education controlled facility use:

_____

Applicant Information:

Name: _____

Address: _____

_____

Phone: _____
(Must be accessible at this number during the event)

Event Supervisor Information:

Name: _____

Address: _____

_____

Phone: _____

School Name & Address

☐	Adult Education 11 Draher Street, 06708	☐	Generali 3196 East Main Street, 06705	☐	State Street 30A Church Street, 06702
☐	Bucks Hill 330 Bucks Hills Road, 06704	☐	Gilmartin 92 Spring Lake Road, 06706	☐	Tinker 809 Highland Avenue, 06708
☐	Bunker Hill 170 Bunker Hill Avenue, 06708	☐	Hopeville 2 Cypress Street, 06706	☐	Wallace 3465 East Main Street, 06705
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☐	Clemente, Roberto, International 116 Beecher Avenue, 06705	☐	Maloney Magnet 233 South Elm Street, 06702	☐	Waterbury Arts Magnet 16 South Elm Street, 06706
☐	Crosby 300 Pierpont Road, 06705	☐	North End 534 Bucks Hill Road, 06704	☐	Waterbury Career Academy 175 Birch Street, 06704
☐	Cross, Wendell 1255 Hamilton Avenue, 06706	☐	Reed 33 Griggs Street, 06704	☐	West Side 483 Chase Parkway, 06708
☐	Driggs 77 Woodlawn Terrace, 06710	☐	Regan 2780 North Main Street, 06704	☐	Wilby 568 Bucks Hill Road, 06704
☐	Duggan 38 West Porter Street, 06708	☐	Rotella Magnet 380 Pierpont Road, 06705	☐	Wilson 235 Birch Street, 06704
☐	Enlightenment 54 Griggs Street, 06704	☐	Sprague 1448 Thomaston Avenue, 06704		

Space (location, room, indoors/outdoors): _____

Waterbury Public Schools

OUT-OF-DISTRICT FACILITY USE REQUEST FORM
for
Community Members/Organizations/Agencies

Date #1:_____ Actual time of facility use: From: (Time) To: (Time)

Actual time of event: From: (Time) To: (Time)

Date #2:_____ Actual time of facility use: From: (Time) To: (Time)

Actual time of event: From: (Time) To: (Time)

**For more than two dates, attach a calendar.*

Purpose of this event: _____

*It is estimated that approximately persons will attend this function.

_____
Signature of Applicant

**If persons attending this event exceeds 100, Waterbury Fire, Police, and EMS must be notified of the event.*

OFFICE USE ONLY

ACTION TAKEN ON APPLICATION

☐ Permission Granted _____ ☐ Permission Denied _____

Rental Fee $_____ Maintainer Fee $_____ Police Officer Required

Firefighter Required _____ Bond Provided _____ Cert. of Insurance Provided

Athletic Director _____ Signature of Principal _____ Superintendent of Schools _____

MAINTAINER'S REPORT
(Inspection of the facility after use)

☐ Satisfactory ☐ Unsatisfactory

Signature _____ Date _____

c: Superintendent's Office, Principal's Office, Head Maintainer, Applicant

Waterbury Public Schools

OUT-OF-DISTRICT FACILITY USE REQUEST FORM
for
Non-Waterbury Public Schools Organizations

Date Application Submitted: _____

Organization/Individual Requesting a BOE-Controlled Facility:

Application Information

Name: _____

Address: _____

_____

Phone: _____

Event Coordinator Information
(Event Coordinator must be accessible during the event)

Name: _____

Address: _____

Phone: _____

Location and Space Requested

School Name: Add Drop Down Menu

Specific Location(s) within School: Add Drop Down Menu

Add Drop Down Menu

Other Locations:

Date #1:
Time of Facility Use: From: To:
Time of Event: From: To:
Date #2:
Time of Facility Use: From: To:
Time of Event: From: To:
For more than two dates, attach a calendar/schedule.

PURPOSE OF THE EVENT: _____
_____
_____

Estimated Number of Attendees*: Adults: _____ Children: _____

*If more than 100 persons are planning to attend, Waterbury Police and Fire Departments must be notified through the Extra-Duty Offices.

Police Officer Required: _____ Fire Marshal Required: _____

Admission (if any): $ _____
Child Rate: $ _____
Senior Rate: $ _____

Charge to be Devoted to:
_____
_____

FEE SCHEDULE

Auditorium, Gymnasium or Cafeteria with Kitchen Use Fee[1]	$750 for 4 hours $150 for each additional hour x _____ hours = $ _____ $ 42 an hour (Maintainer) x _____ hours = $ _____
Cafeteria/Classroom Fee[2]	$ 52 an hour x _____ hours = $_____
Pool[3]	$ 73 an hour x _____ hours = $_____
Sound & Lighting Fee (Electrician)[4]	$ 55 an hour (Electrician) x _____ hours = $_____
Security Deposit	$500

Maintainer rate includes overhead factor. No shows will pay any cost incurred by district.

[1] Cafeteria worker required for cafeteria with kitchen rental.
[2] City electrician(s) as needed must be on hand, even if performers, musicians, etc. have their own lighting person.
[3] Cafeteria/Classroom rate for profit and non-Waterbury categories is comprised of a $10.00 fee
[4] In the event of multiple building or event use, one security deposit per organization is sufficient. Certificate if Insurance is also required.

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. _____(Please initial.)

SCHEDULE OF RATES:

Custodial Fees: _____

Rental Fees: _____

Miscellaneous Fees: _____

Security Deposit: _____ Insurance Coverage: Yes _____ No: _____

Please Read the following carefully:

- Application must be received at least thirty (30) days prior to the activity.
- A copy of your **Certificate of Insurance** must accompany this application (if applicable).
- If school is cancelled for snow or any reason, all activities are cancelled also,
- There will be no activities during school open house.
- Cancellations must be made at least 48 hours in advance or you will be charged.
- Police and Fire protection must be arranged and/or cancelled by the renter. Please call each department for information: Police at (203) 574-6963 and Fire Marshal at (203) 597-3452
- Call the School Business Office at (203) 574-8034 at least one week prior to your activity for any arrangements regarding public address (PA) system, lighting, etc (for which there will be an extra charge).
- Kitchen facilities cannot be used by groups without supervision. Please call the Food Service Department at (203) 574-8210 to arrange for a Food Service person (for which there will be an extra charge).

The Waterbury Board of Education approves the use of school facilities for community activities provided such use (other than occupancy in connection with federal, state and municipal elections) does not interfere with the school program, and provided the user assumes responsibility for the proper care of the school building and equipment.

REGULATIONS REGARDING PUBLIC USE OF SCHOOL FACILITIES:

1. All Waterbury Public School functions that are part of the school program or directly related to it will be granted permission to use school facilities - such use will take precedence over any other uses.

2. All non-scholastic groups may use school buildings only with the express consent of the Board of Education upon a written application referred to the committee on school activities.

3. A **Certificate of Insurance** for General Liability must be submitted, with coverage limits of **$1,000,000 each Occurrence, $2,000,000 General Aggregate, and $2,000,000 Products/Completed Operations Aggregate.** The City of Waterbury must be named as an additional insured.

4. The use of any swimming pool by any community group must be supervised by a responsible party with a certified lifeguard in attendance at all times.

5. All activities involving children must be supervised by adults of at least 25 years of age.

6. No building may be used without the attendance of a Maintainer.

7. Should you find it necessary to cancel a scheduled date, a charge will be made if the School Business Office is not notified at least 48 hours in advance.

8. Cancellation of permit will be made if any of these provisions are violated. The right to revoke a permit at any time is reserved by the school authorities.

9. Any organization owing money to the Board of Education and/or the City of Waterbury cannot use any school facility.

It is agreed that regulations adopted by the Board of Education for use of school buildings will be strictly enforced.

Applicants Signature: _____ Date: _____

Checks or money orders for fees should be made out to the Board of Education and mailed to the School Business Office. No cash will be accepted.

WPS Facility Report (inspection of the facility after use)
Satisfactory☐ Unsatisfactor

c: Permittee, School Business Office, Principal, School Inspector, Custodial Supervisor, Head Maintainer

Waterbury Public Schools

LIABILITY INSURANCE & INDEMNIFICATION FOR USE OF SCHOOL FACILITIES

A copy of the applicant's insurance policy naming the City of Waterbury and the Waterbury Board of Education as an additional insurer for the use of school facilities must be on file in the School Business Office.

In consideration for the use of _____ ,
School Facility
the _____, through its officers
Name of Organization/Individual
and members, hereby agree to indemnify and hold harmless the Waterbury Board of Education and the City of Waterbury against any and all claims, demands, suits, and judgments including attorney's fees and all costs associated with a suit arising out of the renter's use of said facility.

The _____, shall provide proof of insurance
Name of Organization/Individual
covering the Waterbury Board of Education and the City of Waterbury for such indemnification.

_____

Signature of Person in Charge

Waterbury Public Schools

MAINTAINER'S REPORT

Name of Group/Organization: _____

Date of Event: _____

A check of the facilities of the school after its use reveals the general condition of the building to be:

□ Excellent □ Good □ Fair □ Poor

List specific damage to the building, if any. After inspection, I found the following:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Maintainer Signature Date