

MARLBOROUGH ELEMENTARY SCHOOL BUILDING USE APPLICATION

Elmer Thienes - Mary Hall Elementary School
25 School Drive
Marlborough, CT 06447
295-6220

Date: _____

Permission is required to use the following facilities (check):

Community Room _____	Cafeteria _____	Gymnasium _____	Classroom _____
Stage _____	*Kitchen _____	Conference Room _____	Media Center _____
*Other _____			

(use school calendar and circle dates when you will be using the building on a monthly basis and attach to application)

* Kitchen by special arrangement only

Date(s) of Use: _____

Setup Time: _____

Time of Event:(from) _____ to _____

Alternate Date: _____

Name of Organization: _____

Contact Person: _____

Address: _____

Phone: (Home) _____ (work) _____ (emergency #) _____

Billing Information if different than above:

Name _____ Phone: _____

Address _____

Number of people likely to attend (estimate) _____ Likely Minimum _____

Refreshments in cafeteria only: Yes _____ No _____ What type: _____

Admission Charge: Yes _____ No _____ Anticipated Charge _____

Please attach a sheet describing setup requested (how you want tables, chairs, podium, etc. placed) This must be completed and submitted along with the Building Use Application. If a setup sheet is not attached, maintenance is not responsible for layout. Will you need:

Folding Chairs _____ (how many), **Folding Tables** _____ (how many), **Sound System** _____ (y/n),

Podium _____ (y/n) , **Projection Screen** _____ (y/n), **TouchView Interactive Screen** _____ (y/n)

IT IS IMPORTANT TO READ THIS SECTION AND REGULATIONS ON REVERSE SIDE OF FORM

In making this application we hereby agree to comply strictly with the rules and regulations of the Board of Education governing the use of public school buildings, to take the utmost care in the use of school property, and make good any damage to or loss of school property arising from our occupancy of any portion of the building. The Board of Education requires all groups using the facility to provide a statement of insurance of \$1,000,000 liability naming the Board as additionally insured. The regulations listed on the reverse of this form bind this agreement. The Applicant shall complete and sign the attached Indemnification Agreement and return it with the application.

Approved by: Scheduling Coordinator

Approved by: Principal

Approved by: Building & Maintenance

Signature(s) of Person(s) Responsible for Financial Obligation

Signature(s) of Person(s) Responsible for Conduct of Activity

Fees: Please call the office at (860) 295-6236 for our Fee Schedule

GUIDELINES FOR COMMUNITY USE OF SCHOOL FACILITIES

1. Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes (when such use will not interfere with the school program) in the following order of priority:

Group 1: School Groups, Government Agencies, Local Organizations and Churches
Group 2: For profit businesses, out-of-town non-profit organizations, private sports groups
2. Should conflicts occur for whatever reason in the anticipated use of facilities, such conflicts will be resolved solely by the Principal. The parties involved will be notified as soon as possible by the Principal's office of the resolution of the conflict.
3. The facilities must be relinquished promptly by both school and community groups at the time scheduled.
4. The Principal's office will arrange for the scheduling of a constable(s) as needed with the user being responsible for the cost.
5. Small community groups of less than 20 are encouraged to use private facilities whenever possible.
6. **When school is closed due to inclement weather or for any other reason Monday thru Friday, all events are cancelled. All weekend events will be cancelled dependent on weather and other conditions and will be announced in the same manner as a school cancellation.**

REGULATIONS FOR THE USE OF SCHOOL FACILITIES

1. The using organization must agree to assume financial responsibility for all damage, destruction or loss of school property occurring while the building is being used by them. Facilities used shall be left as found.
2. The using organization must agree to be responsible for the conduct of all persons in attendance at the activity. Adequate adult supervision shall be provided for all groups.
3. Organizations may use the building until 10:00 P.M. or as shown on the approved Building Use Form. All users are expected to leave promptly at the time shown on the form.
4. Persons attending any function must confine themselves to the areas assigned for their use.
5. There is **No Smoking** in the school buildings or and on school grounds.
6. The sale and use of alcoholic beverages is prohibited inside the school building or on school property. Narcotics or other drugs are prohibited on school property.
7. Refreshments may be served only by prior arrangement and agreement with school authorities. **No food or drink is allowed anywhere in the building, except the cafeteria.**
8. Decorations, exhibits, or scenery shall be approved in advance by the Principal. No school equipment or property shall be moved without prior approval of the Principal.
9. Pianos, audio-visual, public address, or other special equipment may be used only by special arrangement with the Principal.
10. All storage or organizational equipment or material shall be as approved by the Principal and requirements for removal of such material or equipment shall be at the discretion of the Principal.
11. Classroom materials and teacher/student desks are off limits at all times.
12. Controls for heat, ventilation, lights, and adjustment of athletic equipment shall be controlled only by the maintenance staff.
13. **USE OF THE GYMNASIUM:** Rubber soled shoes, of a type that do not mark the floor, must be used by everyone participating in athletics.

INDEMNIFICATION AGREEMENT

This document must be signed and returned with your application.

Name of Organization

Date of Use

The Applicant shall fully indemnify, defend and hold harmless the Marlborough Board of Education and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the Applicant, and even if caused by the negligence of the Marlborough Board of Education or any of their officers, employees, agents, servants and volunteers. This obligation shall further apply to:

1. Actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum (collectively, "Claims") arising, directly or indirectly, in connection with this contract, including any environmental matters, and including the acts of commission or omission (collectively, the "Acts") of the Applicant of any of its member, directors, officers, shareholders, representatives, agents, servants, consultants, employees or any other person or municipality with whom the contractor is in privity of oral or written contract (collectively "Applicant Parties");
2. Liabilities arising, directly, indirectly, in whole or in part, in connection with this contract, out of the Applicant's or Applicant Parties' Acts concerning its or their duties and obligations as set forth in this contract, and;
3. All damages, losses, costs and expenses, including but not limited to, attorneys' and other professional fees, that may arise out of such claims and/or liabilities for personal injury, bodily injury, workers' compensation, emotional injury, death, property damage or any other injury or loss caused in whole or in part by the acts of the Applicant of any Applicant's Parties.

The Applicant hereby covenants and agrees that the Marlborough School District Board of Education shall be endorsed on the Applicant's policies of insurance as additional insured.

The Applicant hereby further covenants and agrees to obtain a policy of insurance, with minimum limits of liability as shown in this Section under Paragraph A containing an endorsement that covers this agreement to indemnify, defend and hold harmless the Marlborough Board of Education or any of their officers, employees, agents, servants and volunteers.

The Applicant hereby further covenants and agrees to obtain an endorsement to said policy of insurance policy that the Applicant's insurance is primary and any insurance obtained, or self-insurance provided, by the Marlborough Board of Education is excess.

The Applicant's insurance carrier will waive all rights of subrogation against the Marlborough Board of Education, and all of their respective officers, employees, agents, servants, and volunteers.

The Applicant hereby further covenants and agrees to furnish a copy of the insurance policy that meets all of the above requirements before any work or use of the property commences.

Signature of applicant or authorized representative assuming financial responsibility.

Date

Please print name.

CONCUSSION IN YOUTH SPORTS

Youth sports teams that use our facilities are strongly encouraged to read and follow the attached guidelines regarding the facts, symptoms and prevention of concussions.

LOCKDOWN PROCEDURES

- ☐ Cover the door window if possible (windows cannot be permanently covered per fire code).
- ☐ Custodians will lock doors if possible.
- ☐ Do not allow students/children to be unattended at any time. Escort them to the safest spot.
- ☐ Maintain Silence.
- ☐ Cancel all outside activities until notified by authorized personnel.
- ☐ Anyone that is unable to get into a classroom, should proceed to the nearest bathroom, lock him or herself in a stall, and hide. If not near a bathroom, they should be directed to find a place to hide quietly. People should spread out to the safest place possible.
- ☐ Devote your attention to the safety of the children in your area. When it is safe to do so, take attendance and notify the Activity Supervisor of any students who are missing or have joined your area.
- ☐ Everyone should get on the floor if gunshots or explosions of any kind are heard. It may be necessary to stay in a lockdown for an extensive period of time.
- ☐ Ignore all bells, including the fire alarm when in lockdown.
- ☐ Do not leave the room until (1) the room has been entered by a police officer, fire official AND (2) everyone has been called and informed that the lockdown is completed."

If Outdoors

- ☐ Contact Activity Supervisor
- ☐ People should spread out to the safest place possible.
- ☐ Devote your attention to the safety of the children/adults.
- ☐ Everyone should get on the ground if gunshots or explosions of any kind are heard.
- ☐ Ignore all bells, including the fire alarms.
- ☐ Do not leave the area until a police officer has notified everyone that the lockdown has been completed.