

Committee:		BOE Policy & Legislation Committee	
Location: Waterbury Arts Magnet School Media Center 16 South Elm Street		Date of Meeting: Thursday June 18, 2026	Start Time: 4:45 p.m.
			Finish Time: 5:25 p.m.

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:
<i>L. Ireland, Y. Lopez, T. Lott (5:06 pm), K. Muñoz, and T. Van Stone.</i>	<i>Dr. Schwartz, Mr. Albin, Mr. Haxhi, and Mr. Mendoza.</i>

AGENDA		MINUTES
	Agenda Item	Time Allotted
		• Motion • Motion by/seconded by • Vote tally
1.	Proposed new policy #1330 – Use of School Facilities.	<i>Move to approve with edits and move to full Board.</i> <i>Lott/L. Ireland</i> <i>Unanimous</i>
2.	Adjournment	<i>Move to adjourn at 5:25 p.m.</i> <i>Muñoz/L. Ireland</i> <i>Unanimous</i>

Additional notes/minutes:

- *Follow up on charging for pools (Commissioner Van Stone recalls charging for ALL - confirmed).*
- *Personal Gain –identifying via vetting system for waivers.*
- *Adding Café – reviewing cafeteria and possibly charging more.*
- *Feedback – members have until Thursday next week to provide additional feedback.*
- *Suggest to have organizations come to the Board Workshop or Regular Meeting.*

Minutes prepared by: *Commissioner Muñoz*

Use of School Facilities

The Waterbury Board of Education (the “Board”) recognizes that the school, building, and grounds are a community center and a valuable public resource. The Board encourages the use of school facilities for activities, with a particular interest in serving Waterbury residents and students, provided that such use does not interfere with district and school programs and activities.

In accordance with Conn. Gen. Stat. § 10-239, the Board may permit the use of any school facility for nonprofit educational or community purposes, whether or not school is in session. The Board may also grant temporary use of any school facility for public, educational, or other purposes, including holding political discussions, when the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes, whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent or designee shall develop and disseminate administrative regulations and associated forms governing the use of school buildings and facilities by the community and other groups. Since the primary purpose of school facilities is educational activities, these activities will take priority over all other requested uses. All internal applications will be approved by the Superintendent or designee. All external applicants will be approved by the Board.

Eligible Organizations and Priority of Use

Internal (No fee if use does not generate revenue for personal gain)

1. District and Waterbury Public School functions
2. District and Waterbury Public School-affiliated groups (includes PTOs/SGCs)
3. Official bodies and agencies of the City of Waterbury
4. Public and Private Schools in Waterbury

External (Eligible for Fee Waivers) and use does not generate revenue for personal gain

5. Waterbury-based non-profits primarily serving Waterbury children
6. Waterbury-based non-profit groups
7. Non-Waterbury-based non-profit groups

External (Not Eligible for Fee Waivers)

8. Waterbury-based organizations and for-profit groups
9. Out-of-town organizations and for-profit groups

Application Procedures

Applications for use of any school building, specific area within a school building, athletic fields, and any other school facilities shall be submitted to the Superintendent’s Designee, in accordance with the Administrative Regulations.

Use of School Facilities, continued

The approval process for city, district, and school-based activities will follow internal procedures and forms to expedite approvals and prioritize use.

Fees

Use of facilities for district functions, school events, school-affiliated groups, and City of Waterbury departments will be without charge.

Any organization applying for building use will have fees calculated according to the fee schedule. If an organization seeks a fee waiver, the waiver form must be completed at the time of application. The Superintendent or designee will update The Board yearly of fee schedules and collections.

Types of Activities that will not be permitted for all internal or external applicants

1. Activities advocating the overthrow of the United States or the State of Connecticut, or of local government agencies.
2. Activities that 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 promote discrimination or other illegal activity.

Restrictions on Use of School Facilities

1. All rooms and areas used shall be left in the same condition as prior to the permitted use. The renter shall be held responsible for any damage to the school facility or any part thereof, including furnishings or equipment, during the renter's use of the building.
2. Illegal activities will not be tolerated, and any violations may justify permanent restriction of the organization involved and will be referred to the Waterbury Police Department.
3. Use or possession of alcoholic beverages or controlled substances shall not be permitted on school property. There shall be no smoking or vaping in school buildings.
4. For all external applicants, 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 additional insureds.
5. All vendors must be included in applications and have proper insurance.
6. Refreshments may only be served in designated areas.
7. Decorations and items of a flammable nature are prohibited.
8. Activities that are disruptive to the school environment are prohibited.
9. Obscene or inappropriate advertising, decorations, or materials are not permitted.
10. 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.
11. No paint or similar products shall be used on any part of the building.

Use of School Facilities, continued

12. 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, school officials shall order the articles to be removed at the renter's expense.
13. The use of school facilities only pertains to the approved application, including the closest located restrooms. If the affair is an athletic event, the locker rooms may be used. No other parts of the building shall be used.
14. Special equipment, including but not limited to sound systems, stage lighting, and similar items, may require a technician. The technician will be paid by the user. School equipment shall not be operated by anyone other than a Waterbury Public School employee.
15. Permission to use or rent school premises is not transferable under any circumstances. Groups receiving permission are restricted to the approved dates and hours and to the specified building area and facilities, unless requested changes are approved.
16. Any alteration to the school day, such as cancellations or early dismissals, will automatically cancel any scheduled events.
17. Weekend events may be canceled due to inclement weather.
18. All events must end by 9:30 p.m. in order to allow the custodians ample time to secure the building. Overtime will be billed if necessary.
19. All youth organizations require proper supervision, and it is the responsibility of the organization to conduct all background checks to ensure the safety of participants.
20. Sneakers must be worn on all gymnasium floors.
21. All personal and district property shall not be part of classroom or facility use. Organizations and individuals must provide their own materials.
22. All permissions are considered revocable and do not guarantee usage. The Board of Education may reject any application or revoke any permit.

Legal References:

Conn. Gen. Stat. § 10-239

Conn. Gen. Stat. § 10-215f

Conn. Gen. Stat. § 10-221q

Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905 Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

FACILITY USE REQUEST FORM (INTERNAL)

DRAFT

This form may be used for city, district or school-sponsored events that do not generate revenue for personal gain.

Use of School Facilities

The Waterbury Board of Education (the "Board") recognizes that the school, building, and grounds are a community center and a valuable public resource. The Board encourages the use of school facilities for activities, with a particular interest in serving Waterbury residents and students, provided that such use does not interfere with district and school programs and activities. Board policy 1330 governs facility use, including restrictions on use. All applicants must review this policy ([Link policy here](#)).

Eligible Organizations and Priority of Use

Internal (No Fee) and use does not generate revenue for personal gain

1. District and Waterbury Public School functions
2. District and Waterbury Public School-affiliated groups (includes PTOs/SGCs)
3. Official bodies and agencies of the City of Waterbury
4. Other Public and Private Schools in Waterbury

Submission Checklist

- The Form: Submit a completed Facility Use Request Form (Internal) to the School Business Office (SBO)
- Timeline: Must be submitted at least fourteen (14) days before your event
- Schedules: If you have more than two dates or varying times, attach a full schedule to the form

Scheduling

- Wait for the "Yes": Do not use the facility until you have the form returned and approved
- Cancellations: Provide at least 24 hours' notice if you need to cancel
- Cleanup: The space must be left in pristine condition
- Priority: District-sponsored events always take precedence over outside requests

Eligibility

- This internal form is for district events, school events, and City of Waterbury events only. These events do not raise money for personal gain.
- No request will be granted for any activity that might unnecessarily jeopardize the health and/or safety of the participants.
- Use of Waterbury Public Schools can be denied at any time by the Superintendent or Designee.

Procedures

1. The applicant will complete a Facility Use Request Form (Internal).
2. The applicant will have the principal of the building sign the form.
3. The form is emailed to the WPSFacility@waterbury.k12.ct.us. The staff will ensure scheduling does not conflict. If no conflict arises, the COO will sign the form. A copy of the form is then returned to the SBO, school principal, and applicant.
4. Necessary custodial and other staff are assigned.
5. The custodian assigned to the event completes the evaluation of the event and returns it to the school Principal.

FACILITY USE REQUEST FORM (INTERNAL)

DRAFT

Guidelines and Instructions

- Fully complete and submit a Facility Use Request Form with all of the proper signatures to WPSFacility@waterbury.k12.ct.us Office 14 days prior to 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 applicant's responsibility to determine whether police, fire, and/or medical personnel are required to be present at the event (required for over 100 participants).
- Please leave the space clean and ready for its intended use. Damage should be reported immediately to the custodial staff.

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

By completing this form, I understand the guidelines, instructions, and responsibilities as event supervisor.

_____ Name of Staff Organizing the Event	_____ Signature
_____ Work Location (School/Building)	_____ Position
_____ Phone Number	_____ Date
_____ Principal Name	_____ Principal Signature
_____ Date	

FACILITY USE REQUEST FORM (INTERNAL)

DRAFT

Facility Requested

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, field): _____

FACILITY USE REQUEST FORM (INTERNAL)

DRAFT

Purpose of this event: _____

Requested Dates:

Date 1:

Start:

End:

Date 2:

Start:

End:

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

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

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

ACTION TAKEN ON APPLICATION (OFFICE USE ONLY)

☐ Permission Granted ☐ Permission Denied ☐ Application Tabled

Comments:

Chief Operating Officer Name

Chief Operating Officer Signature

Date

FACILITY USE REQUEST FORM (INTERNAL)

DRAFT

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:

FACILITY USE REQUEST FORM (EXTERNAL)

DRAFT

Use of School Facilities

The Waterbury Board of Education (the “Board”) recognizes that the school, building, and grounds are a community center and a valuable public resource. The Board encourages the use of school facilities for activities, with a particular interest in serving Waterbury residents and students, provided that such use does not interfere with district and school programs and activities. Board policy 1330 governs facility use, including restrictions. All applicants must review this policy ([Link policy here](#)).

Eligible Organizations and Priority of Use

Internal (No Fee) and use does not generate revenue for personal gain

1. District and Waterbury Public School functions
2. District and Waterbury Public School-affiliated groups (includes PTOs/SGCs)
3. Official bodies and agencies of the City of Waterbury
4. Public and Private Schools in Waterbury

External (Eligible for Fee Waivers) and use does not generate revenue for personal gain

5. ***Waterbury-based non-profits primarily serving Waterbury children***
6. ***Waterbury-based non-profit groups***
7. ***Non-Waterbury-based non-profit groups***

External (Not Eligible for Fee Waivers)

8. ***Waterbury-based organizations and for-profit groups***
9. ***Out-of-town organizations and for-profit groups***

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: Ensure you have a designated "responsible party" who will be on-site for the duration of the event.
- It is the responsibility of the applying agent to monitor district cancellations and closings.

Submission Checklist

- The Form: Submit a completed Facility Use Request Form (External) to WPSFacility@waterbury.k12.ct.us
- Timeline: Must be submitted at least thirty (30) days before your event.
- Insurance: You must include a Certificate of Insurance with your application.
- Schedules: If you have more than two dates or varying times, attach a full schedule to the form.
- Public Safety: It is the applicant's responsibility to determine whether police, fire, and/or medical personnel are required to be present at the event (required for over 100 participants).

FACILITY USE REQUEST FORM (EXTERNAL)

DRAFT

Scheduling

- Wait for the "Yes": Do not use the facility until you have the form returned and approved.
- 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 resulting damage will result in billing and likely denial of future requests.
- Priority: District-sponsored events always take precedence over outside requests.

Eligibility

1. No request will be granted for any activity that might unnecessarily jeopardize the health and/or safety of the participants.
2. Approval of a facility request does not constitute an endorsement from the Waterbury Public Schools of the organization's mission, beliefs, or the specific content of the event.
3. Requested use of the school facility is for a period not to exceed 5 (five) months. Users may reapply in the final month for up to an additional 5 (five) months.
4. Use of Waterbury Public Schools can be denied at any time by the Superintendent or Designee.
5. Use of facilities is not to interfere with the specific school programs.
6. 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.
7. Organizations will provide a Certificate of Insurance naming the City of Waterbury and the Board of Education as an additional insurer. Limits include:
General Liability: \$1,000,000 each Occurrence
\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregate

Procedures

1. The applicant will complete a Facility Use Request Form (External).
2. The applicant will include liability insurance with the application.
3. Once completed, the form and insurance are forwarded to WPSFacility@waterbury.k12.ct.us
4. The staff will ensure scheduling does not conflict.
5. The Board of Education votes on the specific facility requested, the associated fee, and waiver requests.
6. A copy of the action taken by the Board of Education on the request is returned to the applicant, the WPS staff, and the building Principal
7. Necessary custodial and other staff are assigned.
8. It may be necessary to secure a Police Officer(s), Fire Marshal(s) and/or Medical staff 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.
9. The applicant submits a non-refundable deposit to the School Business Office (SBO).
10. The event occurs (No use of school facilities shall commence until notification has been received from the Board of Education).
11. 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 are unlikely to receive future approval to use our facilities.

FACILITY USE REQUEST FORM (EXTERNAL)

DRAFT

12. The applicant is billed for the remaining portion of the bill.
13. The custodian or school staff assigned to the event completes the evaluation of the event and returns it to the school Principal.

Guidelines and Instructions

Fully complete and submit a Facility Use Request Form with all of the proper signatures to the School Business Office.

- The form must be submitted at least thirty (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 (no more than 5 months).
- It is the applicant's responsibility to determine whether police, fire, and/or medical personnel are required to be present at the event.
- Please leave the space clean and ready for its intended use. Damage should be reported immediately to the custodial staff.
- The renter must provide proper adult supervision and is responsible for all background checks for those in a coordinator or supervisory role.
- 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 911 or emergency personnel.
 2. Notify custodial staff on duty. Custodial staff will notify the administration and ensure emergency personnel can access areas of the building.

I understand the guidelines, instructions, and responsibilities as an event supervisor. In consideration for the use of the facility, I 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. I shall provide proof of insurance covering the Waterbury Board of Education and the City of Waterbury for such indemnification.

Applicant Name

Name of Organization

Email Address

Phone Number

Date

Home Address

Signature

FACILITY USE REQUEST FORM (EXTERNAL)

DRAFT

Facility Request (check all that apply)

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

FACILITY USE REQUEST FORM (EXTERNAL)

DRAFT

Fee Structure for Non-Profits

	Weekday	Weekend/Holiday/Summer after 3:00 p.m.
Classrooms	\$25/hour	Flat fee of \$120 for 4 hours, plus \$35 per additional hr.
Library/Media Center	\$30/hour	Flat fee of \$140 for 4 hours, plus \$40 per additional hr.
Auditorium	\$40/hour	Flat fee of \$180 for 4 hours, plus \$45 per additional hr.
Sound System/Lighting	\$40/hour	\$60/ hr.
Cafeteria	\$40/hour	Flat fee of \$180 for 4 hours, plus \$45 per additional hr.
Gym-Elementary/PK-8/HS	\$40/hour	Flat fee of \$180 for 4 hours, plus \$35 per additional hr.
Gymnasium-High School	\$75/hour	Flat fee of \$350 for 4 hours, plus \$45 per additional hr.
Athletic Field	\$40/hour	Flat fee of \$180 for 4 hours, plus \$45 per additional hr.
Pool	\$75/hour	Flat fee of \$300 for 4 hours, plus \$45 per additional hr.
Lobby Tables	\$0 per table up to 3 tables/\$5 per table for additional	

Additional Fees

The district will charge an additional \$30/hour for custodial fees on weekends, holidays, and after 3:00 pm during the summer months. Board approved electricians for sound/lighting systems in the auditorium will require an additional \$40/hour. A security deposit of \$250 is required.

Only Non-Profits are Permitted to Apply for the fee waiver. Is your organization applying for this fee waiver? If yes, you must submit the fee waiver form with your application.

Yes or No

Fee Structure For-Profits

	Weekday	Weekend/Holiday/Summer after 3:00 p.m.
Classrooms	\$50/hour	Flat fee of \$120 for 4 hours, plus \$35 per additional hr.
Library/Media Center	\$60/hour	Flat fee of \$140 for 4 hours, plus \$40 per additional hr.
Auditorium	\$80/hour	Flat fee of \$180 for 4 hours, plus \$45 per additional hr.
Sound System/Lighting	\$80/hour	\$60/ hr.
Cafeteria	\$80/hour	Flat fee of \$180 for 4 hours, plus \$45 per additional hr.
Gym-Elementary/PK-8/HS	\$80/hour	Flat fee of \$180 for 4 hours, plus \$35 per additional hr.
Gymnasium-High School	\$150/hour	Flat fee of \$350 for 4 hours, plus \$45 per additional hr.
Athletic Field	\$80/hour	Flat fee of \$180 for 4 hours, plus \$45 per additional hr.
Pool	\$150/hour	Flat fee of \$300 for 4 hours, plus \$45 per additional hr.
Lobby Tables	\$10 per table	

Additional Fees

The district will charge an additional \$60/hour for custodial fees on weekends, holidays, and after 3:00 pm during the summer months. Board approved electricians for sound/lighting systems in the auditorium will require an additional \$80/hour. A security deposit of \$500 is required.

FACILITY USE REQUEST FORM (EXTERNAL)

DRAFT

Details

Space (location, room, field): _____

Purpose of this event: _____

Requested Dates:

Date 1:

Actual Time of Facility Use:

Start:

End:

Date 2:

Actual Time of Facility Use:

Start:

End:

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

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

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

**FACILITY USE REQUEST FORM
(EXTERNAL)**

DRAFT

ACTION TAKEN ON APPLICATION (OFFICE USE ONLY)

- ☐ BOE Permission Granted ☐ BOE Permission Denied ☐ Application Tabled

ACTION TAKEN ON WAIVER

- ☐ BOE Permission Granted ☐ BOE Permission Denied ☐ Application Tabled

Comments:

Chief Operating Officer Name

Chief Operating Officer Signature

Date

**FACILITY USE REQUEST FORM
(EXTERNAL)**

MAINTAINER'S REPORT

DRAFT

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

FEE WAIVER

DRAFT

Use of School Facilities

The following organizations are allowed to apply for a fee waiver with their application:

External (Eligible for Fee Waivers) and use does not generate revenue for personal gain

- 1. Waterbury-based non-profits primarily serving Waterbury children***
- 2. Waterbury-based non-profit groups***
- 3. Non-Waterbury-based non-profit groups***

I understand the guidelines, instructions, and responsibilities as an event supervisor. In consideration for the use of the facility, I 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. I shall provide proof of insurance covering the Waterbury Board of Education and the City of Waterbury for such indemnification.

Fee Structure for Non-Profits

	Weekday	Weekend/Holiday/Summer after 3:00 p.m.
Classrooms	\$25/hour	Flat fee of \$120 for 4 hours, plus \$35 per additional hr.
Library/Media Center	\$30/hour	Flat fee of \$140 for 4 hours, plus \$40 per additional hr.
Auditorium	\$40/hour	Flat fee of \$180 for 4 hours, plus \$45 per additional hr.
Sound System/Lighting	\$40/hour	\$60/ hr.
Cafeteria	\$40/hour	Flat fee of \$180 for 4 hours, plus \$45 per additional hr.
Gym-Elementary/PK-8/HS	\$40/hour	Flat fee of \$180 for 4 hours, plus \$35 per additional hr.
Gymnasium-High School	\$75/hour	Flat fee of \$350 for 4 hours, plus \$45 per additional hr.
Athletic Field	\$40/hour	Flat fee of \$180 for 4 hours, plus \$45 per additional hr.
Pool	\$75/hour	Flat fee of \$300 for 4 hours, plus \$45 per additional hr.
Lobby Tables	\$0 per table up to 3 tables/\$5 per table for additional	

Additional Fees

The district will charge an additional \$20/hour for custodial fees on weekends, holidays, and after 3:00 pm during the summer months. A security deposit of \$250 is required.

Details

Name of Organization: _____

EIN # _____

School Requested: _____

Date Requested: _____

FEE WAIVER

DRAFT

Space (location, room, field): _____

Purpose of this event: _____

Charges

Are you charging for the event (circle one)? Yes or No

If yes, how much are you charging?

If you are charging for the event, how are the funds raised to be used? Include all details, including programming, staffing, etc.

Do students pay to take part in this event or to attend (circle one)? Yes or No

If you are charging students, how much does it cost? _____

Approximately how many Waterbury children do you anticipate participating or attending?
