FACILITY USE APPLICATION
Darien Public Schools

School Requested: _____
Organization: _____

Nonprofit or For Profit (Please circle one)

Name of the Event:_____

Area within School_____
Or
Field (s) Requested_____

Date of Use_____ Hours of Use_____
Date of Use_____ Hours of Use_____
Date of Use_____ Hours of Use_____

Approx. # Users_____

Police required Yes __No__ Fire watch required Yes__No__

Sound/Lighting Manager required Yes__No__

Any Outside vendors Yes___ No___

Individual in Charge

Name_____

Address_____

Cell _____Email address_____

FOR DARIEN BOARD OF EDUCATION USE ONLY:

Approved by:

_____ _____
School Principal Facilities Dept.

Comments/Special Instructions:

_____

_____

ONLY PDF'S WILL BE ACCEPTED

GUIDELINES for School Events & Rentals – Please read

- MAJOR school functions take priority (i.e., fairs, concerts, etc.) All outside requests for DHS, are not available until **90 days** prior to the event.
- School facilities are not generally available when schools are in session.
- Call the Facilities Department (656-7417) at least 72 hours in advance to tentatively schedule activity.
- Complete application and submit to Facilities Department via scanned PDF format only, (sflinn@darienps.org). **ONLY PDF'S WILL BE ACCEPTED**
- Activities or events are not considered confirmed until all required paperwork (i.e., insurance, profit of non-profit status), is submitted and approved.
- The sale of beverages or food is prohibited unless written permission has been granted as part of the facility use approval process.
- School kitchens are only available when a regular school cafeteria employee is hired and part of the application process.
- Youth game practices using the lights on Stadium must end at 8:45pm to allow for safe exit of fields. Lights will go off at 9pm. Failure to comply will result in the loss of field use.
- Stadium lights cannot be extended for youth games to complete a game that is over the time limit.
- Youth groups must refrain from loud music while using Stadium Field at DHS.
- Custodial services will be required for all weekday elementary school functions after 4:30 p.m. and for all weekday secondary school functions after 6:00 p.m. as well as all school functions on weekends and holidays. Police and fire services may be required and will be **scheduled** by the Facilities Department **ONLY**. *CANCELLATION OF POLICE DUE TO ACTIVITY CANCELLATION IS THE RESPONSIBILITY OF EVENT CHAIRPERSON. EIGHT (8) HOUR PRIOR NOTICE MUST BE GIVEN OTHERWISE POLICE WILL CHARGE SCHEDULED FEE.*
- For student activities where an admission fee is charged, there will be no fee for the use of the facility; but there will be a fee charged for each custodian as well as the actual cost of fire, police or campus monitors required.
- Notification of cancellation of the activity must be received by the Facilities Department 24 hours in advance of the scheduled event. **Failure to notify the Facilities department of a canceled event will result in payment for said event.**
- Any damage to school property as a result of this event must be reported to the Director of Facilities and through the building principal as soon as possible.
- **NO FOOD OR DRINK IS PERMITTED IN ANY AUDITORIUM, GROUP RENTING WILL BE CHARGED AN ADDITIONAL CLEANING FEE OF $500, IF THIS IS NOT FOLLOWED**
- **Rental fees are due and payable upon receipt of an invoice from the Finance Office.**
- **Failure to pay within 30 days will result in a 5% late penalty**
- **Failure to comply with BOE established rates will prohbit groups from future use.**
- ***OUTSIDE RENTALS****- Please submit this form to Sheila Flinn to sflinn @darienps.org*
- *You will be required to submit a Certificate of Liability Insurance and proof of Non Profit.*

PLEASE NOTE ANY TABLES/CHAIRS NEEDED IN ADDITION TO WHAT IS AVAILABLE FOR USE ON SCHOOL PREMISES MUST TO BE RENTED AND IS THE RESPONSIBILITY OF THE EVENT COORDINATORS