



MADISON PUBLIC SCHOOLS
Madison, Connecticut

CONDITIONS FOR USE OF SCHOOL FACILITIES AND FIELDS

Please read the following conditions for use before completing an application form.

1. Fees will be assessed according to the current fee schedule. Fee schedule is provided on the website.
2. The applicant agrees that the individual or organization will indemnify, save and hold harmless the school district from any and all claims for personal injury or property damage suffered, incurred or in any way connected to or arising from the applicant's use of the facilities, whether or not such claims are due or alleged to be due to the negligence of the school district, the applicant or any other person or entity or due to any other cause.
3. Prior to use of facilities, the individual or organization will be required to submit a certificate of insurance satisfactory to the school district. Certificate of Insurance required naming the district as an additional insured with a combined minimum limit of \$1,000,000 per occurrence for non-athletic events and \$2,000,000 for athletic events.
4. Applicant agrees that a responsible adult in attendance will have a cell phone to make or receive an emergency phone call should that need arise.
5. All events / activities shall terminate by 10:00 p.m. at the middle school and high school facilities and by 9:00 p.m. at the elementary school facilities. Users shall only have access to school facilities during the time authorized on the Application Form.
6. No alcohol or illegal drugs shall be allowed on premises at any time and there shall be no smoking within any school property.
7. Groups must remain within the areas, buildings or rooms that are designated in this application for facility use.
8. Facilities that are in use shall be cleaned immediately upon termination of activity. Failure to do so may result in termination of future use of the facilities at the discretion of the administration.
9. All events and activities, which take place after regular hours, shall have a school district employee open and close the facility (which will be approved and appointed by the building administrator). If no school district employee can be scheduled to open and close the facility, the event shall not be scheduled.
10. In inclement weather, the school district reserves the right to cancel the use of the facility and the listed contact person will be notified by a school representative.
11. Any cancellation not made within normal business hours at least 24 hours before this scheduled event or activity will result in all fees and charges being forfeited.
12. The responsible person or designee shall be present when facilities are opened and shall supervise participants at all times and shall be responsible for securing the facility upon departure.
13. Except as specifically permitted by the school principal, there shall be no access to the use of school telephones, copiers or other school district equipment.
14. Facilities will be inspected before each event, practice, etc. by the person responsible. Any damage shall be reported to the school principal.
15. Any damage done to school property during the term of applicant's use of school facilities shall be paid for by the applicant upon submission of a bill from Madison Public Schools. Madison Public Schools shall have the sole right to determine the extent and value of such damages.
16. The administration may deny use of the building to any group or individual who has not complied previously with the conditions of use.

Under NO circumstances are district fields or facilities to be altered or adapted by outside groups without the written approval of the Administration. Thank you for adhering to this condition.

I have read and agree to the above information.

(Signature)

(Date)

Applicant: Must complete Parts A and B, highlighted Part C and sign Part E
FORWARD COMPLETED APPLICATION TO SCHOOL / ATHLETICS DEPT.
School Based: Review Parts A, B and C, complete Part D and sign Part E
FORWARD COPIES TO: Applicant, Building Principal, Building Custodian, Director of School Facilities, and Director of Fiscal Services.

**Application for Short-Term Use
of School Facilities / Fields
Madison Public Schools
PO Drawer 71
Madison, Connecticut 06443**

For Office Use Only Appl. Receipt Date _____

Section A.

Name of User Group			Application Date		School Requested for Use		
User Group Category (Check one) <small>(See Policy & Procedures)</small>	User Group 1	User Group 2	User Group 3	User Group 4	Space(s) / Field(s) Being Used		
Name of Insurance Carrier					Description of Activity (attach individual sheet if necessary)		
Policy #							
Insurance Tiers (Check One)	Non-Athletic Event (\$1,000,000)		Athletic Event (\$2,000,000)		Is this a School Sponsored Event? Yes ____ No ____		
					Will Food or Beverages Be Served? Yes ____ No ____		
Person Representing Group (please print)					Is and Admission Fee Charged? Yes ____ No ____ <small>*If Admission Fee Charged, please provide a copy of Connecticut Tax Registration Number.</small>		
Address of Applicant (please print)					Date:	Start Time:	End Time:
Home Phone		Business Phone			Date:	Start Time:	End Time:
Cell Phone		Fax #			Date:	Start Time:	End Time:
E-Mail Address					Total Daily Time of Use (include set-up and clean-up)		

Section B.

Dates of Use (indicate month/day for each use)	YEAR FROM 200__ to 200__							NUMBER OF PERSONS EXPECTED DAILY _____				
DAY	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
TOTAL DAYS:												

Section C.

Indicate Below Times and Hours of Use Each Day (include AM or PM)										
(Include set-up and any clean-up in times of use)										
TYPE OF ROOM	TIMES		NUMBER OF		GROUPS 1-3		GROUP 4		RENTAL	
	START	FINISH	DAYS	HOURS	4 HOURS	ADD. HOUR	4 HOURS	ADD. HOUR	SUB-TOTAL	
Classroom					\$153	\$31	\$208	\$60		
Additional Classroom					\$31	\$10	\$42	\$12		
All Purpose Room (Elementary)					\$264	\$60	\$749	\$70		
Gymnasium					\$264	\$60	\$749	\$70		
Library Media Center / Computer Lab					\$188	\$60	\$243	\$70		
Auditorium (Middle & High School)					\$264	\$60	\$749	\$70		
Dining & Assembly Hall (High School)					\$264	\$60	\$749	\$70		
Senior Commons (High School)					\$196	\$60	\$297	\$70		
TYPE OF FIELD										
DHHS Turf Field / Track							\$1,000	\$100		
DHHS Janssen Field I							\$500	\$50		
DHHS Janssen Field II							\$500	\$50		
Green Hill Road Field I							\$350	\$35		
Green Hill Road Field II							\$350	\$35		
Polson Baseball							\$350	\$35		
Polson Front Field							\$350	\$35		
Brown Middle School Back Field							\$350	\$35		
Public Restroom Facility Supervision					\$180	\$45	\$180	\$45		
					GROUP 3	GROUP 4				
FURNITURE AND EQUIPMENT RENTAL					PER HOUR					
Overhead Projector					\$10		\$15			
LCD Projector					\$40		\$60			
PA System (Portable)					\$25		\$37			
PA System (DHHS Sound Stage)					\$75		\$112			
Sound Stage Plus Lighting (DHHS)					\$150		\$225			
Risers and Shells					\$10	Per section	\$15	Per section		
Tables (when removed from school)					\$10	Per table	\$15	Per table		
Folding Chairs (when removed from school)					\$5	Per chair	\$7	Per chair		
Use of Piano					\$50		\$75			
TV/VCR					\$15		\$22			
Computers					\$25	Each	\$37	Each		
Gym Scoreboard / Clocks					\$15		\$22			
Kitchen (elementary)					\$50		\$75			
TOTAL										

Section D.

CUSTODIAL/SUPERVISORY	NUMBER OF HOURS	TECHNICAL PERSONNEL	NUMBER OF HOURS
PERSONNEL REQUIRED		REQUIRED	

Section E.

I, the undersigned, certify the facility will be used exactly as described on this application and any alterations to that use must receive prior approval by the building principal. I am authorized to sign this contract on behalf of the using group, have read and fully comprehend all fees, rules and regulations as contained in the Community Use of School Facilities Policy and Regulations and agree to indemnify, save harmless and defend the Town, the Board of Education, the individual members thereof, and any school or school officials or employees from any loss, cost, damage, claim, or other expenses suffered or incurred that may arise during or be caused in any way by such use or occupancy of school property, including any loss, cost, damage, claim or other expense suffered or incurred that may arise during to be caused in any way by such use of occupancy of school property, including any loss or injury of any kind alleged to be the result of any negligence by the Town of Madison, Madison Public Schools, the Madison Board of Education, or any agents, employees or officials. In the event Madison Public Schools property loss is incurred as a result of the use of the facility, the amount of damage shall be decided by the principal and the Director of School Facilities. The user and applicant shall be charged accordingly. **I, also, understand and agree that I or the group that I am representing am personally responsible and liable for all fees/expenses incurred as a result of the use of the facility which is subject of this application.**

Signature of Applicant* _____ Date _____

* Prior to the actual use of this facility, the applicant shall provide the name or names of supervisory personnel of the organization that will be on duty at the time of this event.

Signature of Building Principal or Designee _____ Date _____