



MADISON PUBLIC SCHOOLS  
Madison, Connecticut

**APPLICATION PROCEDURES FOR USE OF A SCHOOL FACILITY / FIELD**

1. Each school office, as well as the Department of Athletics, maintains a facility(ies) or fields use database of school facility spaces or fields available for and a calendar of scheduled events / activities.
2. When an individual, organization or agency wishes to use a single school facility or field, a representative from the group must obtain an Application for Short-Term Use of School Facilities Form from the building School Principal's Office or the Director of Athletic Programs Office. If an individual, organization or agency wishes to use a school facility or field on six (6) or more occasions for same activity / event, the group must obtain an Application for Long-Term use of School Facilities Form from the building Principal's Office or the Director of Athletic Programs' Office. Forms are also available on-line at the Madison Public Schools website ([www.madison.k12.ct.us](http://www.madison.k12.ct.us)).
3. The representative from the organization or agency must complete the Application for Use of School Facilities Form and return it to the Principal's Office or the Director of Athletic Programs Office either by mail or in person at least two (2) weeks in advance of the event/activity to assure sufficient time for processing the application. All field and gymnasium requests should be submitted to the Director of Athletics. All classroom, auditorium and cafeteria requests should be submitted to the building principal. No school facilities or fields are available for community use during the regular school day when school is in session.
4. When an individual, organization or agency wishes to use multiple school facilities or fields, a representative from the group must complete an Application for Use of School Facilities Form and return the completed form to the appropriate building principal or Director of Athletics.
5. Each individual, organization or agency contracting for the use of a school facility or field shall furnish evidence of insurance coverage that includes bodily injury, property damage, and fire insurance in the form of a Certificate of Insurance naming the Madison Board of Education, and the Town of Madison as additional insured, as applicable. Minimum coverage requirements are based on the nature of the event scheduled and are as follows: Non-athletic event requires a minimum limit of liability coverage of \$1,000,000 and an athletic event requires a minimum limit of liability coverage of \$2,000,000. No exceptions will be made for required insurance coverage.
6. If the individual, organization or agency contracting for the use of a school facility or field intends to charge admission, a Connecticut Admissions, Dues & Cabaret Tax Form must be executed and returned in duplicate at least sixteen (16) days prior to the date requested for use of the facility.
7. An application for use of a school facility or field will not be accepted more than four (4) months prior to a scheduled event or activity. Requests for special consideration more than six (6) months prior to an event may be granted by the Office of the Superintendent or his / her designee, but any such reservation will be subject to cancellation in the event of a conflict with school-related activities which always have priority for school facility and field use. Priority use for Groups 1, 2, and 3 shall be enforced at all times.
8. The appropriate building Principal or the Director of Athletic Programs will review the application form, complete the administrative approval section and record the fee amount, where required, and notify the potential user of the status of the application within 5 days of the receipt of the application. Promotional advertising by potential users, the selling of tickets or the act of entering into any related agreements based on the application prior to final approval by the appropriate school official will be at the risk of the potential user. The Madison Public Schools will not assume any responsibility for any expenditures made by potential users in that regard.
9. Copies of the completed application form will be sent to the following: applicant, applicable School Principal of the facility(ies) proposed to be used by applicant, the custodian(s) at the facility being used; the Director of School Facilities; the Director of Athletic Programs, if applicable, and the Director of Fiscal Services.
10. Appeals or questions related to school facilities or fields use will be made directly to the appropriate School Principal(s) or the Director of Athletic Programs.
11. All users of school facilities and fields must meet the requirements established by and under the Town of Madison's Fire Safety Code as well as the guidelines set forth in Board of Education policy and administrative regulations. Under no circumstances will users be exempt from adhering to the codes, policies, and regulations.