

LITCHFIELD PUBLIC SCHOOLS
P.O. BOX 110
LITCHFIELD, CT 06759-0110
PUBLIC USE OF FACILITIES REQUEST

1330(a)
FORM

Changes may be necessary during the year as school events are scheduled. Please note that school activities will take precedence but we will always try to make other accommodations.

APPLICANT: PLEASE COMPLETE THIS SECTION

Organization Making Request:

School Requested:

Room or Location Requested:

Date(s):

Purpose for Facility Use:

School Entry Time:

School Exit Time:

Program Start Time:

Program End Time:

Technology Requirements

Auditorium Multiple Mics and Stand
 Auditorium Single Mic and Stand
 Computer with Projection - with Sound
 Computer with Projection - without Sound
 DVD Player
 Mobile PA System
 Wireless Keyboard
 Wireless Lapel Mic
 Wireless Presentation Pointer

Custodial Requirements

Baskets Up/Down
 Bleachers Pulled Out
 Chairs
 Extension Cords
 Floor Mats
 Garbage Cans
 Miscellaneous Stage Setup (explain below)
 Podium
 Tables

Additional Notes:

Contact Person for tech set-up at time of event:

Email of Contact for tech set-up:

Name of Person(s) Responsible at Event:

Address of Person(s) Responsible at Event:

Phone Number(s):

Email Address(es)

Admission or Registration Fee:

Disbursal of Proceeds:

Admission or Registration Fee

Signature:

Date:

Printed Name:

Address:

Phone #:

Having read the Regulations, Schedule of Fees, and Important Notices, I assume legal and financial responsibility for the above request. I also understand that the financial obligations are to be met within a 2-week period following receipt of bill. Rental fee is due two weeks before event.

**LITCHFIELD PUBLIC SCHOOLS
PUBLIC USE OF FACILITIES REQUEST**

1330(b)
FORM

DISTRICT USE ONLY	
Above request:	APPROVED NOT APPROVED
Internal Request	External Request
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature of Building Principal or Designee Date	

PUBLIC USE - SCHEDULE OF FEES			
CATEGORY I:	Town and Community Volunteer Organizations		
CATEGORY II:	Religious and Not-for-Profit Organizations		
CATEGORY III:	Nonresident Not-for-Profit Organizations, Commercial and Business		
<u>FACILITY</u>	<u>CATEGORY I</u>	<u>CATEGORY II</u>	<u>CATEGORY III</u>
Gymnasium: All Schools		\$300/Day Rental Fee	\$400/Day Rental Fee
Auditorium: Intermediate School		\$300/Day Rental Fee	\$400/Day Rental Fee
Classrooms: All Schools		\$75/Day Rental Fee	\$150/Day Rental Fee
Lecture Room: High School		\$90/Day Rental Fee	\$175/Day Rental Fee
Cafeteria Room: All Schools (No Kitchen Use)			\$400/Day Rental Fee
Custodial Fee (If building is utilized outside of normal custodial hours)	\$35 / Hour (If applicable)	\$37 / Hour	\$40 / Hour
Technology Staff Fee	\$35 / Hour (If applicable)	\$37 / Hour	\$40 / Hour
Utility Fee	\$10 / Hour (If applicable)	\$10 / Hour	\$10 / Hour
- Rental fees must be paid two weeks prior to scheduled event. - All other fees are to be paid within two weeks following receipt of bill. - Fees for Police and/or Fire Personnel are not included in this fee schedule.			

IMPORTANT NOTICES
Per Policy # 1330 a certificate of insurance naming the Town of Litchfield and the Board of Education as additional insured with an amount of at least \$1,000,000 for property damage/bodily injury must be submitted one week prior to the scheduled event.
Per Policy # 3524.2 Green Cleaning Program - No one using school facilities may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

FACILITIES USE
Permission for the above request is granted subject to the following fees and conditions: Rental Fee: _____ Utility Fee: _____ Due: _____ Other: _____ Contact Town Officials (Responsibility of Requesting Organization) Constable Required (Phone: (860) 567-8596) Fireman Required (Phone: (860) 567-3877) Miscellaneous: _____
Permission for the above request: APPROVED NOT APPROVED
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature of Facilities Manager or Designee Date

Regulation Adopted: 4/12/1983
 Regulation Reviewed: 10/1/1998, 11/5/2008
 Regulation Revised: 9/14/1993, 9/9/2013, 4/1/2015, 12/6/2017, 5/1/2019