

APPLICATION FOR USE OF MANCHESTER SCHOOL BUILDINGS & FACILITIES

Please complete all copies of this application and return to the Buildings & Grounds Department, 325 Olcott Street, Manchester, CT 06040. When this application has been approved, the original copy will be returned to you. This will be your Contract and Confirmation for use.

School Building Involved:		Application Date:	
Date/Dates Bldg. to be used:			
No. of Persons Expected:		Hour Bldg. to be opened:	
Time Activity will begin:		Time Activity will end:	

Applicant:				
Address:		City	Zip	Tel. No
Person Responsible:			Email Address:	
Address:		City	Zip	Tel. No

Application for use of the following area(s):

<input type="checkbox"/> Auditorium	<input type="checkbox"/> Gym	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Classroom	<input type="checkbox"/> Chairs & Bleachers	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Media or Library	<input type="checkbox"/> Pool	<input type="checkbox"/> Lockers & Showers

Other area (Please specify)
Equipment Required:

Explain in detail, what facility will be used for: Meeting, Athletic Event, Banquet, Rehearsal or Recital, Dance, Etc.: (Use separate sheet if needed)

Admission chg: Yes No Open to General Public: Yes No

Will food or refreshments be served or sold? Yes No

The Patrol Division Commander, Manchester Police Dept., has been contacted and recommends that _____ policemen be on duty (Activities not school connected). The number of policemen required, if any, must be shown on the application at the time of submission.

IT IS UNDERSTOOD:

1. That there will be absolutely NO ADDITIONS OR ALTERATIONS made to school property.
2. That NO ALCOHOLIC BEVERAGES will be brought in, sold or consumed on school property.
3. That there will be NO SALE OR CONSUMPTION of refreshments in the auditorium or gyms.
4. That there will be absolutely NO SMOKING permitted on school property.
5. NO PERSON may bring into ANY SCHOOL FACILITY any consumer product which is intended to CLEAN, DEODORIZE, SANITIZE OR DISINFECT
6. The Board of Education will not be responsible for personal property or equipment brought on school grounds.
7. The undersigned will furnish a Liability Insurance Certificate in the amount of \$2,000,000 policy aggregate with a \$1,000,000 per occurrence, which shall name the Town of Manchester as an additional insured. Such certificate must be approved by the Buildings & Grounds Department at least 7 days prior to the date of the activity.
8. The undersigned agrees to indemnify and hold harmless the Town from any losses, damages, costs, and fees which it may sustain by reason of any claims for personal injury or property damage arising out of the use of Town buildings and facilities in connection with the activity which is covered by this application.

Signed _____ Title _____

OFFICE USE ONLY

Approved: YES NO Signed: _____
Buildings & Grounds Department

FEE _____ CUSTODIAL CHARGES _____