



VERNON PUBLIC SCHOOLS

30 Park Street • P.O. Box 600

Vernon, CT 06066-0600

Tel: 860-870-6000

APPLICATION FOR USE OF SCHOOL FACILITIES

I. GENERAL INFORMATION:

School/Facility Requested: _____

Organization Requesting Use: _____

Purpose of Use: _____ School Sponsored Activity? YES NO

NOTE: SMOKING AND THE USE OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS IS PROHIBITED ON SCHOOL PREMISES.
All required permits must be in order 15 days prior to the event and payment is expected one week before the scheduled date of event.

<u>Date(s) of Use:</u>	<u>Open Building/Facility</u>		<u>Event Starts</u>		<u>Event Ends*</u>	
_____	_____	AM/PM	_____	AM/PM	_____	AM/PM
_____	_____	AM/PM	_____	AM/PM	_____	AM/PM
_____	_____		_____		_____	

* Time that all participants will exit the building.

APPLICANT MAILING ADDRESS

SUPERVISOR IN CHARGE AND IN ATTENDANCE AT EVENT

Name _____ Address _____ Home/Cell Number _____ Business Number _____ E-Mail Address _____	<input type="checkbox"/> Check here if same as applicant Name _____ Address _____ Home/Cell Number _____ Business Number _____ E-Mail Address _____
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Approximate Number of People to Be Present: Adults _____ Students _____

Will Admission Be Charged: Yes _____ If Yes, Admission Price: \$ _____

No _____ If No, Is there a Requested Donation/Contribution: Yes _____ No _____ Type _____

Food/Beverages Served: Yes _____ No _____ Type: _____

NOTE: Food/beverages are only allowed in designated areas as determined by the school's principal

II. INSURANCE: Liability Insurance: Attached On File

***ServSafe Certification:** Attached On File

**ServSafe certified personnel must be present during all food preparation, serving and clean up when renting the Food Concession Trailer. Certified personnel may be hired for a separate fee if needed.*

III. EQUIPMENT TO BE SET UP OR FACILITY NEEDS:

# of Chairs	# of Tables	# Podiums	<input type="checkbox"/> Other Equipment or Facility Needs (see next line for description)
(Specify Other):			



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V. AREAS TO BE USED:

	School Groups; Vernon Parks & Recreation; Vernon-Based Not-Profit (scouts, youth, athletic, fraternal, civic, social and religious organizations)	Not-for-Profit, Fee-Charging, Non-Vernon Based Organizations	For-Profit Organizations
<input type="checkbox"/> Classroom(s) Room #:	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> \$60 for the first six hours. \$10 per hour each additional hour	<input type="checkbox"/> \$90 for the first six hours. \$15 per hour each additional hour \$90 for the first eight hours. \$15 per hour each additional hour
<input type="checkbox"/> Auditorium	<input type="checkbox"/> \$75 per hour for technician <input type="checkbox"/> No Rental Fee	<input type="checkbox"/> \$75 per hour for technician <input type="checkbox"/> \$420 for the first six hours. \$70 per hour each additional hour- Rockville High School and Vernon Center Middle School each additional <input type="checkbox"/> \$240 for the first six hours. \$40 per hour- Elementary Schools	<input type="checkbox"/> \$75 per hour for technician <input type="checkbox"/> \$600 for the first six hours. \$100 per hour each additional hour- Rockville High School and Vernon Center Middle School <input type="checkbox"/> \$300 for the first six hours. \$50 per hour each additional - Elementary Schools
<input type="checkbox"/> Gymnasium <input type="checkbox"/> Cafeteria	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> \$420 for the first six hours. \$70 per hour each additional hour- Rockville High School and Vernon Center Middle School <input type="checkbox"/> \$240 for the first six hours. \$40 per hour each additional hour - Elementary Schools	<input type="checkbox"/> \$600 for the first six hours. \$100 per hour each additional hour- Rockville High School and Vernon Center Middle School <input type="checkbox"/> \$300 for the first six hours. \$50 per hour each additional hour - Elementary Schools
<input type="checkbox"/> Kitchen (Cafeteria Employee - Minimum four (4) hours)	<input type="checkbox"/> No Rental Fee <input type="checkbox"/> \$45 (\$60 on Sunday) per hour for kitchen employee to be present	<input type="checkbox"/> \$50 per hour <input type="checkbox"/> \$45 (\$60 on Sunday) per hour for kitchen employee to be present	<input type="checkbox"/> \$50 per hour <input type="checkbox"/> \$45 (\$60 on Sunday) per hour for kitchen employee to be present
<input type="checkbox"/> Custodian (Min. three (3) hours)	<input type="checkbox"/> \$50/hr. Weekday or Saturday <input type="checkbox"/> \$70/hr. Sunday/Holiday	<input type="checkbox"/> \$50/hr. Weekday or Saturday <input type="checkbox"/> \$70/hr. Sunday/Holiday	<input type="checkbox"/> \$50/hr. Weekday or Saturday <input type="checkbox"/> \$70/hr. Sunday/Holiday
<input type="checkbox"/> Food Concession Trailer	<input type="checkbox"/> \$35 / 4 hours <input type="checkbox"/> \$55 / 8 hours <input type="checkbox"/> \$85 / 24 hours	<input type="checkbox"/> \$75 / 4 hours <input type="checkbox"/> \$115 / 8 hours <input type="checkbox"/> \$200 / 24 hours	<input type="checkbox"/> \$125 / 4 hours <input type="checkbox"/> \$225 / 8 hours <input type="checkbox"/> \$350 / 24 hours
<input type="checkbox"/> Food Concession Trailer Delivery Fee	<input type="checkbox"/> Free / In Town <input type="checkbox"/> \$20 / Out of Town	<input type="checkbox"/> \$20 / In Town <input type="checkbox"/> fee + .75 mile / out of town	<input type="checkbox"/> \$20 / In Town <input type="checkbox"/> fee + .75 mile / out of town



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V. DATE OF APPLICATION: _____ **Applicant's Signature:** _____

_____ (Representative by signing above agrees to the rules and regulations for use of school buildings/facilities as printed on the back of permittee's copy.)

Checks should be made payable to the "School Use Fund".

BUSINESS OFFICE USE ONLY

Application Number: _____

Labor Type	# of Employees	Hourly Rate	Total Hours Worked	Total Amount Due
Custodian		\$		\$
Food Service Worker		\$		\$
Operator or Technician		\$		\$
SUB TOTAL LABOR FEES				\$
SUB TOTAL RENTAL FEES				\$
GRAND TOTAL FEES				\$

Police Required: Yes/No _____ Fire Official Required: Yes/No _____

Food Concession Trailer:

Delivery address: _____

Delivery Date: _____ Time: _____

Date of Approval: _____ VPS Representative: _____

Date of Approval: _____ Business Manager _____

cc: Business Office, Principal, Plant Director, Head Custodian



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VERNON BOARD OF EDUCATION REGULATIONS FOR USE OF SCHOOL FACILITIES

AUTHORIZATION POLICY: All use of Vernon Public Schools' (VPS) facilities ("Facilities") is to have the prior written approval of the school principal or authorized designee ("Principal"). This is to be contingent upon the following criteria:

- A positive educational, cultural or social value is recognized;
- The activity or event is reasonably expected to cause no injuries, damage, destruction, or riot on school property;
- The organization making application understands and agrees to abide by all rules and regulations of the Vernon Board of Education.

If the Principal has any questions or concerns about a particular event, the Superintendent will be consulted. The Superintendent shall have sole, final discretion on issues arising from facilities requests.

PRIORITY OF USE: The use of Facilities for school sponsored activities ("Activities") shall take priority and precedence over their use by outside organizations. When not being used for Activities, the Facilities shall be available for use by Vernon and Non-Vernon based organizations, as well as state and federal governmental agencies, in order of the following priorities:

1. VPS oriented organizations such as PTO's, Booster Clubs, Parent Support Groups, Student Organizations, and Board of Education Employee Groups.
2. Vernon Parks & Recreation Department.
3. Vernon Based Non-Profit Organizations such as Scouts, Local Youth Athletic Leagues, and Civic, Fraternal, Social and Religious Organizations, if, in the judgment of the, Principal there is a positive educational, social or cultural value.
4. Fee-Charging Organizations such as Vernon Chorale, Dance Recitals, and Music or Drama Groups, or Non-Vernon Based Non-Profit Organizations, if, in the judgment of the Principal, there is a positive educational, social or cultural value.
5. Profit-Making Organizations or Non-Vernon Based Non-Profit Organizations, if, in the judgment of the Principal, there is a positive educational, social or cultural value.

Organizations requesting use of Facilities must submit school use applications, including all supporting documentation, no more than six (6) months prior to the expected use date. This requirement is applicable to all priority organizations listed above, with the exception of those named in #1 and #2, and Multiple Use Organizations. "Multiple Use Organizations" are defined as organizations that rent facilities for multiple occurrences/events. Multiple Use Organizations must be able to successfully demonstrate that their organizations provides Vernon Public School students and their parents/guardians with beneficial and helpful educational and/or support services. Organizations requesting use of Facilities understand and agree, that, should the approval be granted such usage may require the organization to share any common facilities used jointly with any organizations listed in #1 and #2, above.

RENTAL PERMITS/FEES: Organizations requesting use of Facilities must fill out a Facilities Use Application ("Application") and be approved by the Principal. Permits which require fees will be issued through the Superintendent's Office. When fees are required, payment must be made at the time the permit is issued. **If payment has not been made prior to the event, the permit will be cancelled.**

INSURANCE REQUIREMENTS: All groups not included under the Vernon Board of Education ("Board") and/or Town of Vernon ("Town") Blanket Liability Insurance will be required to furnish evidence of insurance coverage complying with the Town's requirement of \$1,000,000 Commercial General Liability policy including a Waiver of Subrogation endorsement in favor of the Town of Vernon and Vernon Board of Education. In addition, the Board is to be named as an additional insured and a Certificate of Insurance must accompany the original Application. When a group stages an activity on school property where live animals are present, and/or rides on animals or mechanical devices are provided, the organization will be required to furnish a Special Event Commercial General Liability policy with a \$1,000,000 limit of liability. If the contractor whose activity involves the presence of live animals and/or rides on animals or mechanical devices has Liability Insurance in the above amount, the sponsoring organization will not be required to obtain this Special Event policy, provided, accompanying the Application, the contractor furnishes the Principal with a certificate of insurance from an insurance company with an A.M. Best Rating classification of B+ or higher, naming the Board as an additional insured.

INDEMNIFICATION/HOLD HARMLESS: I hereby release, and further agree and covenant that I will not sue, the Town of Vernon and Vernon Board of Education, its agents, servants and employees, and its departments, boards, commissions and agencies, from all liability should an injury to me occur during the event, even if caused by the negligence of the Town of Vernon and Vernon Board of Education, its agents, servants or employees.

I, for myself and for my heirs, assigns, successors, executors, administrators, and legal representatives, agree to defend, indemnity and hold harmless the Town of Vernon and Vernon Board of Education, its agents, servants and employees, and its departments, boards, commissions and agencies, from and all claims, suits or demands by anyone arising from my use of the Town of Vernon and Vernon Board of Education facilities, even if caused by the negligence of the Town of Vernon and Vernon Board of Education, its agents, servants or employees.



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PAYMENT OF TAXES/FEEES: The sponsoring organization is responsible for the reporting and payment of all federal, state and other taxes and/or fees to the appropriate agencies and may not use the Board's tax number for avoidance of such taxes/fees.

SUPERVISION: Adequate supervision of the activity, the participants, and the audience, as well as the care of the facilities is the responsibility of the organization sponsoring the event. The organization using the Facility must designate a supervisor(s), **who must be present before anyone can enter the Facility** for the event and **who must remain until all participants have vacated the Facility** in order to avoid additional charges. The supervisor(s) will ensure only approved areas are used. Permission must be obtained to move school equipment, other than school furniture (e.g. tables, chairs). The organization is responsible for the return of all school equipment and furniture to its original location.

TOBACCO, ALCOHOL or any unauthorized or illegal substance is not allowed in or on Facilities. In addition, advertising or decorations promoting them are not permitted. **FOOD/BEVERAGES** are only allowed in designated areas as determined by the Principal. **FIRE SAFETY REGULATIONS** must be complied with by the organization. **GAMES OF CHANCE** (e.g. bingo, gambling) are not allowed in or on Facilities including the Food Concession Trailer.

CUSTODIAL SERVICES: The Director of Plant Operations and the Principal will determine if a custodian is required for the event. In general, if the organization is using the Facility during the normal custodial shift, no fee for custodial time will be chargeable to the organization, provided no extra custodial services are generated. If custodial services are required during an event, the custodian will be available to the organization and will remain in the general area being used by the event. Such custodian must be on duty until the event has concluded and the necessary cleanup has been completed. Custodial fees will be paid by the sponsoring organization.

CAFETERIA/KITCHEN SERVICE: Cafeteria and kitchen facilities are available for use upon application and approval by organized groups. At least one (1) member of the cafeteria staff must be in attendance to aid in the proper use of equipment and to supervise the cleanup following the preparation and consumption of food. The fee for the cafeteria staff member(s) will be paid for by the organization using the cafeteria. Arrangements for use of cafeteria and/or kitchens must be made by the organization, through the Principal's office, with the Cafeteria Director.

SERVICES OF OPERATORS/TECHNICIANS: When special equipment is to be used, such as sound systems, projectors, scoreboards, stage lights, etc., it is to be operated only by a qualified person approved by the Principal. If the school system has to furnish a qualified operator, the fee for the operator will be paid by the sponsoring organization.

POLICE AND FIRE DEPARTMENT SERVICES: The Principal and/or Superintendent may require these services for any event open to the general public. It is the organization's responsibility to make the arrangements for these services directly with the police and/or fire departments. Proof of notification must be provided to the Principal at least one week before the event. Any fees for such services will be the responsibility of the organization.

PROPER PARKING: The sponsoring organization assumes responsibility for the proper parking of cars. Fire lanes and handicapped parking spaces are to be honored.

GYMNASIUMS: Appropriate footwear must be worn by all persons who use the gymnasium for athletic purposes. *No food or beverages are allowed in the gymnasiums.*

DAMAGES: The person(s)/organization(s) making application for use of the Facilities must indemnify the Board for any damage to or loss of any school property or equipment caused by any person or persons as a result of the use of the Facilities.

CANCELLATION BY THE ORGANIZATION: In the event of cancellation, the office of the Principal shall be advised as soon as possible, but no later than four (4) hours prior to the time the event was scheduled to begin. The Principal shall notify the Superintendent's Office of any cancellation involving a fee or labor payment. In the event of a cancellation during an evening, weekend or other time that school is not in session, cancellation notifications must be directed to the Director of Plant Operations or his/her designee.

CANCELLATION BY THE SCHOOL: All Facilities use permits are issued with the understanding that school activities subsequently scheduled may take precedence in the use of the Facility. Cancellation of a permit under this paragraph requires approval of the Superintendent or her designee. Such cancellation of a permit shall not be approved within thirty (30) days of the scheduled use unless an emergency exists.



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REFUNDS IN CASE OF CANCELLATION: In the event of a cancellation by the organization or the school, a refund will be made if no expenses have been incurred on behalf of the organization or school. **If schools are closed due to inclement weather, equipment failures, safety concerns, or any other unforeseen reason, the Facility use is automatically cancelled,** unless authorized by the superintendent or her designee. Additional charges will be passed onto the requestor. All prepaid fees will be refunded when the event is cancelled.

USE DENIAL: Facilities use shall be denied if the provisions of this policy are not met. In addition, use may be denied if it is to be judged that the use of the Facilities may produce undue wear and tear on the Facilities, may be detrimental to the public image of the Vernon Public School System, or may not be in the best interests of the Vernon School System or Town.

CCTV/ VIDEO SURVEILLANCE: Areas of facilities are equipped with CCTV/video surveillance.

FOOD CONCESSION TRAILER:

All use of VPS food concession trailer (trailer) is to have the prior written approval of the Logistics Coordinator or authorized designee and is contingent on the Authorization Policy criteria set above.

Rental fee includes filled fresh water tank, propane tank and generator fuel tank. If the grey water tank needs draining or the fresh water tank needs to be filled during the event and the trailer must be moved to do so, an additional delivery fee will be charged.

Delivery fee includes delivery of trailer to location specified by event supervisor, leveling of trailer and basic trailer set up. The event supervisor or designee must be present during delivery to ensure proper placement of trailer and training / safety overview. If the trailer is requested to be moved after setup is complete, an additional delivery charge will apply.

A cleaning fee will be charged if the trailer is returned and not cleaned properly after use. Custodial Fees will be paid by the sponsoring organization.

The organization renting the trailer is responsible for any fees incurred during use of the trailer for which VPS personnel was not directly responsible and any fees related to the location where the trailer is parked. All Local, State and Federal health code regulations must be followed.