

SOMERS PUBLIC SCHOOLS  
APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: \_\_\_\_\_ Representative: \_\_\_\_\_

Representative's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

As a representative of my organization, I have read the rules and regulations regarding the use of school facilities and signify the intent of our group to use them in accordance with stipulations printed on the back of this form.

Signature: \_\_\_\_\_ Date Submitted \_\_\_\_\_

School Requested: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Approximate Number to Attend: \_\_\_\_\_ Is Admission to be charged? Yes \_\_\_ No \_\_\_

Description of Activity/Program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

\_\_\_\_\_ Set-up Time: \_\_\_\_\_

\_\_\_\_\_ Event Start Time \_\_\_\_\_

\_\_\_\_\_ Event End Time \_\_\_\_\_

\_\_\_\_\_ Breakdown Time: \_\_\_\_\_

Other Special Requested Equipment: Projector  Video  Audio  Wired Mic  Wireless Mic

Screen  Table(s)  Podium  Other \_\_\_\_\_

*Please return four (4) completed copies of the application to principal of building in which facility is requested.*

**FOR OFFICE USE ONLY**

Request Granted: \_\_\_\_\_

Police Required: \_\_\_\_\_

Request Denied: \_\_\_\_\_

\_\_\_\_ Notification to Police/Fire Departments  
for all events where 200+ attendees anticipated  
(Note: If police required, line to be checked off)

Fees to be charged:

Custodial: \_\_\_\_\_

Comments:

Security: \_\_\_\_\_

Cafeteria: \_\_\_\_\_

For the Board of Education

Energy Use: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal/Designee

## COMMUNITY RELATIONS

### **Use of School Facilities**

The Somers Board of Education favors the use of school facilities for the benefit of the community as a whole by responsible civic, charitable, and private organizations located within the town of Somers, or similar outside organizations represented by a responsible Somers resident when such activities do not interfere with school programs. Rental fees may be charged by the Somers Board of Education on a nonprofit basis to cover costs associated with the building use.

The Board of Education, acting on behalf of the town of Somers and employees of the Somers Public Schools, shall not be liable for any actions or accidents occurring or resulting from use of school facilities by any individual or organization.

Organizations using the school facilities shall designate a person in charge, in writing, who shall assume responsibility for the use of the facilities. This person will be held accountable for the organization's use of the facilities and for insuring that the facilities are returned in the same condition as received. The using organization will be held responsible for the repair or replacement of any items broken, damaged, or lost during its use of the facilities.

The Board of Education and/or its duly authorized representative acting through the superintendent shall be the sole judge as to the qualifications of any organization requesting use of a school facility. In addition, the duly authorized representative shall apply fees for facility use as stated in the administrative regulations. The board also reserves the right to change or modify any rules regarding use of school facilities without notice. Such changes, when made, will take effect from the date of change and will not be retroactive. It also reserves the right to revoke the privilege if any board policy is violated.

### **Priority Use of Buildings**

**Priority One:** In all cases the needs of the schools will have first priority. Athletic teams, student groups, Board of Education functions will be given preference when building calendars are developed. If a school function is canceled the organization may reschedule on a date previously held by a non-school group if in the opinion of the building administrator no other dates are available for the school function.

**Priority Two:** All school related organizations such as PTA, PTSA, Booster Club, Music Patrons  
**Priority Three:** All town and civic groups such as Recreation Department, Lions Club, Rotary, Cultural Commission, Village Players and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule. Due to limited gym facilities, basketball and other traditional winter sports will receive priority in November, December and January.

**Priority Four:** All private and corporate organizations such as NETT, Amway, Conval  
**Rental Charges:** The Somers Board of Education rental fees represent the costs associated with opening the facility, cleaning, and/or security. The charges do not represent an attempt to derive a profit. Rental charges shall be applied as per administrative regulations.

Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours. Additionally, the assignment of custodial/maintenance staff may involve a single custodian being assigned to multiple events and/or schools. In such cases fees may be prorated accordingly. Assignment of building custodian(s) for particular activities is the sole responsibility of the Supervisor, Buildings & Grounds or his/her designee.

**Legal Reference:** Connecticut General Statutes

10-235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation

10-236 Liability insurance

10-239 Use of school facilities for other purposes

**Adopted:** June 22, 1981

**Revised:** June 26, 1989

March 17, 1997

January 11, 1999

June 27, 2005

July 9, 2009