

**The Putnam Public School system reserves the right to cancel an organizations use of facilities due to non-compliance with school rules and/or Board policies. Specific dates may be postponed if a school function interferes with a date. (yellow paper please)**

## **Use of School Facilities Form for Putnam Public Schools**

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

Purpose of Event: \_\_\_\_\_

Date(s) of Event: (***This form must be submitted at least 14 days in advance***)

Time of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

Required time of access to facility: \_\_\_\_\_

**Type of Organization: (please check one)**

\_\_\_ Group A - School Functions

\_\_\_ Group E - Town Based Groups for Profit\*

\_\_\_ Group B - School Affiliated

\_\_\_ Group F - Out of Town for Non-Profit\*

\_\_\_ Group C - Town Official Bodies and Agencies\*

\_\_\_ Group G - Out of Town for Profit\*

\_\_\_ Group D -Town Based Groups for Non-Profit\*

***\*Groups C, D, E, F and G must submit a Certificate of Insurance at least one week in advance of the event.***

Please **check** the school for which you are requesting use: \_\_\_ **PES** \_\_\_ **PMS** \_\_\_ **PHS**

Permission is requested for the use of the following room(s). If more than one, please specify how many:

\_\_\_ Auditorium (PMS)

\_\_\_ Cafeteria

\_\_\_ Gym

\_\_\_ Band/Choral Rooms

\_\_\_ Cafeteria & Kitchen

\_\_\_ Gym/Lockers/Showers

\_\_\_ Library/Media Center

\_\_\_ Classroom(s)

\_\_\_ Athletic Fields

\_\_\_ Blackbox Theater (PHS)

\_\_\_ Conference Room(s)

\_\_\_ Playground/Outside Grounds

\_\_\_ BOE Conference Rm. #12

Equipment desired: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Admission charge: \$ \_\_\_\_\_ (If there is an admission charge, the applicant must make prior contact with the Police Department.)

Purpose for which proceeds will be used: \_\_\_\_\_

Insurance certificate issued by: \_\_\_\_\_

Representative responsible for use of the facility: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

In making this application we agree to comply strictly to the Rules and Regulations of the Putnam Board of Education that are attached and to be responsible for the proper conduct and care of school property while using the same. The organization agrees to make good any damage to property and equipment and to indemnify the Board of Education for any accident to any and all occupants resulting from the use.

**Application is approved: \_\_\_ Yes \_\_\_ No Reason for Denial: \_\_\_\_\_**

\_\_\_\_\_  
Signature - Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Building Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Director of School Facilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Director of Food Services (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Superintendent/Designee

\_\_\_\_\_  
Date

***Please see back page for fees.***

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### POLICE CERTIFICATE

This Police Certificate is required for any occasion for which there is an admission charge. This certificate may be waived at the discretion of the Superintendent. I hereby certify that arrangements have been made for the presence of a uniformed police officer at this function.

TIME OFFICER SHOULD REPORT (to be filled in by applicant): \_\_\_\_\_

FEE FOR OFFICER (to be filled in by Police Department)             \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return this form to:                     *Mr. Marc Coderre*  
*Director of School Facilities*  
*Putnam Elementary School*  
*33 Wicker Street*  
*Putnam, CT 06260*

### **ESTIMATED FEES TO BE CHARGED**

Fees for Use of Facilities <i>(Total from Fee Schedule)</i>					\$	_____
Custodial Staff*	_____ Number	_____ Rate	_____ Hours	\$		_____
Cafeteria Staff*	_____ Number	_____ Rate	_____ Hours	\$		_____
Designated School Employees	_____ Number	_____ Rate	_____ Hours	\$		_____
					<b>TOTAL -----</b>	<b>\$ _____</b>

*Checks should be made payable to Putnam Board of Education. No cash payments will be accepted.*

\* Rate for Saturday \$ \_\_\_\_\_, Rate for Sunday \$ \_\_\_\_\_, Rate for Holidays \$ \_\_\_\_\_

Your application for facility usage has been approved by Putnam Public Schools in conformance with the terms and conditions as set forth within the Rules and Regulations Regarding the Use of School Facilities Policy 1330 - 1330(a). Such approval is contingent on receipt of 50% of the estimated fee by Putnam Public Schools within five (5) days of this notice.

50% of fee due: \$ \_\_\_\_\_

Balance (subject to revision) due ten (10) days after event: \$ \_\_\_\_\_

### **OFFICE USE ONLY**

Once approved, please distribute copies as appropriate:                                     Date distributed: \_\_\_\_\_

_____ Applicant	_____ Elementary School - Building Principal
_____ School Facilities	_____ Middle School - Building Principal
_____ Food Services	_____ High School - Building Principal