

PLAINFIELD PUBLIC SCHOOLS  
USE OF SCHOOL FACILITIES OR PROPERTIES

SCHOOL BUILDING/PROPERTY: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ TEL. \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

DATE(S) OF RENTAL (INCLUDING DAYS FOR SET UP & BREAKDOWN): \_\_\_\_\_

DAY(S) OF WEEK OF RENTAL: \_\_\_\_\_

Please include time you will arrive and leave on each day of rental. The hourly rate includes 1/2 hour before and after this time. Rates are subject to contracts with the custodial union.

TIME: IN \_\_\_\_\_ OUT \_\_\_\_\_ (Specify time for each day of rental.)

NUMBER TO PARTICIPATE: \_\_\_\_\_ WHAT YOU WILL CHARGE: \_\_\_\_\_

YOUR CONTACT AT ACTIVITY: \_\_\_\_\_ Tel: \_\_\_\_\_

BILL TO: NAME: \_\_\_\_\_ Tel. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

	School Groups Group I	Not for Profit and Community Group II & III	For Profit or Non Community Group IV
Classroom	<input type="checkbox"/> No rental fee	<input type="checkbox"/> No rental fee	<input type="checkbox"/> \$20 per classroom per day
Gymnasium*	<input type="checkbox"/> No rental fee	<input type="checkbox"/> No rental fee	<input type="checkbox"/> \$500 per day
Auditorium*	<input type="checkbox"/> \$25/hr for Technician	<input type="checkbox"/> \$25/hour for Technician	<input type="checkbox"/> \$500 per 12 hours \$25/hr for Technician
Cafeteria*	<input type="checkbox"/> No rental fee	<input type="checkbox"/> No rental fee	<input type="checkbox"/> \$150 per day
Kitchen**	<input type="checkbox"/> No rental fee but must contract with Chartwells	<input type="checkbox"/> No rental fee but must contract with Chartwells	<input type="checkbox"/> \$300 per day and must contract with Chartwells
Fields***	<input type="checkbox"/> No rental fee	<input type="checkbox"/> No rental fee	<input type="checkbox"/> \$100 per field per day

\*Please be sure to specify if classrooms, dressing rooms or other facilities are also required.

\*\*Contract with Chartwells to have a kitchen employee present while the kitchen is being used. Minimum of 3 hours is expected.

\*\*\*Not to include football field.

Maintenance Fee

The maintenance fee for each of the groups is determined annually for events scheduled outside of normal hours (Saturday, Sunday, holidays, summer evenings). Additional time will be charged in order to facilitate opening, set-up and clean up. The district reserves the right to add custodial staff depending on the type, size, or attendance at the event.

All fees/charges must be paid within fourteen (14) days of billing date. Checks will be made payable to Plainfield Public Schools and mailed directly to the Business Office, 651 Norwich Road, Plainfield, CT 06374

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please submit this form to the appropriate area administrator.

(DO NOT WRITE BELOW THIS LINE)

For School Use Only

**FILE NOTES**

Signed **original** to **Central Office** file  
Signed photo **copy** to **Administrator** for file  
Signed photo **copy** mailed to **applicant**

**PROJECTED FEES (BUSINESS OFFICE)**

- 1) Custodial \_\_\_\_\_
- 2) Utilities \_\_\_\_\_
- 3) Rental \_\_\_\_\_
- 4) Security \_\_\_\_\_
- 5) Other \_\_\_\_\_
- \*Total \_\_\_\_\_

\_\_\_\_\_  
Principal/Building Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

PLAINFIELD PUBLIC SCHOOLS  
**COMMUNITY USE OF SCHOOL FACILITIES AND PROPERTIES**

The use of school facilities and properties will be authorized by the superintendent in conformity with the following regulations governing their use:

1. Requests for the use of school facilities and/or properties will be made at the office of the appropriate **school administrator** at least **ten (10) working days** prior to the date of use.
2. The use of school facilities for school purposes, meetings of students and/or staff, entertainment involving students and/or staff, alumni associations, parent-teacher associations and other organizations **affiliated with the schools have precedence** over all others.
3. **Requests** for school facilities and/or properties for school programs **must be cleared** with the building principal and the superintendent.
4. **School-related** groups, as listed above, will be permitted reasonable use of school properties and facilities **without charge**.
5. **School programs** will receive **first priority** when there are multiple requests for the use of school buildings, facilities, or properties.
6. A **combined community/school program** will receive **the next priority** when there are multiple requests and other simultaneous requests happen to involve non-educational programs.
7. **School related organizations**, such as PTO and professional educational organizations, will receive **priority** after those booked by the school directly (when there are multiple requests).
8. All activities on school property must be under dependable **adult supervision** approved by the principal involved before sending the request to the Superintendent for approval.
9. The group using the facilities will be **responsible for any damage** to the building or equipment and the area(s) used must be left clean and orderly.
10. Any non-school group must provide its own **insurance** to cover all liability including property damage, theft and injury.
11. Groups receiving permission are **restricted to the dates and hours approved** and to the building **area**, facilities, or properties **specified**, unless a requested change is approved by the administration.
12. Applicants are responsible for the observance of **fire and safety regulations**.
13. **Alcoholic beverages, illicit drugs, profane language, and gambling** in any form are **not permitted**.
14. **Smoking** within a building is **not permitted** and may only be allowed outdoors in designated areas and at specified times.
15. The Board cooperates with the Red Cross and Civil Defense and makes suitable **facilities available** without charge during a **community emergency**.
16. School **equipment may not be removed** from school buildings or property for use by private citizens or a non-school organization. Exceptions to this policy may be made by the superintendent or designee when requests are made by **community agencies** on a short-term basis.
17. In all cases a **written record** will be kept in the building or in the Central Office including a description of the item(s) (with serial numbers and asset #) and the signatures of the building administrator and the employee or community representative.
18. When non-school related groups are granted requests to use school facilities on **Saturdays, Sundays, and/or holidays** when there are no school functions occurring, they will be charged an **additional fee** to cover the wages of employees required to work on those days and/or additional utility costs. When funds are raised for students (e.g. scholarships) the fee may be reduced or waived by the Superintendent.

Adopted: 4/10/91

Revised: 5/8/96

Revised: 12/07

Revised: 10/08

