

**PLAINFIELD PUBLIC SCHOOLS  
USE OF SCHOOL FACILITIES OR PROPERTIES**

1. School Building/Property: \_\_\_\_\_
  2. Name of Organization/business requesting use: \_\_\_\_\_
  3. Nature of organization/business \_\_\_\_\_
  4. Name of person acting on behalf of the organization/business (billing): \_\_\_\_\_
- Mailing address \_\_\_\_\_ City/Town: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- Email address \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_
5. Representative who will assume site responsibility during activity: \_\_\_\_\_

Date(s) of activity:	Day(s) of Week	Time In <sup>1</sup>	Time Out <sup>1</sup>	Number of Participants	Actual start time Of event	Fee YOU will charge for event

<sup>1</sup>NOTE: Allow time to set up and break down. Requested times cannot be extended on day of event.

<sup>1</sup>Rates are subject to contracts with the custodial union and include ½ hour before and after the time specified.

	School Groups <i>Group I</i>	Not for Profit /Community <i>Groups II</i>	For Profit / Non-Community/ Private <i>Group III</i>
<b>Classroom</b>	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> \$30 per classroom/day Rooms needed <input type="checkbox"/>
<b>Gymnasium<sup>1</sup></b>	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> \$750 per day
<b>Auditorium<sup>1</sup></b>	<input type="checkbox"/> \$37/hr. per Technician assigned	<input type="checkbox"/> \$37/hr. per Technician assigned	<input type="checkbox"/> \$750 per day <input type="checkbox"/> \$37/hr. per Technician assigned
<b>Cafeteria<sup>1</sup></b>	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> \$225 per day
<b>Kitchen<sup>2</sup></b>	<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"/> \$450 per day and must contract with Chartwells
<b>Fields</b> Not Football Field	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> \$150 per field per day

<sup>1</sup>Please specify if classrooms, dressing rooms or other facilities are required. \_\_\_\_\_

<sup>2</sup>Contract with Chartwells to have a kitchen employee present while the kitchen is being used. Minimum of 3 hrs. expected.

**Maintenance /Technician Fees** - The maintenance fee for each of the groups is determined annually for events scheduled outside of normal hours. (Saturday, Sunday, holidays, summer evenings). Additional times charged to facilitate opening, set-up and clean up. The District reserves the right to add custodial staff and technical staff depending on the type, size, attendance or needs of event.

All fees/charges must be paid within fourteen (14) days of billing date. Checks will be made payable and mailed to:  
**PLAINFIELD PUBLIC SCHOOLS Business Office, 651 Norwich Road, Plainfield, CT 06374**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Please submit this form to the building principal.**

<i>For office use only: Signatures</i>	<i>Projected Fees: (Business Office Use Only)</i>
Principal: _____ Date: _____	1) Custodial _____
Business Manager: _____ Date: _____	2) Utilities _____
Superintendent: _____ Date: _____	3) Rental _____
	4) Security _____
	5) Other _____
	*TOTAL _____

# PLAINFIELD PUBLIC SCHOOLS COMMUNITY USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the superintendent or designee in conformity with the following regulations governing their use as approved by the Board:

1. Requests for the use of school facilities will be made at the office of the superintendent at least ten (10) working days prior to the date of use.
2. Athletic fields and similar areas are not to be open for public use without Board authorization in order to avoid liability issues.
3. Requests for school facilities for school programs must be cleared with the building principal and the superintendent or designee, should the nature of the request so justify.
4. The use of school facilities for school purposes, meetings of pupils, entertainments given by pupils, meetings for the benefit of teachers, meetings and entertainment by teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others.
5. It is understood that the primary use of the facilities is for public school use. However, in order to establish an orderly schedule, reservations must be made according to the following order:

**Group I Public School Groups – Plainfield and Sterling (PHS only):**

Reservations due by April 30<sup>th</sup> for the following fiscal year (7/1-6/30)

**Group II Plainfield Community Groups:**

**Organizations/PTO/Boosters/Rec./Plainfield Non-Profits**

Reservations due between May 1<sup>st</sup> and May 31<sup>st</sup> for the following fiscal year (7/1-6/30)

**Group III Non-Community Groups, Other Public School Districts; Private Business; Private; For Profit Groups**

Reservations may be made after the start of the fiscal year, 7/1

Any function booked after June 30<sup>th</sup> will be scheduled on a first come first served basis.

6. **All activities must be under competent adult supervision approved by the superintendent and the principal of the building involved. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment and area(s) used must be left clean and orderly. Any non-school group using the facilities not included under the Board of Education's Blanket Liability Insurance coverage, will be required to furnish evidence of insurance coverage meeting the Town's requirement for Personal Injury and Property Damage Single Limit Liability (\$1,000,000). In addition, Plainfield Board of Education is to be named as an Additional Insured and a Certificate of Insurance will be required to be filed with the original request.**
7. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the superintendent.
8. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
9. The use of alcoholic beverages, profane language, or gambling in any form is not permitted in school buildings. Smoking is not permitted on Board of Education property.
10. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
11. It will further be the policy of the school district that school equipment may not be removed from school buildings for use by an individual or a non-school organization. Exceptions to this policy may be made by the superintendent or designee when requests are made by community agencies or groups for the use of school equipment on a short-term basis.
12. When groups are granted requests to use school facilities on non-school days, they will be charged an additional fee to cover the wages of employees required to work on those days and/or additional utility costs.
13. All rental fees must be paid within fourteen (14) days of the billing date.
14. If school is closed due to weather the use of facilities will continue at the discretion of the superintendent or designee.
15. If the Superintendent or designee determines that police coverage for the event is necessary, the group will need to retain the services of the police department.

The Plainfield Board of Education encourages the use of these facilities by responsible community organizations. Recognizing, however, that the Board of Education must maintain its Town-owned properties, originally financed by all the citizens of Plainfield and Sterling (high school only), it is the policy of the Board of Education to charge for some uses.

Charges, where applicable, will be based on the following:

- The type of organization applying.
- The facilities required.
- The length of time facilities are required.
- The type of function (i.e., whether or not admission is charged).

Such charges cover labor, general maintenance, trash removal, replacement supplies, and energy costs. Examples of different types of groups and customary uses and their fee categories are listed on schedules A & B. Fee schedules will be developed by the Superintendent annually and reviewed by the Board of Education.

PLEASE NOTE: THERE IS NO FOOD ALLOWED ANYWHERE IN THE BUILDINGS EXCEPT IN THE CAFETERIA.

SCHEDULE A  
DEFINITION OF GROUPS

Group I	Public School Groups – Plainfield and Sterling (PHS Only)	
	A.	School programs, plays, concerts, athletic events.
	B.	Board of Education Meetings, Town Public Hearings.
	C.	Adult Education Groups Under the Auspices of Plainfield.
	D.	Regular Meetings of School Related Organizations (School clubs and activities, staff unions, etc.)
Group II	Community Groups	
	A.	Town Parks and Recreation Groups
	B.	Booster Clubs' Events
	C.	PTO
	D.	Other Non-Public Plainfield Schools
	E.	Red Cross
	F.	Girl and Boy Scouts
	G.	Religious Instruction
	H.	Civic Groups (e.g. Senior Citizens, Rotary, Lions, Historical Society, VFW)
Group III	Non-Community Groups, For Profit Groups, Business, Private	
	A.	Driving School
	B.	SAT Preparatory Sessions
	C.	Dance School
	D.	AAU
	E.	Other School Districts
	F.	Others

Adopted: 4/10/91  
 Revised: 8/10/05  
 Revised: 11/2/05  
 Revised: 9/13/06  
 Revised: 12/12/07  
 Reviewed: 11/12/08  
 Revised: 11/12/13  
 Revised: 8/9/17