

For Office Use Only
Equipment Needed:
 Sound System
 Mats
 Auditorium Screen
 Other _____

Date _____

PERMIT No. _____

**NEW MILFORD BOARD OF EDUCATION
APPLICATION FOR USE OF SCHOOL FACILITES**

Check appropriate building:

High School _____ Schaghticoke _____ Hill & Plain _____ Northville _____ Lillis _____ Sarah Noble _____

The undersigned submits the following information for application and approval of school facilities. A current copy of insurance declarations page must also be submitted:

Name of Applicant and/or Organization: _____

Address: _____

Represented by: _____ Phone _____ Email _____

Dates Requested: _____ Time: From: _____ to _____

Space Requested: _____ Alternate Space: _____

Lavatory facilities needed? Yes _____ No _____ Kitchen facilities needed? Yes _____ No _____

Applicant is a Corporation or Association..(The following is the name and address of the chief officer of such Corporation or Association.)

Name: _____ Title: _____

Person in charge of and responsible for event:

Name: _____ Phone _____ Email _____

Address: _____

The space will be used for the following purpose(s):

Admission of \$ _____ (will, will not) be charged)

SIGNATURE REQUIRED ON THE BACK OF WHITE COPY

FOR OFFICE USE ONLY

FEES:

<input type="checkbox"/> Application	<input type="checkbox"/> Labor	<input type="checkbox"/> Rental	Approx. amount _____	per hour
<input type="checkbox"/> Grounds	<input type="checkbox"/> Custodian	<input type="checkbox"/> A.V. Tech	Approx. amount _____	per day
<input type="checkbox"/> Turf Roster	<input type="checkbox"/> Utilities			

APPROVAL: Building Principal: _____ Date: _____ Facilites Manager: _____ Date: _____

CC: Theatre Food Service Athletics Youth Agency

USE OF SCHOOL FACILITES

Complete and sign ONLY if agency of the Town of New Milford or the New Milford Board of Education.

The use of school facilities is under the control and supervision of the Board of Education. The Board has adopted policies, regulations and procedures pertaining to the use of school facilities, which apply only as they may be interpreted to conform with the provisions set forth in the General Statutes.

In as much as the schools of the community have been built with public funds and are supported by the citizens of the community, the Board of Education wishes to do all that is possible, consistent with the provisions of the General Statutes of the State of Connecticut to make school facilities available to community organizations.

The applicant organization is a department or affiliate of the New Milford Public School System or an agency of the Town of New Milford.

Date: _____

Signature: _____

-OR -

Complete and sign if corporation or organization is not affiliated with the Town of New Milford or the New Milford Board of Education.

In consideration of the grant of permission to use school facilities, _____
(applicant)

Hereby agrees to indemnify and save the New Milford Board of Education harmless against all claims, demands, suits, judgements, or other forms of liability, including legal fees and costs, if any, which may arise out of the use of the school grounds and/or facilities. A current and valid certificate of insurance in an amount not less than \$1,000,000 is on file with the Mayor's Office.

I hereby certify that the use for which this space is requested conforms to the permitted uses of school buildings.

Date: _____

Signature: _____

(President, Chairman or chief Officer of Organization or his/her Designee)