

NEW MILFORD PUBLIC SCHOOLS  
APPLICATION TO USE SCHOOL BUILDINGS OR GROUNDS  
GENERAL INSTRUCTIONS AND INFORMATION

**Purpose**

Inasmuch 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.

**General Application and Reservation Information**

Educational activities take precedence over all other uses of the space. The school system reserves the right to cancel the use of any space to accommodate the educational needs of the school system.

Applications for Use of Buildings will not be accepted without an original certificate of insurance attached. Questions regarding insurance requirements should be directed to the Facilities Department office. All applicants must sign the reverse side of the application's white (top) copy in the appropriate space. Unsigned applications will be deemed incomplete.

Use of a space without advance receipt of a Use of Building Permit represents trespass and will be treated as such.

Rooms and spaces are reserved only for the date and time listed on the Use of Building permit. No substitutions are made for cancellations of any event due to weather or other unforeseen situations. In the event of the cancellation of school, all events shall be deemed canceled.

Excess reservation of spaces constitutes misuse of the permitting process. Users are expected to use all spaces reserved and all time periods of each reservation. Failure to use a reserved space is deemed misuse of the permitting process and may result in cancellation of all future reservations and termination in the privilege of reserving space. The Facilities Office must be advised of all changes in reservations made necessary by foreseen and unforeseen situations.

Reservations for space must be received no less than two weeks prior to the event. Requests for space submitted less than two weeks in advance may be denied.

In the absence of a school system administrator, custodians represent authority regarding all aspects of building use.

Permits may not be assigned and are not transferable.

**Responsibilities of All Users**

Users are responsible for ALL ATTENDEES OF THE EVENT including participants, invited guests AND OBSERVERS. All users are expected to control and limit entrance to the event and to supervise the activities of participants, invited guests, and observers. Users will be held financially responsible for any damage caused by participants, invited guests, and observers.

The event sponsor is responsible for the cleaning of the facility upon completion of the event including the removal of all trash, cleaning of furniture, carpets, glass and floors unless arrangements for custodial services have been made in advance and the appropriate deposit paid. Failure to return the space, and any portion of the facility used during the event, to the condition offered prior to the event constitutes a misuse of the space. Event sponsors shall be held financially responsible for any costs incurred by the Board of Education for cleaning.

OVER

### **Additional Responsibilities of Sponsors of Events with 100 People or More**

Users must provide police supervision of any activity expected to involve the presence of 100 or more people. Arrangements for police supervision and payment of any and all associated fees are the responsibility of the event sponsor. The Board of Education reserves the right to terminate any event at which 100 or more people are present in the absence of police supervision.

Sponsors of events in excess of 250 attendees must contact the fire marshal's office at 860.355.6099.

### **Limitation of Space**

Use of the facilities electrical, plumbing, lighting, and mechanical systems is limited to existing capacities. No provisions for additional electrical power shall be provided without prior arrangement. The use may not in any way permanently or temporarily alter, modify, extend, or adjust the existing electrical, mechanical, or lighting systems within the space used or any portion of the facility.

The introduction of decorations, partitions, illuminated and non-illuminated signage, displays, and similar construction is prohibited. The introduction of any such materials into the facility requires approval by the Facilities Department in advance of the event and may also require approval of the Town of New Milford Fire Marshal and the Town of New Milford Building Department.

School property, teachers, or students that may be present in rooms at the time of the event are not to be disturbed in any way.

Space is reserved in as is condition. There is no warranty, express or implied, that the space can accommodate the intended use of the event sponsor.

Combustion of any kind is expressly forbidden in any space, in any portion of the facility and on all grounds surrounding the facility.

The presence of alcohol, drugs, and drug paraphernalia is expressly forbidden to occur on the property.

Food may not be introduced, prepared, or consumed within the facility or on its grounds without the advance permission of the Board of Education.

Phones, intercom systems, cable television systems, etc. are not available unless arrangements are made in advance.

### **Payments**

Rental fees and fees for custodial services are to be paid net 30 days from invoice date. Non-payment or repeated late payment of fees may result in cancellation of future events and/or termination of reservation privileges.

A minimum of one food service employee must be present during activities where kitchen facilities are used. Organizations will be charged accordingly. ***Please contact the Food Service Department at 860.354.3712 for information.***