

## **RENTAL INFORMATION FOR NEW MILFORD PUBLIC SCHOOLS FACILITIES**

The following forms are to be completed to rent New Milford Public Schools facilities:

1. Building Use Form-application for rental
2. Covid Event Management Form-NO RENTAL REQUESTS WILL BE PROCESSED WITHOUT THIS FORM
3. Classification Questionnaire-determines how an organization is classified for billing purposes-see priority use list for explanation\*
4. Please submit a certificate of insurance that covers the dates of your rental that names "New Milford Board of Education, 50 East St., New Milford, CT 06776" as the certificate holder-NOT the Town of New Milford.
5. Please submit a) proof of non-profit status (if applicable).

\*Classification questionnaire required for first time rental.

\*\*Masks are currently required for all people in school buildings per the Commissioner of the CT Department of Public Health (see [mask rules](#)).\*\*

### Further Information Regarding Rentals

**General rental instructions** for all organizations

**Facility use fee schedule** contains rates for rental of rooms/fields

Requests for use of a facility may not be submitted before January 1 for a summer activity or prior to June 1 for a fall, winter, or spring activity per Board of Education policy.

NO SUBLETTING-EACH ORGANIZATION NEEDS TO COMPLETE A BUILDING USE FORM AND PROVIDE A CERTIFICATE OF INSURANCE FOR THEIR GROUP.

Please contact the Facilities Department with any questions 860.354.6265.