

**ANSONIA LOCAL SCHOOLS  
APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Person completing application \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Number using facility \_\_\_\_\_ Number in group from the Ansonia School Community \_\_\_\_\_

Purpose of the meeting \_\_\_\_\_

Rental fees:     \$80.00 per hour – Main Gym                     \$30.00 per hour - Cafetorium     \$10.00 per hour – Classroom  
                       \$40.00 per hour – Auxiliary Gym             \$20.00 per hour – Kitchen \*

Facility Requested	Date and time	Hours	Hourly Fee	Total

Special instructions (ex. number of chairs and/or tables) \_\_\_\_\_

*Building Supervision:* Organizations using the above-listed facility outside of regular custodial working hours must have either 1.) a school employee, who is a member of the organization, responsible for the building; this would be a **non-paid** basis, or 2.) a custodian must be obtained and paid by the organization on an overtime basis to open, be present, clean as needed, and lock the building; the organization would be billed for this service.

\* Must have food service personnel present.

*School employee (member of group) or custodian to be present:*

Signature \_\_\_\_\_ Home Phone # \_\_\_\_\_

**Provisions of contract:**

The organization renting the facility shall:

1. Vacate the building by 10:45 p.m. during the regular school day and by 11:30 p.m. on the weekends.
2. Consider the contract cancelled if scheduled when school is cancelled for the day.
3. Be responsible for any damage to the building.
4. Pay the rental fee three (3) days in advance to the Treasurer, Ansonia Local Schools.
5. Comply with fire regulations, and the no smoking policy of the building.
6. Be responsible for assisting the custodian/school employee in cleaning the area used.
7. Consider the contract void if a school activity needs to be scheduled or re-scheduled.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director Approval \_\_\_\_\_ Date \_\_\_\_\_

Building Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

Copy:     Applicant, Supervisor, Principal  
 Original:   Filed in Superintendent's Office

Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_

## **BUILDING RENTAL FEE AND USE POLICY**

### **A. Rental Fee Schedule**

\$80.00 per hour – Middle School Gym	\$20.00 per hour – Kitchen *
\$40.00 per hour – Auxiliary Gym	\$10.00 per hour – Classroom
\$30.00 per hour – Cafetorium	

\* Must have food service personnel present.

### **B. Sunday and Wednesday Use**

Use of any facility on Sunday or after 6:00 p.m. Wednesday must be approved by the Ansonia Board of Education.

### **C. Community Groups**

Groups and organizations within the Ansonia School Community may use the facilities free of charge except for basketball games, practices, dances, etc. Building security, however, may be necessary (refer to Section E below).

**Board Revised: 02/10/92**

### **D. Non-Community Groups**

Groups and organizations not based in the Ansonia School Community may not be considered for using the school facilities, unless approved by the Ansonia Board of Education.

### **E. Building Security**

If a facility is contracted outside the regular school-custodial workday, either 1.) a school employee, who is a member of the group will be responsible for the building security, and on a **non-paid** basis or 2.) a school custodian may be obtained and paid on an overtime basis to unlock, clean, be present during the activity, and lock up after the event.

### **F. Contract Void**

The contract shall be considered void if 1.) school is cancelled on the day of the contract or 2.) a major school activity needs to be scheduled or re-scheduled.

### **G. Time Limitation**

During the weekdays, all members of the group renting the building shall vacate the facility by 10:45 p.m.; if a weekend activity, all groups members shall vacate the building by 11:30 p.m.

### **H. Contract Application**

All organizations requesting use of the facilities may request an application from the respective building principal who shall process the initial application and forward to the superintendent for completing.