

# OLD SAYBROOK PUBLIC SCHOOLS

## Use of School Owned Materials

Kathleen E. Goodwin       Middle School       High School       Board of Education

Person Making Request(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Type of Equipment: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Transportation of Equipment to Location: \_\_\_\_\_

Insurance: \_\_\_\_\_

Liability Insurance:      Name      Policy #

Homeowners Insurance:      Name      Policy#

Homeowners Insurance:      Name      Policy#

Homeowners Insurance:      Name      Policy#

Homeowners Insurance:      Name      Policy#

Reservation Date(s) : \_\_\_\_\_

\_\_\_\_\_  
Date Submitted:

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Building Administrator Approval

**PLEASE NOTE:** Person(s) signing this application will be held responsible for any damage or breakage to equipment during the hours in which permission is granted.

Rental Reservations may be canceled by school authorities whenever school is canceled due to weather conditions.

The Old Saybrook School system requires a Certificate of Insurance with proof of Liability coverage. The Board of Education requires \$1,000,000 liability insurance, and the Old Saybrook Board of Education be named as an additional insured. Please include a copy of this information when submitting reservation and applicable fees.

**Policy #3524**  
***Business/Non-Instructional Operations (Equipment) Authorized Use of School Owned Materials***  
***No school equipment may be used for other than school purposes except when used in connection with another town agency or as requested by a local, state or federal governmental body. The Board of Education shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the equipment is to be used in direct connection with their studies. Other requests shall be considered on a case-by-case basis. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment. All necessary forms are to be completed.***

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

### **Smoking in School Facilities Policy**

***The following policy is applicable to visitors to our school: There will be no smoking, or other tobacco products, at any time in any school building or on any school property.***

**\*PLEASE SEE REVERSE SIDE FOR FEE SCHEDULE**

## **RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES, GROUNDS AND EQUIPMENT**

### **Administrative Procedures:**

1. **Method of payment for custodian, cafeteria or other workers.** The payment to the custodian, cafeteria worker or other workers must be paid directly to the employee on the date of rental. As a general rule, the Board of Education requires a custodian be on duty and reserves the right to require two custodians whenever they feel such added service is necessary
2. **Method of payment for rental fee.** The rental fee check made payable to the **Old Saybrook Board of Education** and application should be mailed to the individual school **where it will be recorded and the check will be deposited through the Town Treasurer.**
3. For rental of **both the cafeteria and gymnasium** facilities for the same function, the rental fee total will depend upon the extent to which the kitchen is to be used. The combined rental fee will be set by the Principal and will not be less than the rental of the gym alone.
4. **When a policeman is required.** All rentals that include dancing or basketball, etc., must have a police officer present. Arrangements for this must be made directly with the Police Department. Costs are not included in the rental fee. The Chief of Police may also require a policeman on duty at any public performance.
5. **Cancellation notice.** Cancellations, except for bad weather, must be made at least one day before the activity is to be held.
6. **Dances.** No more than one dance per week will be scheduled at any school during the school year.
7. **Damage or Loss of Property.** The organization using the school facilities will be responsible for any damage or loss of school property.
8. **Confirmation of Reservation.** No reservation is definite until the appropriate rental form is completed and

10. **Auditorium.** No hanging or pinning of props to any stage curtain is allowed. No food or drink is allowed in the auditorium or stage area.
11. **Reservations Requiring The Use of Cafeteria Kitchens.** Application for reservations requiring the use of the kitchen facilities will require a representative of the cafeteria staff be present. (Cost to be paid by group)

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**\*FEE SCHEDULE** (per day for each location, all days including rehearsal and setup days, are charged. Rates are waived for Old Saybrook Schools, Town of Old Saybrook, and Old Saybrook Civic Organizations i.e., Boy Scouts, Cub Scouts, Old Saybrook Soccer Club, PTO's, etc.

**Parking Lot - \$25.00**

**Classroom - \$50.00**

**Field - \$75.00**

**Library - \$75.00**

**Cafeteria - \$150.00**

**Kitchen - \$100.00**

**Gymnasium - \$150.00**

**Auditorium - \$150.00**

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