

WESTBROOK PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES

Daisy Ingraham Elementary Westbrook Middle School Westbrook High School

Organization Reserving Space: _____

Type of Activity: _____

Person Making Reservation: _____ Telephone: _____

Mailing Address: _____

Space Reserved: _____

Special Arrangements: _____

% of Westbrook Members: _____

Date(s) Reserved: _____

Time Reserved: _____ Number Attending: _____ Adult/student ratio: _____

Date Submitted: _____ Signature of Responsible Person

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

Reservations may be canceled by school authorities for school activities or for other reasons at any time. Whenever school is canceled due to weather conditions, all activities are automatically canceled.

The Westbrook Public School system requires a Certificate of Insurance with Proof of Liability coverage. This applies to organizations that are not school or town related. The Board of Education requires \$1,000,000 liability insurance, and the Westbrook Board of Education be named as an additional insured. All outside groups must have a completed waiver form for each participant. Please include a copy of this information when submitting reservation and applicable fees.

WPS personnel are required on site under several circumstances. Organizations will be billed separately for these fees.

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Rental fee of _____ is] æ æ| ^Á Á% ^• çá[[\ Á~ à| ãÁ&@[[• ÁÇçã - Áç@ Áã ^Á -Á@ Á^•^!çæ] ÉÁ
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Fee Waived, Educational need/Rationale: _____

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Supervision required: _____ Type of Supervision: _____

Approved by Principal: _____ Date: _____

Approved by Superintendent: _____ Date: _____

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|--|---|---|
| <input type="checkbox"/> Athletic Director | <input type="checkbox"/> Cafeteria Director | <input type="checkbox"/> Music Department |
| <input type="checkbox"/> Audio Visual Department | <input type="checkbox"/> Head Custodian | <input type="checkbox"/> Person Making Reservations |
| <input type="checkbox"/> Business Manager | <input type="checkbox"/> Library Associate | <input type="checkbox"/> Principal |
| <input type="checkbox"/> Lighting Department | <input type="checkbox"/> Teacher-Room | |

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

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

Administrative Procedures:

1. **A custodian** is required on site at all times at the rate of \$30.00/hr M-SAT; \$40/hr on Sunday or holidays.
2. **Kitchen staff** is required if any food will be warmed or prepared at the rates of \$16.00/hr on weekdays, \$24.00/hr on a Saturday and \$32.00 /hr on a Sunday.
3. **WPS sound/light personal** is required if use of the auditorium is requested at the rate of \$15.00/hr.
4. **There is a three (3) hour minimum for all personnel. Services will be billed following the event.**
5. **Method of payment for rental fee/security deposit** A 50% deposit is required made payable to “**Westbrook Schools – Activities Fund**” upon building-use acceptance receipt. The check should be mailed to the Superintendent’s office where it **will be recorded and the check will be deposited through the Town Treasurer**. The balance will be billed following event, with any personnel expenses. The \$250.00 security deposit, made payable to “**Westbrook Schools – Activities Fund**”, will be returned contingent upon inspection of the room(s), following the event.
6. **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. **This service is not billable through the Superintendent’s office.**
7. **Cancellation notice.** Cancellations, except for bad weather, must be made at least one day before the activity is to be held.
8. **Dances.** No more than one dance per week will be scheduled at any school during the school year.
9. **Damage or Loss of Property.** The organization using the school facilities will be responsible for any damage or loss of school property.
10. **Confirmation of Reservation.** No reservation is definite until the appropriate rental form is completed and approved. Reservations should be made at least one week in advance.
11. **Availability.** The school facilities will be available to an outside group or agency when such does not conflict with a school activity. Sometimes, due to circumstances beyond our control, it may be necessary to change the rental date or location to take care of an important school or community activity scheduled on short notice. For example, a special town meeting takes precedence and may require cancellation of a reservation.
12. **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.

***Fee Schedule**

<u>In-Town For-profit Organizations</u>						<u>Out -of Town Organizations</u>					
Parking Lot	\$ 50	Classroom	\$100	Band/ Choral	\$200	Parking Lot	\$ 75	Classroom	\$200	Band/ Choral	\$400
Library	\$200	Cafeteria	\$150	Kitchen	\$150	Library	\$400	Cafeteria	\$300	Kitchen	\$300
Gymnasium	\$250	Auditorium	\$300			Gymnasium	\$500	Auditorium	\$600		