

APPLICATION FOR USE OF CANTON PUBLIC SCHOOL FACILITIES



Name of Applicant:	Phone (MUST be reachable on day of event):				
e-mail Address	(Cell/Home/Office)				
Mailing Address:	(Cell/Home/Office)				
Name of Organization or Group:					
Intended Use:					
Date(s) desired: (for multiple reservations - specific date/times to be					
Time doors to be <u>opened</u> : a.m./p.m.	Event START time: a.m./p.m.				
Event END time: a.m./p.m.	TOTAL TIME REQUESTED:Hour(s)Minutes				
School: Canton High School Canton Middle School Canton Intermediate School Cherry Brook Primary School Classroom(s) #'s: Library/Learning Commons Other: Equipment needed (additional fees may be charged): Podium Chairs # () Tables # () Microphone(s): # () Projector w/sound? Screen (circle type): center / sides / portable (Auditorium Only) Screen (CURRENT RATES on reverse)					
Campus	s Office Use				
Notification: Principal Head Custodian Music Director Athletic Director Tech Assistant Applicant Master Calendar Central Office Other:					
* BUILDING Administrator Approval:	Date:				
* Athletic Director Approval (if applicable):	Date:				
Business Office Use					
ESTIMATED RENTAL CHARGE:	CUSTODIAL RATES VALID FROM 7/1/2024 – 6/30/2025				
\$ Custodial Fee	Saturdays/ Sundays/ Facility Overtime Double Time Per Diem Fees				
\$ Facility Fee (Per day)	4hr minimum \$225.00 \$300.00 Auditorium 100.00				
\$ Equipment / Technical Assistance Fee	4.25 to 6.00 hrs \$350.00 \$450.00 Gym 100.00 6.25 to 8.00 hrs \$450.00 \$600.00 Cafeteria 50.00				
\$TOTAL ESTIMATED CHARGE	8.25 to 10.00 hrs \$575.00 \$750.00 Classroom 50.00 10.25 to 12.00 hrs \$675.00 \$900.00 Music Classroom 50.00				
* Certificate of Insurance? Yes No N/A	*A custodial fee equal to 45 minutes before and 1 hour after				

Scheduled school functions and sports programs will preempt other scheduled activities

Evening events are automatically cancelled when schools close due to snow or inclement weather

PLEASE READ AND SIGN RULES AND REGULATIONS ON REVERSE

Business Office Approval: _

Dates / Times for Rental

Date	Day	Doors Open	Start Time	End Time	Total Time

FACILITIES USE RULES AND REGULATIONS

- Space may be reserved no more than one year in advance. Higher priority events and/or inclement weather may cause previously scheduled activities to be canceled or postponed on short notice. Other suitable facilities may be substituted, if available. Evening events are automatically canceled when schools are closed due to snow or inclement weather.
- Applicants shall provide adequate supervision for ALL participants and observers attending the activity (even if not directly involved). They shall also be responsible for any damage caused to person or property resulting from this use. School staff should not be expected to provide supervision.
- Application is limited to assigned rooms and adjacent toilets. School phones may only be used in an emergency.
- ALCOHOLIC BEVERAGES are prohibited in any school facility or on any school property.
- SMOKING is prohibited in all school buildings. SMOKING is also prohibited anywhere on school grounds.
- POLICE SUPERVISION, if required, must be arranged and paid for by the applicant. Typically large groups requiring traffic and parking control or any sporting event will warrant police supervision.

- 7. Custodial services during non-duty hours will be billed at a minimum of four (4) hours at the applicable overtime rate. Charges for custodial service will normally commence 45 minutes prior to and 1hour following the opening/closing of the facility depending on the amount of setup, breakdown or cleaning required.
- 8. If audio-visual equipment and/or technical personnel are needed, the applicant will be billed for these services. Use of the Canton High School auditorium includes the stage work lights only and one portable microphone and podium. Use of any additional equipment, lighting or sound systems must be arranged with the Audio-Visual Tech Coordinator at 860-693-7707. This service is provided at additional cost of \$60.00 /hour with a three (3) hour minimum.
- CERTIFICATE OF INSURANCE: Applicants not directly affiliated with the Canton Public Schools or Town of Canton will be required to provide a certificate of insurance (COI) from a carrier licensed in the State of CT via email (phumphrey@cantonschools.org), FAX (860-693-7706) or mail as follows:

a) The Town of Canton **and** Canton Board of Education shall be named as an <u>additional insured</u> on the certificate.

- b) The applicant shall provide a COI with the following coverage:
- \$1,000,000 of General Liability, Umbrella, and Automobile Insurance
- Workers' Compensation as required by CT law.

0	eir name the responsibility of a	the undersigned, am an agent of the above named adequate supervision, damages to school property and lity by a school organization shall take priority over any
,		All checks should be made payable to and mailed to:
Authorized Signature	Date	Canton Board of Education Attn: Accounts Payable/Facility Use 4 Market Street, Suite 100 Canton, CT 06019