

**EAST LYME PUBLIC SCHOOLS  
REQUEST FOR  
COMMUNITY USE OF SCHOOL FACILITIES  
and  
FACILITIES USE PERMIT - CONDITIONS OF USE**

**BOE Policy #1330 - Reg.**

EAST LYME PUBLIC SCHOOLS

1330-Reg.  
Appendix A

SCHOOLS FACILITIES USE PERMIT  
and  
CONDITIONS OF USE

The Grantee assumes financial responsibility for any damage to school property known to be caused by persons using the building under this permit.

Only the facilities specifically listed in this permit may be used and the Grantee's responsible representative will see to it that other portions of the building are not entered by those under his charge. Grantee will also see that that the building is used carefully and that conduct is orderly. The custodian on duty is responsible for the regulation of light, heat, ventilation, and the operation of all building equipment.

This permit is effective only for the dates and hours specified. It is subject to revocation by the Grantor, if the Grantee has not complied with the terms of the permit or the Grantee's use of the school facilities has proven to be detrimental.

The current policy or policies governing the Use of East Lyme Schools by Community Groups will apply in all cases. No commitment is final until this document is signed by an authorized representative of the Board of Education. Such signing will not take place until receipt of the required Certificate of Insurance and, if requested, a Security Deposit.

To this end, you are required to provide a Certificate of Insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate limit of liability for Bodily Injury and Property Damage. In addition, the East Lyme Board of Education, which includes any and all of its employees and the Town of East Lyme, shall be listed as Additional Insured and the aforementioned shall be held harmless. Said certificate shall allow for no less than 10 days notification to the Board of Education of cancellation of the policy.

The representative of the Board of Education can, at his/her discretion, require a Security Deposit to cover, damages not covered by the above referenced Insurance.

Terms Accepted By:

Terms Approved By:

\_\_\_\_\_  
Grantee or Grantee's Representative

\_\_\_\_\_  
Authorized Representative of the East Lyme  
Board of Education, Grantor

**School Use Only:**

Group Classification for this Permit: \_\_\_\_\_

Is additional Security required for this event Yes: \_\_\_\_\_ No: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Rec'd: \_\_\_\_\_

**EAST LYME PUBLIC SCHOOLS  
REQUEST FOR  
COMMUNITY USE OF SCHOOL FACILITIES  
and  
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1330-Reg.  
Appendix B  
Effective April 1, 2019

School Requested: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Organization: \_\_\_\_\_  
Profit or Non Profit Organization (must submit proof) \_\_\_\_\_

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

Rooms or Facilities Needed: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Time Entering: \_\_\_\_\_ a.m.

\_\_\_\_\_ p.m.

Time Leaving: \_\_\_\_\_ a.m.

\_\_\_\_\_ p.m.

Please include time when you will enter and leave the building. The hourly rates will include one-half hour before and one-half hour after time specified.

Number of people expected to attend: \_\_\_\_\_

High School Common Area Needs: \_\_\_\_\_ Tables and Chairs

Technology Needs - please specify: \_\_\_\_\_

Person responsible and in charge of activity: \_\_\_\_\_

Email Address: \_\_\_\_\_

Person to whom bill should be sent: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**Please make checks payable to the "East Lyme Board of Education- Special Account"**  
Payment is expected in full 2 weeks prior to event. Cancellation fee may apply.

**PROPER PROOF OF INSURANCE MUST BE SUBMITTED ALONG WITH THIS FORM**

Is Kitchen Access Requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, contact Christian Urban, Food Services Director at 860-739-3966 ext 5615 to make arrangements. Food Services charges will be assessed.

Technology Charge: \$ \_\_\_\_\_ - (\$54.00 per hour) Total hours \_\_\_\_\_

Security Charge: \$ \_\_\_\_\_ - (\$29.00 per hour)\* Total hours \_\_\_\_\_

Custodial Charge: \$ \_\_\_\_\_ - (\$52.00 per hour)\* Total hours \_\_\_\_\_

Grounds Crew \$ \_\_\_\_\_ - (\$64.00 per hour)\* Total hours \_\_\_\_\_

\*(2 hour minimum/3 hour minimum Sunday/Holidays)

Building Use Charge: \$ \_\_\_\_\_ Total Charge: \$ \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Building is Available: \_\_\_\_\_

Central Office Approval: \_\_\_\_\_

\_\_\_\_\_  
(Principal or Designee) Date

\_\_\_\_\_  
(Superintendent of Schools or Designee) Date

School buildings and fields are not to be used until this request has been approved by the Superintendent or Designee

**EAST LYME PUBLIC SCHOOLS  
USE OF BUILDING AND GROUNDS  
RATE SCHEDULE**

<b>LOCATION</b>	<b>FOR PROFIT RATE/ HOUR</b>	<b>NON- PROFIT RATE/ HOUR</b>
High School Auditorium	\$ 200.00	\$ 50.00
High School North Gym	\$ 100.00	\$ 50.00
High School South Gym	\$ 75.00	\$ 35.00
High School Cafe/Commons	\$ 100.00	\$ 50.00
Middle School Gym	\$ 100.00	\$ 50.00
Middle School Cafeteria	\$ 100.00	\$ 50.00
Elementary School Gym	\$ 100.00	\$ 50.00
Elementary School Cafeteria	\$75	\$ 20.00
Regular Classroom <sup>2</sup> (all schools)	\$50	\$ 20.00

<b><u>Athletic Fields</u></b>	<b>RATE/ DAY</b>	<b>RATE/ DAY</b>
High School Turf Field <sup>1</sup>	\$5,000	\$500
High School Concession Stand <sup>1</sup>	\$1,000	\$100
All Other Athletic Fields <sup>1</sup>	\$400	\$100

<sup>1</sup> The rates listed above for athletic fields is for a period of time not to exceed 8 hours per day. Additional charges will apply if the use of the fields exceeds 8 hours.

<sup>2</sup> Community use of classrooms is limited to regular classrooms. Computer and science labs, weight rooms, home economic, art, machine shops, graphics labs, media centers, and any other specialized classrooms are excluded.

\*\*\* Additional fees may be levied for: custodial services, outdoor lighting, repairs or additional cleaning required after use