



CLINTON PUBLIC SCHOOLS

Building & Field Rental Request Form

GROUP/ ORGANIZATION			
MAILING ADDRESS			
CONTACT NAME		PHONE	
EMAIL			

Using the list of available rentals, please complete your request below:

RENTAL	SCHOOL		
	LOCATION		
DATE(S) OF ACTIVITY			
START TIME include set-up	A.M. P.M.	END TIME include clean-up	A.M. P.M.
IS THIS A SCHOOL-SPONSORED ACTIVITY?	YES	NO	
NUMBER OF PEOPLE EXPECTED			
DESCRIPTION OF ACTIVITY: <i>Include miscellaneous and technology services required.</i>			

- Please review the Conditions for Use of School Facilities & Fields before submitting request.
- We will notify you of custodial and kitchen fees if applicable at confirmation. If we determine that security is needed for your event, you will be notified at confirmation. If applicable, arrangements for police/security services are made directly with the Clinton Police Department.
- Per CT State Law: For indoor gatherings of (100) people or more, an announcement must be made at the beginning of the event pointing out all fire doors and routes of egress.

X
REQUESTOR SIGNATURE _____ DATE _____

APPROVALS (for office use)

BUILDING ADMINISTRATOR	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE	
DIRECTOR, BLDGS & GROUNDS	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE	
ATHLETIC DEPARTMENT	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE	
MUSIC DEPARTMENT	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE	

RENTAL LOCATION

RENTAL FEE
BASED
ON 4-HOUR
BLOCKS

RENTAL FEE
PER
ADDITIONAL
HOUR

THE MORGAN SCHOOL AUDITORIUM

MORGAN AUDITORIUM	\$800.00	\$200.00
MORGAN AUDITORIUM (REHEARSAL)	\$400.00	\$100.00

CAFETERIA AND CLASSROOM (ALL SCHOOLS)

CAFETERIA WITHOUT KITCHEN	\$200.00	\$50.00
CAFETERIA WITH KITCHEN	\$300.00	\$75.00
CLASSROOM	\$100.00	\$25.00

GYMNASIUM (BY SCHOOL)

MORGAN GYM	\$700.00	\$175.00
MORGAN GYM LOCKER ROOM	\$150.00	\$25.00
ELIOT GYM	\$300.00	\$62.50
ELIOT GYM LOCKER ROOM	\$150.00	\$25.00
PIERSON GYM	\$250.00	\$62.50
JOEL GYM	\$250.00	\$62.50

PLAYING FIELDS

BASEBALL FIELD (MORGAN ONLY)	\$150.00	N/A
FIELD HOCKEY/LACROSSE FIELD (ELIOT ONLY)	\$150.00	N/A
SOFTBALL FIELD (MORGAN & ELIOT ONLY)	\$150.00	N/A
SOCCER FIELD (MORGAN & ELIOT ONLY)	\$150.00	N/A
FOOTBALL PRACTICE FIELD (MORGAN ONLY)	\$125.00	N/A
JOEL ANNEX FIELD (JOEL ONLY)	\$150.00	N/A
PIERSON FIELD (PIERSON ONLY)	\$125.00	N/A
TENNIS COURT (MORGAN ONLY) PER HR/PER COURT	\$10.00	

MISCELLANEOUS & TECHNOLOGY FEES

	FEE	COST PER ADD'L HOUR
SCHOOL PARKING LOT	\$100.00	\$25.00

TECHNICAL SUPPORT (FLAT FEE *)	\$400.00	*
LIGHTING TECHNICIAN FEE (PER HOUR)	\$30.00	N/A
SOUND TECHNICIAN FEE (PER HOUR)	\$30.00	N/A

* Up to 6 hours. Beyond that, \$100/hour.

2/2018

Return completed form to CPS Maintenance by email to sobrien@clintonpublic.net,
by FAX (860) 664-6586 or by mail to: 137B Glenwood Road, Clinton, CT 06413.
For questions, call (860) 664-6507.

C.P.S. SCHOOL BUILDING & FIELD RENTAL

- CONTRACT -

We have approved your request for the use of district building(s) and/or field(s) and a summary appears below. By signing, you acknowledge receipt of the Conditions for Use of School Buildings & Fields (attached) and confirm all fees as stated.

Return this signed form and a \$300 deposit check or money order made payable to Clinton Public Schools. Please mail to C.P.S. Maintenance Department, 137B Glenwood Road, Clinton, CT 06413. These items must be received twenty (20) days prior to the event.

**** For Office Use Only ****

Organization Name			
Individual Contact			
Email & Phone			
Mailing Address			
District Rental			
Address			
Date(s) of Event			
Start/End Time			
Estimated Rental Fee			
Estimated Custodial Fee			
Estimated Kitchen Fee			
Security/Police Services	<input type="checkbox"/>	Not required	<input type="checkbox"/> Required: Contact Clinton PD
Additional Services/Fees			

I agree, on behalf of the above-indicated organization, that all members and guests will observe the above regulations, and that, we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Clinton Public School property during the indicated period of use shown above. We also agree that our organization will, at all times, hereafter indemnify the above-named school and/or field, against any loss, damage or expense of any kind, which said school and/or field may sustain or incur because of use of the above-described building by our organization, and will further hold said school harmless for loss of any kind in connection therewith.

Per STATE LAW, for indoor gatherings of 100 or more, an announcement must be made at the start of the event, notifying the audience of all fire doors and routes of egress.

Authorized Signature _____ Date _____

C.P.S. Authorized Signature _____ Date _____

Return form and deposit if applicable to:

C.P.S. Maintenance
137B Glenwood Road
Clinton, CT 06413

C.P.S. CONDITIONS FOR USE OF SCHOOL BUILDINGS & GROUNDS

Please read the following conditions for use before completing the application form on the reverse.

1. The applicant agrees that the individual or organization will indemnify, save and hold harmless the school district from any and all claims for personal injury or property damage suffered, incurred or in any way connected to or arising from the applicant's use of the facilities, whether or not such claims are due or alleged to be due to the negligence of the school district, the applicant or any other person or entity or due to any other cause.
2. Prior to the use of facilities, the individual or organization will be required to submit a certificate of insurance satisfactory to the school district. Certificate of Insurance requires naming the district as an additional insured with a combined minimum limit of \$1,000,000 per occurrence for non-athletic events and \$2,000,000 for athletic events.
3. Once confirmed, a contract will be provided outlining all fees and expectations. A \$300 deposit must accompany the signed contract and returned to the C.P.S. Maintenance Department, 117 Nod Road, Clinton, CT 06413 within 20 days of the scheduled event. The check will be deposited and credited on your final invoice.
4. At minimum, one custodian must be in attendance when a district building is in use. You will be notified if more than one custodian is required. If it is determined that security/police services are needed, we will notify you and arrangements are made separately with the Clinton Police Department.
5. At no time is smoking permitted in any school building or on school grounds.
6. At no time is the possession of, or consumption of alcoholic beverages permitted in any school building or on school grounds.
7. At no time will children be allowed to undertake planned activities with the direct supervision of an adult.
8. The sale and/or use of all refreshments are strictly prohibited in the school building or on the school grounds, except without written approval of the assistant superintendent or building principal.
9. In the event of breakage or damage to property or equipment, the applicant/organization assumes full responsibility for replacement and/or repair according to the judgement of the Board of Education or its designated representative.
10. All activities must cease in the building and on the school grounds according to the schedule below:

Monday – Friday	The Morgan School	9:30 p.m.
	Jared Eliot	9:30 p.m.
	Abraham Pierson	6:30 p.m.
	Lewin Joel	8:30 p.m.
Saturday	Morgan, Eliot & Joel	1:00 a.m. (Pierson is unavailable)
Sunday	Morgan, Eliot & Joel	12:00 Midnight (Pierson is unavailable)

Buildings will be open thirty (30) minutes before an event and will close thirty (30) minutes after. The custodial rate of time-and-one-half (1.5x) will be charged for any event which runs past 9:30 p.m. (Morgan & Eliot) or 8:30 p.m. (Joel) on a weekday, or when an event takes place on a Saturday or Sunday

11. In the event of a cancellation, C.P.S. Maintenance must be notified at least 2 days prior to the event. A later cancellation will result in a charge for one (1) hour custodial service at time-an-one half.
12. District events take precedence over all outside usage.