

APPLICATION FOR USE OF FACILITIES - TRUMBULL PUBLIC SCHOOLS

Applications shall be filed at last 3 weeks prior to the day of event.

Contact numbers: Plant Operations - 452-4306

School Secretary: _____

School phone #: _____

Date of Application: _____

Non-refundable

Application Fee \$25.00 (Group III only)

Name of Organization (Print) _____ Name of Event _____

Name of Applicant _____ School Sponsor (if applicable) _____

Address _____ Town _____ Zip _____

Billing Address _____ Town _____ Zip _____

Telephone (home) _____ Telephone (work) _____ Fax _____

School Requested: _____ Event Purpose _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dates							
Times							
Total # hrs.							

Admission/Prog. Fee None Yes \$ _____ Admission/program fee/person

How will the proceeds be used? _____

Anticipated attendance: # _____ Will food be served or sold? yes no

Areas requested:

- Auditorium Stage crew Classroom (s) _____
- Cafeteria (approval) Athletic Flds.(approval) Vehicles on field or track (approval)
- Gymnasium Locker rooms Field Lighting (approval) Field Buildings (approval)
- Pool Lavatories Kitchen (Arrangements **must** be made by calling Food Svc. 452-4500)
- Other (name site) _____ Note: School vending machines must remain operable.

Special instructions for custodian (set up, electrical, etc.) _____ Decorations will be used yes no

Applicant is responsible for obtaining the following signatures if anticipated attendance of 100 or more is expected.

Signature of Chief of Police: _____	# of Officers _____	Dated: _____
Signature of Fire Marshall: _____	# of Firefighters _____	Date: _____

Current Certificate of Insurance On file in Plant Office Not yet received

Any applicant not covered by the Town of Trumbull's insurance policy **must** have a \$1,000,000 certificate of insurance which names the Town of Trumbull and Trumbull Board of Education as "Additional-named insured."

The undersigned hereby agrees to comply strictly with the rules and regulations of the Board of Education governing the use of Trumbull Schools facilities, and agrees to pay applicable fees. Payment may be required in advance at the discretion of the Board of Education.

Applicant's signature: _____ Date: _____

SCHEDULE AND FEE INFORMATION

For Office Use Only:

Your "Group Use Category" is:	Group I(A) School/Town Related	Group I(B) * Community	Group II	Group III
Applicant is responsible for the following costs. These are estimates only. * Applicants in Group I (B) are responsible for getting Custodial overtime approved by Town Finance Dept.				
Rental Rate: \$ _____ /4 hr.min. (over 4 hrs. will be prorated)		Custodial rate/hr. \$ _____		
		Est.# hrs. _____	Est.# of men _____	
Total estimated rental cost \$ _____		Total estimated cust.costs \$ _____		

Administration's authorization to Proceed with an Application to use Grounds/Facilities

Please authorize or deny this request and return application signed. Thank you.

For Use of Facilities:

For the School Principal:	
Authorization:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Comment: _____	
Signed: _____ Dated: _____	

For Use of Grounds:

For the Athletic Director and School Principal:	
Authorization:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Comment: _____	
Signed: _____	Dated: _____
Athletic Director	
Signed: _____	Dated: _____
School Principal	
Signed: _____	Dated: _____
Head of Security	

Plant Operations Approval/Denial of Application to Use Grounds/Facilities:

For Plant Operations on Behalf of the Board of Education:	
Authorization:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Comment: _____	
Signed: _____ Dated: _____	