

**TRUMBULL BOARD OF  
EDUCATION**

**RULES GOVERNING  
USE OF BUILDINGS AND  
SITES**

**REVISED 3/11**

## TABLE OF CONTENTS

Rules Governing Use .....	2
Rules Governing Use of Special Facilities .....	3
Rules Governing Access to Buildings/Grounds .....	7
Fee Structure .....	8
Group Category .....	9
Fee Schedule .....	11
Authorization – Town Finance Director .....	12
Stage Requirements Form – THS .....	13
Contract to Use Facilities .....	14
Use of Building Form .....	15

## I. RULES GOVERNING USE

### A. Fund Raising

Any group conducting a fund raiser must conform to the rules and regulations outlined in the Board of Education Fund Raising policy, Policy Code: KO.

### B. Insurance

Any organization that is using school facilities, not covered by a Town insurance policy, whether or not it collects admission, must have both bodily injury and property damage insurance in the amount of \$1,000,000 to protect itself and the Town of Trumbull against any claim for damage incurred on school premises. The Town of Trumbull and the Trumbull Board of Education are to be listed on the Certificate of Insurance as additional named insured. The insurance policy or a copy shall be submitted with completed application. Some organizations have blanket policies that are good for the year. A once-per-year submittal is sufficient for these groups.

### C. Repairs/Damages

Groups using school facilities shall assume financial responsibility for damage, destruction or loss of school property. Motorized vehicles are not permitted on the fields at any time unless authorized. No repairs, changes, or maintenance shall be done on the Board of Education buildings/fields unless authorized by the Plant Coordinator.

### D. Decoration

Decorations of fireproof paper may be used, but must be approved in advance in writing on the application form. There shall be no nails, screws, or other hardware driven into any part of the building. Decorations and/or properties must be removed within 24 hours after their final use.

### E. Conservation of Energy

Heating, cooling and lighting of school buildings shall be governed by the regulations set forth in the Trumbull Board of Education Conservation Of Energy policy (Policy Code: ECA).

### F. Custodial Requirement

No group shall have access to a school building without a custodian in attendance. The custodian shall remain on duty until the activity has ended and the building is secure.

### G. Set-Up

Any group that requires special set-ups (furniture arrangements, deliveries, etc.) for their event must contact the school's head custodian to discuss the set-up in advance.

### H. Supervision

Youth groups using school facilities **must designate an adult(s) to be responsible for the supervision of the group**. In the case of youth activities not sponsored by the Board of Education, such responsibility shall include complete supervision of the group from the time the first member arrives until the last has left the premises.

### I. Crowd Control

At least one uniformed officer, depending on anticipated size and nature of crowd, is required as recommended by the Chief of Police or by the school administration if it is a Board of Education event, at the user's expense for activities where large numbers of people are expected to attend and/or where traffic conditions may warrant it. The

Fire Marshall determines the need for the presence of fire personnel and the number to be assigned.

J. Food Use

Any group that plans on bringing food into the building must note this on their application. The head custodian of the building must be notified of any intended food use. Such use includes, but is not limited to, all meals, snacks, sales, drinks, and water bottles. The head custodian will work with the group to make sure that all food use conforms to the rules and policies of the Board of Education and the individual school.

K. Alcoholic Beverages

Alcoholic beverages may not be used in the buildings or on the grounds except by permission of the Board of Education. Use of alcoholic beverages during the course of student activities is strictly forbidden and subject to arrest according to Town of Trumbull Ordinance passed by the Town Council on May 4, 1981.

L. No Smoking

Smoking is prohibited in all facilities operated by the Board of Education. Smoking is prohibited on school grounds when school is in session or during any student activity sponsored by the Board.

M. Parking

Groups should encourage their members to abide by parking regulations at all schools. Failure to do so may result in receiving a ticket from the Trumbull Police Department for the following motor vehicle violations: Parking too close to a fire hydrant, in a fire lane or in a handicap zone or travel lane. Please note that in a case of emergency, the fire department has the right to move an illegally parked vehicle by any expedient method available. **Parking is not allowed on grass areas unless specific permission is granted by the maintenance supervisor or his alternate.**

N. Car Washes

Groups cannot hold car washes on school grounds as a means of fund raising since Trumbull Public Schools cannot meet the requirements of the State of Connecticut DEP regulations concerning Fund Raising Car Wash Events, Water Pollution Control.

O. Hot food and beverages may only be prepared in locations approved by the principal and head custodian in each building. **Food shall not be heated or cooked in corridors or any other means of egress under any circumstances.**

## II. RULES GOVERNING USE OF SPECIAL FACILITIES

A. Kitchen

No kitchen equipment may be used independently by groups or activities. Arrangements for supervised use of kitchen equipment shall be made through the Manager of Food Services.

1. All groups who receive approval to use kitchen facilities will be required to employ the services of cafeteria personnel.
2. The cafeteria personnel fees charged will be at prevailing rates.
3. These costs shall be billed directly through the Food Services Manager.
4. If a group would like to employ the services of an outside food agency because of unusual circumstances, a request will have to be made to the Plant Coordinator.

B. Cafeteria

For the purposes of safety, furniture is to be moved by the custodian or, under his/her direction, by adults in the leasing organization.

C. Auditorium and All-Purpose Room

1. No alterations in electrical or lighting systems shall be done except by the school systems' electrician. The charge shall be at the current over-time rate.
2. Stage properties belonging to the school or school organizations may not be used or moved without special permission of the principal.
3. Storage of stage properties belonging to the rentee or sponsoring organization is its responsibility and is to be done only under the direction of the custodian. All such properties will be removed before noon the next day (Sunday excepted, if necessary) after the last scheduled use.
4. Decorations of fireproof material (including paper) may be used, but must be approved in advance by the fire marshal. **There shall be no nails, screws or other hardware driven into any part of the building. Any tape used to on the floor or walls shall be removed by the group and must be approved by for use by the head custodian assigned to that facility.**
5. Pianos, audio-visual, public address system, lighting system, and other special equipment may be used only by special arrangement with the Principal.
6. Furniture may be moved only by the custodian or under his/her direction.
7. At Trumbull High School, no group may use the auditorium stage lighting or sound systems unless the Trumbull High School stage crew is present.
8. The T.H.S. stage crew will donate its time for school sponsored activities and for those groups (Group Category I) which will sponsor activities for which there is no admission fee charged.
9. The T.H.S. stage crew shall be compensated by groups (Group Category II, III) charging admission and by profit-making groups.
10. The stage crew jobs are as follows:
  - a. Stage Manager – responsible for over-all show and in charge
  - b. Assistant Manager- Coordinates specific functions (i.e. lighting, sound, etc.
11. For each job, the minimum of two crew members must be hired; one stage manager and one lighting man. Additional personnel may be required for any given show and will be requested by the renter or assigned by the faculty member in charge of the stage crew based on determination of the need. The Stage Requirements form shall be completed by all renters at the same time the Application for Use of Facilities .The rates shall be as follows:

Stage Manager	\$100 per hour
Assistant Manager	\$75 per hour

D. Planetarium

Only a qualified operator shall operate the planetarium instrument. S/he shall be paid at the rate of Adult Education teachers.

E. Gymnasium and All-Purpose Room Used for Athletics

1. Prescheduled Recreation Department events shall be honored unless arrangements are made with the Director of Recreation.

2. All participants are to wear non-marking athletic shoes on the playing surface.
3. There shall be adequate supervision in the gymnasium and/or all-purpose room and locker rooms. The Principal or the Office of Plant Operations shall determine adequate supervision based on the number and age level of the group using the facility.
4. Anyone participating in an after-hours activity in the gym must stay in the gym area. Anyone found in another part of the building will be asked to leave the premises immediately.
5. No food or drinks are allowed in the gym; this includes water bottles.
6. Use of baseballs or similar hard balls is prohibited in the gym.
7. Hanging on the basketball rims and climbing on the bleachers are prohibited.
8. Bleachers are only to be setup by the custodian before an activity begins. Bleachers may be used only if the school is contacted forty-eight hours in advance.
9. School equipment is not to be used without the prior permission of the school Principal and may not be removed from the gymnasium.
10. Locker rooms, showers and dressing rooms must be left in order to the satisfaction of the custodian. No towels will be furnished. The School System is not responsible for the loss of valuables.

F. Middlebrook Gymnasium/All-Purpose Room Used for Roller Skating

1. Only indoor roller skates may be used.
2. Covers must be placed over stage doors. Mats must be placed against stage doors.
3. There shall be adequate supervision in the gymnasium and/or all-purpose room and locker rooms. The principal or the Office of Plant Operations shall determine adequate supervision based on the number and age level of the group using the facility.
4. Athletic equipment belonging to the school or to school organizations may not be removed from the gymnasium without permission of the principal.
5. Locker rooms, showers and dressing rooms must be left in order, to the satisfaction of the custodian. No towels will be furnished. The school system is not responsible for the loss of valuables.

G. Trumbull High School Track/Field Complex

1. The following must be approved by the athletic director and high school principal with reference to the type of activity/event:
  - Use of track
  - Use of press box
  - Use of concession stand, Policy Code: KGAA
  - Use of vehicles on track
2. All spectators are to remain in the stands. No spectators are permitted to stand on the track.
3. Vehicles are not permitted on the all-weather track unless approved by the athletic director and high school principal (Page 16).
4. Adequate supervision, as determined by the athletic director and high school principal, is mandatory.
5. No spike track shoes of any length are permitted on the main track surface, or on any of the jumping runways.

6. No consumption of alcohol or the use of tobacco products (e.g. chewing tobacco) is allowed before, during or after any game.
7. The athletic director, school security personnel, and high school principal shall determine if there is a need for security. If there is a need, the number of security personnel shall be determined by the athletic director/principal in conjunction with the Trumbull Police Department with reference to anticipated crowd and type of event.

#### H. Trumbull High School Track and Football/Soccer Field Complexes and Lights

1. All events must be approved by the athletic director and high school principal.
2. All events using lights must end no later than 11:00 p.m.
3. Lights shall not be used on Sunday evenings.
4. No consumption of alcohol or the use of tobacco products (e.g. chewing tobacco) is allowed before, during or after any game.
5. Surcharge – see fee schedule..

#### I. Baseball Field Complex and Lights

1. All events must be approved by the athletic director and high school principal.
2. All baseball games using lights must not start an inning after 11:00 p.m.
3. Lights cannot be turned on prior to 6:00 p.m.
4. No lights for early games during summer baseball. Teams cannot turn the lights on to extend the game.
5. Lights may be used on Saturday evenings but not on Sunday evenings. No inning will start after 11:00 p.m.
6. No consumption of alcohol or the use of tobacco products (e.g. chewing tobacco) is allowed before, during or after the game.
7. Surcharge – see fee schedule.

#### J. Madison Middle School Fields

1. All events must be approved by the athletic director and principal.
2. Vehicles are not permitted on the fields or track unless approved by the athletic director and principal.
3. Adequate supervision, as determined by the athletic director and principal, is mandatory.
4. The athletic director, school security personnel, and principal shall determine if there is a need for security. If there is a need, the number of security personnel shall be determined by the athletic director/principal in conjunction with the Trumbull Police Department with reference to anticipated crowd and type of event. Any organization with a visiting team from another community must have a uniformed police officer present.
5. No consumption of alcohol or the use of tobacco products (e.g. chewing tobacco) is allowed before, during or after the game.

#### K. Hillcrest Pool

1. The Hillcrest pool will be available as follows:
  - a. School related programs (approximately 8:30 a.m. to 2:30 p.m.).

- b. Extra-curricular programs (approximately 2:30 p.m. until 6:00 p.m.).
- c. Early Bird Swim weekdays (6:00 a.m. until 7:15 a.m.).
- 2. The minimum number of supervisors on duty for any activity other than those school sponsored must be four (4) – the person in charge and three lifeguards (depending on program and number of participants).
- 3. All pool lifeguards must hold valid American Red Cross Lifesaving Certificates or the equivalent.
- 4. Basic Rules:
  - a. No person under the height of 48 inches, unless he/she is part of the school's physical education program, will be permitted in the pool unless accompanied by an adult.
  - b. Maximum number of swimmers is 100; maximum in bleachers is 159.
  - c. Swimming is permitted only when the pool is under authorized supervision.
  - d. Food, chewing gum and beverages of any type are not to be brought into the locker room or pool area.
  - e. Smoking is prohibited in the pool, locker room, gymnasium and hallways.
  - f. Persons in street clothes or shoes will not be permitted on the pool deck.
  - g. A shower must be taken prior to entering the pool.
  - h. Only swimsuits are to be worn (no cutoffs).
  - i. Swimmers who leave the pool area for any reason are required to shower prior to reentering.
  - j. A swimmer shall be forbidden to use the pool if he/she has:
    - A communicable disease
    - Nasal or ear discharge
    - A boil, an open sore, an abrasion or infection
  - k. Spectators are to remain at all times in the bleacher area.
- 5. Violation of any of the stated rules shall be cause for expulsion from the pool.

### **III. RULES GOVERNING ACCESS TO BUILDINGS/GROUNDS**

#### **A. Access to Buildings/Fields**

An organization may have access to a building/field on a school day either for its activity or for the installing of scenery, setting up of other equipment, preparing for a dinner, etc., provided that such access does not interfere with the school program. Equipment, scenery and other properties must be removed from the buildings if they interfere with the execution of the school program.

#### **B. Unauthorized Use of Sites**

For the safety and legal protection of all, groups and/or individuals are not to use school sites for such activities as, but not limited to, golf practice, driving of go-carts, mini bikes and jai alai playing at any time.



C. Closing Time

All activities of non-school related groups shall end by 10:00 p.m. unless explicit instructions are noted on the application from to extend said time. Closing time is considered the time that the last person leaves the building.

D. School Recesses

There may be curtailment of the use of school buildings and sites during holidays, vacation periods and summer recess. Each request will be treated on an individual basis.

E. Holiday Use

There shall be no use of school buildings on holidays except with the permission of the Administrator.

F. Emergencies

The Plant Coordinator is authorized to grant the use of school buildings and sites for emergency purposes.

**IV. FEE STRUCTURE**

A. Custodial Fees

In cases where the building is covered by a custodian as a regular part of his/her work schedule and no additional work is requested of him/her except to regulate heat and light, then custodial fees will not be charged.

B. Application Fee

A non-refundable application fee will be charged to process applications for all organizations or citizens in Group III.

C. Rental Fee

The amount of rental fee charged for use of buildings and fields is determined by the group category. This fee includes compensation for utility costs.

D. Contract to Use Facilities

All organizations that use facilities on an on-going basis will enter into a contract to use identified areas for a three to twelve month period and will agree to applicable billing periods as determined by Plant Operations, at an agreed to rate inclusive of any applicable rental, custodial, and utility fees.

E. Checks Made Payable

All checks for application, rental, or custodial overtime fees should be made payable to the Trumbull Board of Education. A portion of the fees collected may be set aside for costs associated with implementing this policy.

V. **GROUP CATEGORY**

1. Group I – Board of Education and Municipal groups

A. School Programs

School programs are all student activities that are part of the school curriculum and extensions thereof; JV, Varsity and Intramural sports; summer school; school sponsored after-school activities, clubs, etc.; and, all other related student activities.

B. Trumbull Public School Related

Trumbull Public School Related groups include all events and programs directly related to the support of school programs, the Board of Education staff, and volunteer organizations that provide direct support for the district (i.e., PTA, parents clubs, boosters, etc.).

All Continuing Education programs shall use the buildings and sites free of charge during the school year.

Universities and colleges that run programs coordinated by the Continuing Education Office shall use the school buildings on a contractual basis each session. The Continuing Education Director shall negotiate the rental and custodial fees with each applicant. All contracts must be approved by the Plant Operations Office. The standard application procedures shall not apply.

C. Town Government and Related

Town Government groups include all departments, boards, or commissions funded by the Town Government. Also included as Town Government groups are “Community Service” groups also referred to as “Town Sponsored Groups.” “Community Service” groups are in-town organizations which may have some or all of their custodial/maintenance overtime expenses charged to the Town “Community Service Account” With Town approval.

The Town shall provide a list of Community Service groups to the Board of Education. The Town shall be responsible for establishing conditions by which these groups must operate to charge overtime expenses to the Town’s “Community Service Account.” The application procedures to be followed related to these conditions shall be established by the Board of Education and the Town.

**If a Community Service group’s request to charge the overtime for a particular event to the Town ‘Community Service Account’ has been denied by the Town, that group may still make application for use of the Board of Education buildings and/or sites, but shall do so as a Group II.**

2. Group II – In-Town Nonprofit groups

These groups include local service groups, non-profit organizations that conduct business in town, clubs, and organizations that serve the interests of a group of citizens of the Town (i.e., service clubs, residential associations, athletic leagues, political committees, churches, schools other than Trumbull Public Schools and senior citizens).

3. Group III – Out of Town, For-Profit groups, Businesses, Private groups and Citizens

These groups include in-town private organizations or profit making businesses; open membership service organizations not based in Trumbull that promote regional charitable activities or services where less than 50% of membership resides in Trumbull and/or the organization's address is not in Trumbull; private organizations not promoting any service to the community where less than 50% of membership resides in Trumbull and/or the organization's address is not in Trumbull; private citizens and private clubs.

NOTE: No private for-profit business can use the facilities without special approval of the Plant Administrator.

## TPS USE OF FACILITIES SCHEDULE – MARCH 2011

		GROUP II	GROUP III
<b>Elementary</b>	Cafeteria	\$ 100.00	\$ 300.00
	Gym	\$ 100.00	\$ 400.00
	Classroom	\$ 60.00	\$ 120.00
	Kitchen	\$ 100.00	\$ 200.00
Frenchtown*****	Cafetorium	\$ 200.00	\$ 750.00
<b>Middle schools</b>	Auditorium (Mad)	\$ 150.00	\$ 500.00
	Gym	\$ 150.00	\$ 500.00
	Pool	\$ 250.00	\$ 600.00
	Cafeteria	\$ 150.00	\$ 400.00
	Planetarium (Hillcrest)	\$ 100.00	\$ 400.00
	Classroom	\$ 60.00	\$ 120.00
	Kitchen	\$ 100.00	\$ 200.00
<b>High School</b>	Auditorium****	\$ 500.00	\$ 1,500.00
	Gym	\$ 200.00	\$ 500.00
	Aux. Gym	\$ 150.00	\$ 400.00
	Commons	\$ 150.00	\$ 500.00
	Senior Lounge	\$ 150.00	\$ 400.00
	Classroom	\$ 60.00	\$ 120.00
	Band Room	\$ 120.00	\$ 250.00
	Kitchen	\$ 100.00	\$ 250.00
	Stadium*	\$ 1,000.00	\$ 2,000.00
	Tennis Courts	\$ 100.00	\$ 250.00
<b>Fields – All Schools</b>	Playgrounds	\$ 50.00	\$ 150.00
	Parking Lots*	\$ 30.00	\$ 100.00
	Ball Fields**	\$ 75.00	\$ 250.00
	Lining of Baseball Field***	\$ 150.00	\$ 150.00
	Lining/Setting up of other Fields	Actual Cost	Actual Cost
	Lights	\$ 50.00	\$ 50.00
	Relining a Field	\$ 250.00	\$ 250.00

**All fees based on single use, four hours unless otherwise indicated.** Fees will be prorated after four hours.

There is a non-refundable application fee of \$25.00 for Category Group III.

\* Per use.

\*\*Soccer, lacrosse, baseball, natural turf football, and softball fields (\$75) \$50 charge for use of lights shall be assessed.

\*\*\* **Except BOE and Town Groups, all others to pay \$150.**

\*\*\*\* Fee for Stage Manager is \$100.00/hr. and fee for Assistant Stage Manager is \$75.00/hr.

\*\*\*\*\*Frenchtown a/c and heating costs are very high when plant must be started for an after hours/weekend activity.



# Trumbull Public School – Plant Operations

## Stage Requirements Form – Trumbull High School (This is not the application to use facilities)

In order that we may provide the best service possible to groups using our auditorium, information is required regarding your needs for lighting, audio and the stage. Please review this form and complete according to your requirements. Thank you.

### Lighting

\_\_\_\_\_ YES \_\_\_\_\_ NO Will have need of the auditorium lights

\_\_\_\_\_ YES \_\_\_\_\_ NO Will have need of stage lights.

\_\_\_\_\_ YES \_\_\_\_\_ NO Will have need of the house lights.

\_\_\_\_\_ YES \_\_\_\_\_ NO Will have need of follow spot.

\_\_\_\_\_ YES \_\_\_\_\_ NO Will have need of lights gelled.

If you want lights gelled, list colors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Audio

\_\_\_\_\_ YES \_\_\_\_\_ NO Will have need of audio system.

\_\_\_\_\_ YES \_\_\_\_\_ NO Will have need of a live mike. Number of mikes needed \_\_\_\_\_.

Position of mikes:

\_\_\_\_\_ UR \_\_\_\_\_ UC \_\_\_\_\_ UL \_\_\_\_\_ L \_\_\_\_\_ C

\_\_\_\_\_ DR \_\_\_\_\_ DC \_\_\_\_\_ DL \_\_\_\_\_ R

\_\_\_\_\_ YES \_\_\_\_\_ NO Will have need of sound effects through audio system.

Sound effects will be (source):

\_\_\_\_\_

# Trumbull Public Schools – Plant Operations

Contract to Use Facilities  
(This is not the application to use facilities)

DATE: \_\_\_\_\_

AGREEMENT: This contract constitutes an agreement between the Trumbull Public Schools and this organization to use the facilities for the stated number of days and for the agreed to fee. There are no refunds due to cancellations or snow days within the session period. School cancelled days may be made up within the session period.

ORGANIZATION \_\_\_\_\_ Group Category by Policy \_\_\_\_\_

\_\_\_\_\_ Municipal or Nonmunicipal    \_\_\_\_\_ In Town Private Organization    \_\_\_\_\_ Nonresident  
\_\_\_\_\_ Nonprofit    \_\_\_\_\_ Other

CONTACT'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

FACILITY WILL BE USED TO \_\_\_\_\_

SCHOOL \_\_\_\_\_ SESSION PERIOD \_\_\_\_\_

ACTUAL CLASSROOMS TO BE ATTACHED TO THIS CONTRACT.

- A. # OF CLASSROOMS REQUIRED PER WEEK \_\_\_\_\_ classrooms per week
- B. # OF OTHER LOCATION PER WEEK \_\_\_\_\_ per week
- C. # OF HOURS THE CLASSROOM WILL BE USED PER DAY \_\_\_\_\_ hours per day
- D. RATE PER CLASSROOM \$ \_\_\_\_\_ per classroom
- E. UTILITY SURCHARGE PER CLASSROOM \$ \_\_\_\_\_ per classroom
- F. # OF WEEKS PER SESSION (UP TO A THREE MONTH PERIOD) \_\_\_\_\_ weeks
- G. AVERAGE CUSTODIAL FEES PER SESSION \_\_\_\_\_ per session
- H. CONTINUING EDUCATION FEE (if applicable) \$ \_\_\_\_\_ per session
- TOTAL OF CONTRACT \$ \_\_\_\_\_ per session

SIGNED _____ ORGANIZATION REPRESENTATIVE	DATED _____
SIGNED _____ PLANT OPERATIONS	DATED _____

**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

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**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 Trumbul 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: _____
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**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. <b>These are estimates only.</b> * 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: _____	