

HEBRON BOARD OF EDUCATION
Request for use of School Facilities
Effective May 8, 2014

Gilead Hill School
580 Gilead Street
Hebron, CT 06248
Attn: Nancy Simmons, Principal's Secretary
(860) 228-9458 nsimmons@hebron.k12.ct.us

Hebron Elementary School
92 Church Street
Hebron, CT 06248
Attn: Keisha Santos, Principal's Secretary
(860) 228-9465 ksantos@hebron.k12.ct.us

Name of Organization: _____ Date of Application: _____

Address: _____ Activity Supervisor: _____

Phone _____ Fax _____ E-Mail _____

On Site Supervisor (REQUIRED) _____ Cell-Phone _____

Date(s) of Rental : _____ Time of Event: From _____ To _____

Description of Event:

Organization is a non-profit.

Permission is requested to use the following facility. See attached Fee Schedule.

Classroom	<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>	Fields	<input type="checkbox"/>	Number of Participants:	_____
Cafeteria*	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>			Number of Chaperones:	_____

Billed Independently:

* A kitchen employee must be present while the kitchen is being used, \$30/hour, 4-hour minimum.

- **Security deposits should be paid with a separate check and included with the application.**

Multi-Purpose Room \$200 Gymnasium \$200 Cafeteria \$200 \$60 Classroom

- **FULL PAYMENT OF RENTAL FEE IS EXPECTED AT LEAST TWO WEEKS BEFORE THE EVENT.**
- Checks will be made payable to Hebron Public Schools and mailed directly to the Administration Office.

Groups will be required to furnish evidence of insurance coverage meeting the District's requirement for Personal Injury and Property Damage Single Limit Liability (\$1,000,000). In addition, Hebron Public Schools is to be named as an Additional Insured and a Certificate of Insurance will be required to be filed with the original request.

Insurance must be provided by and in the name of the sponsoring organization. Organizations sponsored by Hebron, must provide a signed letter from a town official stating that the town knowingly and willingly is assuming all responsibility and liability for the activities of the organization.

For Office Use Only: Security Deposit Date Received: _____ Check #: _____ Amount: _____

Liability Insurance by a company licensed in CT: _____ Indemnification Agreement: _____

Group I – Fee Schedule

For profit businesses, out of town non-profit organizations, private sports groups.

Classroom	\$20 per hour – Minimum of 4 hours
Activity Room	\$70 per hour – Minimum of 4 hours
Kitchen	\$50 per hour – Minimum of 4 hours
Cafeteria	\$40 per hour – Minimum of 4 hours
	\$450/season (1 night per week) \$550/season (2 nights per week) \$650/season (3 nights per week)
Gymnasium	\$70 per hour – Minimum of 4 hours
	\$1000/season (1 night per week) \$1200/season (2 nights per week) \$1400/season (3 nights per week)
Fields	Please contact the Parks and Recreation Department.

Maintenance Fee \$65 per hour – Minimum of 4 hours

Please note that this fee is in addition to the rental fee being charged and is only for events scheduled outside of normal hours such as Saturday, Sunday, Holidays and Summer Evenings.

Use of Building Regulations

1. All reserved weekend times are for a minimum of three hours.
2. You will be charged for all reserved time regardless of when you start or finish your function.
3. Hebron Public Schools must be given 72 hours of advance notice of cancellation. The only exception to this will be for weather and Hebron cancellations.
4. When canceling an event, the following people must be notified:
Hebron Elementary School Coordinator Keisha Santos ksantos@hebron.k12.ct.us
Gilead Hill School Coordinator Nancy Simmons nsimmons@hebron.k12.ct.us
Facilities Director Jay Bourret jbouret@hebron.k12.ct.us
Business Manager Kaitlyn O’Leary koleary@hebron.k12.ct.us
5. Only reserve the facility for times you intend to use the facility.
6. Hebron Public Schools reserves the right to revise any schedule due to scheduling conflicts with Gilead Hill School and Hebron Elementary School related programs and activities.

Liability for Use of School Facilities

Please note that this document must be signed and returned with your application.

Name of Organization

Date of Use

Hebron Public Schools cannot be responsible for injury to persons or their property while the building or grounds are used by any group.

Groups will be required to furnish evidence of insurance coverage meeting the Town's requirement for Personal Injury and Property Damage Single Limit Liability (\$1,000,000). In addition, Hebron Public Schools is to be named as an Additional Insured and a Certificate of Insurance will be required to be filed with the original request.

Groups must sign the attached indemnification agreement. Please see attached.

The applicant organization must assume all legal responsibility for the function and remains the liable party.

For hazardous activities, the applicant organization will be required to furnish a special policy for the event meeting the Town's requirement of Personal Injury and Property Damage Single Limit Liability (\$1,000,000) and must provide Hebron Public Schools with a Certificate of Insurance naming Hebron Public Schools as an Additional Insured.

Any activities which are specifically excluded by Hebron Public Schools insurance policies are prohibited.

The applicant organization contracting for use of the building/grounds will agree to indemnify Hebron Public Schools for any damage to the school property/grounds or equipment by any person or persons attending the activity.

Any group found abusing school property or failing to comply with any requirement of the policy may be faced with immediate termination of their activity and/or denial of future use of the facilities.

I have read and agree to abide by Hebron Public Schools policies and procedures as detailed in the attachments.

Signature of authorized representative assuming financial responsibility.

Date

Please Print Name

Signature of person assuming responsibility for conduct of this activity.

Date

Please Print Name

Office Use Only:

Approved: Principal or Designated Official

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Hebron Board of Education (the "Board") to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Board and the Town of Hebron, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board or the Town of Hebron, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20__.

Signatures:
