

The Putnam Public School system reserves the right to cancel an organizations use of facilities due to non-compliance with school rules and/or Board policies. Specific dates may be postponed if a school function interferes with a date. (yellow paper please)

Use of School Facilities Form for Putnam Public Schools

Name of Organization: _____

Purpose of Event: _____

Date(s) of Event: (***This form must be submitted at least 14 days in advance***)

Time of Event: From: _____ To: _____

Required time of access to facility: _____

Type of Organization: (please check one)

☐ Group A - School Functions

☐ Group B - School Affiliated

☐ Group C - Town Official Bodies and Agencies*

☐ Group D -Town Based Groups for Non-Profit*

☐ Group E - Town Based Groups for Profit*

☐ Group F - Out of Town for Non-Profit*

☐ Group G - Out of Town for Profit*

***Groups C, D, E, F and G must submit a Certificate of Insurance at least one week in advance of the event.**

Please **check** the school for which you are requesting use:

PES

PMS

PHS

Permission is requested for the use of the following room(s). If more than one, please specify how many:

Auditorium (PMS)

Band/Choral Rooms

Library/Media Center

Blackbox Theater (PHS)

BOE Conference Rm. #12

Cafeteria

Cafeteria & Kitchen

Classroom(s)

Conference Room(s)

Gym

Gym/Lockers/Shower

Athletic Fields

Playground/Outside Grounds

Equipment desired: _____

Estimated attendance: _____

Admission charge: \$ _____ (If there is an admission charge, the applicant must make prior contact with the Police Department.)

Purpose for which proceeds will be used: _____

Insurance certificate issued by: _____

Representative responsible for use of the facility: _____

Address: _____

Phone: _____ Email: _____

In making this application we agree to comply strictly to the Rules and Regulations of the Putnam Board of Education that are attached and to be responsible for the proper conduct and care of school property while using the same. The organization agrees to make good any damage to property and equipment and to indemnify the Board of Education for any accident to any and all occupants resulting from the use.

Application is approved: Yes No Reason for Denial: _____

Signature - Applicant

_____ Date

Signature - Building Principal

_____ Date

Signature - Director of School Facilities

_____ Date

Signature - Director of Food Services (if applicable)

_____ Date

Signature - Superintendent/Designee

_____ Date

Please see back page for fees.

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POLICE CERTIFICATE

This Police Certificate is required for any occasion for which there is an admission charge. This certificate may be waived at the discretion of the Superintendent. I hereby certify that arrangements have been made for the presence of a uniformed police officer at this function.

TIME OFFICER SHOULD REPORT (to be filled in by applicant): _____

FEE FOR OFFICER (to be filled in by Police Department) \$ _____

Please return this form to: *Director of School Facilities
Putnam Elementary School
33 Wicker Street
Putnam, CT 06260*

ESTIMATED FEES TO BE CHARGED

Fees for Use of Facilities (Total from Fee Schedule) \$ _____

Custodial Staff* _____ Number _____ Rate _____ Hours \$ _____

Cafeteria Staff* _____ Number _____ Rate _____ Hours \$ _____

Designated School Employees _____ Number _____ Rate _____ Hours \$ _____

TOTAL ----- \$ _____

Checks should be made payable to Putnam Board of Education. No cash payments will be accepted.

* Rate for Saturday \$ _____, Rate for Sunday \$ _____, Rate for Holidays \$ _____

Your application for facility usage has been approved by Putnam Public Schools in conformance with the terms and conditions as set forth within the Rules and Regulations Regarding the Use of School Facilities Policy 1330 - 1330(a). Such approval is contingent on receipt of 50% of the estimated fee by Putnam Public Schools within five (5) days of this notice.

50% of fee due: \$ _____

Balance (subject to revision) due ten (10) days after event: \$ _____

OFFICE USE ONLY

Once approved, please distribute copies as appropriate:

Date distributed: _____

Applicant
School Facilities
Food Services

Elementary School - Building Principal
Middle School - Building Principal
High School - Building Principal