



Building Use Request

TO BE COMPLETED BY APPLICANT:

Date of Application _____

Permission is requested to use the following facilities:

School _____ Facilities to be used _____

Date (s) _____ Hours from _____ To _____

Rehearsal Dates _____ Hours from _____ To _____
(Time you will arrive at the building)

Purpose of Permit _____

Estimated number of people to attend: Adults _____ Students _____

Is money to be charged for admission? For Meals? Or in any other way? Yes ___ No ___

Estimated cleanup time & setup time: Number of hours _____

Will food be served? Yes ___ No ___ What kind of food? _____

Use of school equipment (check items):

- Microphone _____
- Podium _____
- Chairs _____
- Volleyball Stanchion _____
- Tables _____
- Other _____

Name of organization responsible _____ Phone _____

Adult representative having supervision of activity _____
(Name)

(Address) (Town) (Phone)

Email Address _____

We, the undersigned, having read the Rules and Regulations, assume individual and joint responsibility for the above permit.

Signature of authorized representative _____

Make Checks Payable To: Town of Stratford, 1 Dorne Drive, Stratford, CT 06615

To Be Completed By The Recreation Department::

Police attendance required: Yes _____ No _____

Custodian to be assigned to activity: Yes _____ No _____

Estimated cost to organization \$ _____

Deposit received on: _____ Amount: _____ Check#: _____ or Cash: _____

Approved _____
Superintendent of Recreation

STRATFORD RECREATION DEPARTMENT
BUILDING USE REQUEST

BUILDING USE PROCEDURES

ALL FORMS AT THE RECREATION OFFICE AT SHORT BEACH PARK

1. Applications must be received a minimum of fourteen (14) days before the program and returned to the Stratford Recreation Department, 1 Dorne Dr, Stratford, CT 06615. A deposit of \$ 100.00 for all rentals must accompany the application. The deposit is refundable if a written cancellation notice is received 10 days in advance.
2. All organizations must supply the Town with proof of liability, a \$ 1,000,000.00 insurance policy, naming the Town of Stratford and the Board of Education as additional insured.
3. No smoking in the building. Alcoholic beverages are not permitted on the premises.
4. Lighted candles, portable stoves or other flame producing items may not be used without approval of the Fire Marshall.
5. Only gym shoes or sneakers shall be permitted on the gym floor or multi-purpose rooms when they are used for sports. No beverages or food are allowed in the gymnasium or auditorium.
6. Groups must have a responsible adult in charge of the activity.
7. If police protection is necessary, the person holding the meeting must provide and pay for the police protection. The Regulatory Authorities Notice must be completed two weeks prior to the event.
8. A custodian must be on duty if the Principal so decides. If use of the kitchen preparation and serving facility is requested, an employee of the Food Service Department must be present and paid for by the organization.
9. School supplies and equipment are not to be used by the organization using the facilities, unless permission is given by the principal.
10. The organization must confine its use to that area of the facility that was rented.
11. Accidents when they occur on school property must be covered by an accident report to be filled in by the custodian on duty. If there is no custodian on duty, the person in charge of the organization using the facility, shall furnish all the details of the accident to the principal the following day. Accident forms should be provided to the appropriate people.
12. All damages, losses or destruction should be reported to the principal immediately.
13. Organizations can not circulate prepared material through the schools without permission from the Superintendent of Schools.
14. Custodians are not to be paid directly by, the organization nor are they to accept tips from individuals or the organization.
15. Portable chairs are not permitted in the audience area of the auditorium.
16. Groups renting the Flood Pool must provide a Red Cross certified lifeguard.

