



AVON PUBLIC SCHOOLS
34 Simsbury Road
Avon, CT 06001

Request for Building Use

Event Title: _____ Single Date of Event: _____

Recurring Dates – Request dates between _____ and _____

- Include all Mondays within this range of dates
- Include all Tuesdays within this range of dates
- Include all Wednesdays within this range of dates
- Include all Thursdays within this range of dates
- Include all Fridays within this range of dates
- Include all Saturdays within this range of dates
- Include all Sundays within this range of dates

Scattered Dates:

1st Date _____	6th Date _____
2nd Date _____	7th Date _____
3rd Date _____	8th Date _____
4th Date _____	9th Date _____
5th Date _____	10 th Date _____

Arrival Time: _____ Event Start Time: _____

Event End Time: _____ Departure Time: _____ (Time when everyone from your group will have left)

- Avon High School
- Avon Middle School
- Thompson Brook School
- Pine Grove School
- Roaring Brook School

Location:

- Auditorium
- Cafeteria
- Cafeteria/Kitchen
- Gym
- Classroom(s) _____ / _____ / _____
- Other _____

Description of Event: _____

Furniture Setup: _____

AV Equipment Needed: None (*please circle*) Yes What is needed: _____

Note: Some facilities will require a media technician and/or a food service worker present at extra costs

Anticipated Attendance: _____

Food Being Served: Yes _____ No _____

Group Name: _____ Group Type/Category: _____

Contact Person/Person to be billed: _____

Address: _____

Telephone No. _____/Cell _____

E-Mail _____

Please read and be sure that you understand the following policies and notices regarding the use of Avon Public Schools facilities and/or grounds.

Policies:

- Board of Education Policies 1330(a), 1330(b), 1330(c) and 1330(d).

Notices:

- Cellphone reception is limited at Roaring Brook School.
- Safety guidelines per Avon Fire Marshall.
- Required personnel, as assigned by the Avon Public Schools, will be billed at the rate listed under Board of Education Policy 1330(c) or 1330(d).

I have read, understand and agree to abide by the above-listed policies governing use of APS buildings, grounds and equipment.

Print Name: _____ Signature: _____

Date: _____

Return the completed building use form to the appropriate Main office location where the event is requested to take place.

➤ **A current Certificate of Insurance must be submitted with this application.**

Please contact the office in the appropriate building with any questions.

- Denise Muller – Avon High School, PH: 860-404-4740, FAX: 860-404-4743
- Diane Gower – Avon Middle school, PH: 860-404-4770, FAX: 860-404-4773
- Cindy Nelson – Thompson Brook School, PH: 860-404-4870, FAX: 860-404-4873
- Karen Martin – Roaring Brook School, PH: 860-404-4810, FAX: 860-404-4813
- Joanne Riendeau – Pine Grove School, PH: 860-404-4790, FAX: 860-404-4793
- Cindy Werner – Central Office, PH: 860-404-4700

For Avon Public Schools Use Only

- Approved
- Not Approved
- Valid/Current Certificate of Insurance

Building Administrator Signature

Date

Director of Facilities Signature

Date

Community Relations

Use of School Facilities

Request for Use

- Organizations must apply on-line through the Avon Public Schools website at www.avon.k12.ct.us (under “Calendar”) at least seven business days in advance of their requested use of the facility.
- Within one week of submission, the FacilitiesOffice will send an email confirmation or denial to the requestor.
- Category III and IV organizations must deposit one-half of the estimated fee at the time of event confirmation with the Business Office.
- Organizations that have reserved a school facility and need to cancel their reservation must cancel by calling the FacilitiesOffice no later than noon of the business day prior to the day that the activity is scheduled. The organization will be responsible for both the facility use charge and the minimum custodian fee if cancelled after the deadline or if it does not use the facility without notification. The only exception will be if the school district requires the closing of the school building (i.e. snow or emergency). In that situation, there will be no charge to the organization.
- Organizations must submit a certificate of insurance and if applicable, evidence of 501 (c) (3) designations to the Facilities Office naming the Avon Board of Education as an additional insured on an annual basis.

Eligibility and Limits of Use

- A custodian or other supervisionas assigned by the building principal must be on duty when a facility is in use by any organization.
- Only the designated areas listed on the schedule of fees are available for rental use.
- The use of the building is limited to the room assigned and the adjacent toilet facilities. School phones are not available.
- Facilities may not be used by outside organizations when school is in session.
- Facility use may be limited when schools are closed for holidays or vacation periods and staffing is reduced accordingly.
- The school reserves the right to restrict the use of buildings or grounds in any way if it appears to be in the best interest of the schools or the town.

Community Relations

Use of School Facilities

Eligibility and Limits of Use(continued)

- If any organization is found to have abused or damaged a school facility or violated any of the rules and regulations governing the use of school facilities, the organization will be charged for damages incurred and future use of any school property by the applicant may be denied.
- Any organization that leaves a facility in a condition requiring clean up beyond normal custodian services will be responsible for the associated costs to clean the facility.

Equipment and School Personnel

- If the organization requires any school equipment for a function, it must make a request via application at the time of the building request. Appropriate school personnel will be assigned to operate equipment. The organization will be responsible for any personnel costs.
- Gymnasiums and auditoriums may be used by groups only under the direct management of persons qualified to use and care for the equipment and apparatus in the facility.
- Changes in or additions to stage and other lighting or other electrical equipment will be made only under the direction and approval of the Director of Facilities and the school administration.

Gymnasium Use

- Gymnasium use is limited to athletic events and activities, practices and events suitable for indoor gymnasium use.
- Participants in athletic games or events on gymnasium floors must wear sneakers that do not leave marks on the floor.
- No food or drinks are allowed in the gymnasium.

Cafeteria Use

- Use of cafeteria kitchens will be allowed only if a member of the regular cafeteria staff is assigned. The organization will be responsible for any personnel costs.

Community Relations

Use of School Facilities (continued)

Outdoor Facilities

- Fees may be charged for the use of school grounds when it is determined by the Director of Facilities that the use is unusual, costly or excessive.

Prohibited Activities

- Alcohol and tobacco are prohibited in school buildings and on school grounds.
- Power-driven recreational vehicles, horses, dogs and golfing on school property are prohibited.

Billing

Invoices are payable immediately and no later than 15 days following the date of the event. Checks should be made payable to:

Avon Board of Education

c/o/ Business Office

34 Simsbury Road

Avon, CT 06001

Schedule of Fees

Organizations using the facilities of the Avon Public Schools will be charged for custodians and for a building fee based on the schedule below. They are encouraged to ask the Facilities Office for an estimate of fees at the time the application is submitted.

The custodial fee will be divided among organizations using a school's facilities at the same time.

Category I

Custodial	Mon-Fri 6:00 AM 10:30 PM, No Charge
	Sat & Sun \$43.00 per hour (3 hour minimum)

Building Fee

Category I organizations are exempt.

Community Relations

Use of School Facilities (continued)

Category II

Custodial Mon-Fri 6:00 AM 10:30 PM, \$29.00 per hour
 Sat & Sun \$43.00 per hour (3 hour minimum)

Building Fee

Gym **\$100.00 per hour**
Classroom **\$ 15.00 per hour**
Auditorium **\$ 82.00 per hour**
Cafeteria **\$ 70.00 per hour**

Category III and IV

Custodial Mon-Fri 6:00 AM 10:30 PM, \$58.00 per hour
 Sat & Sun \$86.00 per hour (3 hour minimum)

Building Fee

Gym **\$120.00 per hour (3 hour minimum) \$1,000 maximum**

Classroom	\$ 50.00 per hour (3 hour minimum) \$400 maximum
Auditorium	\$150.00 per hour (3 hour minimum) \$1,200 maximum
Cafeteria	\$100.00 per hour (3 hour minimum) \$800 maximum

Regulation approved:

April 22, 2014

AVON PUBLIC SCHOOLS

Avon, Connecticut