



Sprague Board of Education

25 Scotland Road ~ Baltic, CT 06330



Mike Smith, Chairman
Geraldine Meadows, Secretary
Joseph Osowski
Terri Woronecki

Sayles School
"A Friend of Core Knowledge"

Janet Piezzo, Vice Chairman
David Giroux
Megin Sechen

Phone: 860.822.8264
Fax: 860.822.1347

Website
<http://www.saylesschool.org>

ADMINISTRATIVE REGULATIONS REGARDING USE OF SCHOOL FACILITIES

Application for Use of School Facilities

Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Phone Number: _____

Activity to be
carried on:

Associated Activities that are not considered "school-sponsored" are charged for a minimum of three (3) hours' Custodial services time, or the actual time for custodian services as necessary to cover hours spent by custodians to clean up after an event.

Date(s) Requested: _____ Time: From _____ To _____

The authorized agent for the organization above, and whose signature appears below, agrees that his/her organization will abide by the rules and regulations pertaining to the use of Sayles School as prescribed by the Board of Education. The organization further agrees that any damage whatsoever to the building or any part thereof shall be repaired at the expense of the organization using the facilities. The organization agrees that in the event the gymnasium becomes necessary for priorities related to school/student use, the organization will be notified, at least a week in advance, that school/student use will take precedence.

Facilities Use Fee Schedule

| Custodial Salary Schedule | | |
|---------------------------|----------|----------|
| Regular Rate | \$ _____ | Per Hour |
| Overtime Rate | \$ _____ | Per Hour |
| Holiday Rate | \$ _____ | Per Hour |

Regulation Adopted: May 2006
Regulation Revised: September 2008
Revised: August 12, 2015
Policy 1004A

Sprague Public Schools
Baltic, Connecticut



Sprague Board of Education
25 Scotland Road ~ Baltic, CT 06330



Mike Smith, Chairman
Geraldine Meadows, Secretary
Joseph Osowski
Terri Woronecki

Sayles School
“A Friend of Core Knowledge”

Janet Piezzo, Vice Chairman
David Giroux
Megin Sechen

Phone: 860.822.8264
Fax: 860.822.1347

Website
<http://www.saylesschool.org>

| Rental Fees | | |
|---------------------|----------|----------|
| Building Use | \$350.00 | Per Hour |
| Athletic Fields Use | \$100.00 | Per Hour |

Insurance Requirements: The Sprague Public Schools require a Certificate of Insurance with proof of liability. \$1,000,000 in liability coverage is required, and the Sprague Public Schools must be named as an additional insured. For athletic competitions, a waiver form is required for each participant.

Importance Notice

In 2007 we found out how sensitive the gym floor is to water. A minor water spill cost over \$10,000 to repair the gym floor. Therefore, it is necessary for the Board of Education to ban all liquids (e.g. soda, water, juice, coffee, etc.) from the gym.

If you need to distribute or sell liquids, please sign up for and use the cafeteria. Any exceptions must be approved by the Superintendent or his/her designee in advance.

Thank you.

Signatures:

Person Responsible for the Organization

Board of Education



Sprague Board of Education
25 Scotland Road ~ Baltic, CT 06330



Mike Smith, Chairman
Geraldine Meadows, Secretary
Joseph Osowski
Terri Woronecki

Sayles School
"A Friend of Core Knowledge"

Janet Piezzo, Vice Chairman
David Giroux
Megin Sechen

Phone: 860.822.8264
Fax: 860.822.1347

Website
<http://www.saylesschool.org>

Nondiscrimination Statement

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2101
Levy.Gillespie@ct.gov



Sprague Board of Education
25 Scotland Road ~ Baltic, CT 06330



Mike Smith, Chairman
Geraldine Meadows, Secretary
Joseph Osowski
Terri Woronecki

Sayles School
"A Friend of Core Knowledge"

Janet Piezzo, Vice Chairman
David Giroux
Megin Sechen

Phone: 860.822.8264
Fax: 860.822.1347

Website
<http://www.saylesschool.org>

Community Relations

Use of School Facilities

The priority list for allocating use of school facilities shall be as follows:

1. Activities related directly to district curricular programs. (No rental fee or associated costs)
2. Activities related to district extracurricular programs. (No rental fee or associated costs)
3. Official activities of governmental agencies. (Associated costs)
4. Activities of local non-profit organizations. (Associated costs)
5. Activities of private, for profit organizations. (Rental fee and associated costs)

Facilities Available (please select facility desired)

- 1. Gymnasium / Auditorium
- 2. Shower Rooms
- 3. Kitchen / Cafeteria
- 4. Classrooms
- 5. School Grounds
- 6. Other – Discuss with the Building Principal

Equipment Need:



Sprague Board of Education

25 Scotland Road ~ Baltic, CT 06330



Mike Smith, Chairman
Geraldine Meadows, Secretary
Joseph Osowski
Terri Woronecki

Sayles School
"A Friend of Core Knowledge"

Janet Piezzo, Vice Chairman
David Giroux
Megin Sechen

Phone: 860.822.8264
Fax: 860.822.1347

Website
<http://www.saylesschool.org>

Complete "Applications for Use of School Facilities" should be submitted directly to the Principal's office located at Sayles School ~ 25 Scotland Road ~ Baltic, CT 06330-1110. Please direct any questions relating to this application to the Sayles School office at 860.822.8264 x100.



Sprague Board of Education
25 Scotland Road ~ Baltic, CT 06330



Mike Smith, Chairman
Geraldine Meadows, Secretary
Joseph Osowski
Terri Woronecki

Sayles School
"A Friend of Core Knowledge"

Janet Piezzo, Vice Chairman
David Giroux
Megin Sechen

Phone: 860.822.8264
Fax: 860.822.1347

Website
<http://www.saylesschool.org>

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 Sprague Board of Education to use the school building, grounds, facilities, and/or equipment, the undersigned, does hereby indemnify and hold harmless the Sprague Board of Education and the Town of Sprague, their employees, agents, contractors and assigns against any and all loss or expense, including attorney's 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 Sprague Board of Education or the Town of Sprague, 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 of Education policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

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

(Name of Organization)

(Name of Responsible Individual)