

APPLICATION FOR USE OF SCHOOL BUILDING BROOKLYN PUBLIC SCHOOLS

School Sponsored Activity _____

Non-School Sponsored Activity _____

I. GENERAL INFORMATION:

Brooklyn Elementary School Brooklyn Middle School Organization Requesting Use _____

Purpose of Use: _____

SMOKING AND THE USE OF ALCOHOLIC BEVERAGES IS PROHIBITED ON SCHOOL PREMISES.

All required permits must be in order 15 days prior to the event and payment is expected one week from billing for the scheduled event.

Date (s) of Use:	Open Building	Event Starts	Event Ends	
_____	_____ AM/PM	_____ AM/PM	_____ AM/PM	(all participants will leave the building)
_____	_____ AM/PM	_____ AM/PM	_____ AM/PM	
_____	_____ AM/PM	_____ AM/PM	_____ AM/PM	

APPLICANT MAILING ADDRESS

SUPERVISOR IN CHARGE AND IN ATTENDANCE AT EVENT

Name _____ Address _____ Home/Cell Number _____ Business Number _____ E-Mail Address _____ Proof of Liability Insurance <input type="checkbox"/> attached <input type="checkbox"/> on file	<input type="checkbox"/> Check here if same as applicant Name _____ Address _____ Home/Cell Number _____ Business Number _____ E-Mail Address _____
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Approximate Number of People to Be Present: **Adults** _____ **Students** _____
 Will Admission Be Charged: (circle) **Yes No** If Yes, Admission Price: \$ _____ Suggested Donation: \$ _____
 Food/Beverage: (circle) **Yes No** Type: _____ (i.e. punch, coffee, bag lunch, buffet, etc.)
NOTE: Food/Beverages are only allowed in designated areas as determined by the school's principal.

II. EQUIPMENT TO BE SET UP

of Chairs _____ # of Tables _____ Podiums _____

Other Equipment or Facilities (Specify): _____

III. POLICE REQUIRED: (circle) Yes No **Fire Official Required:** (circle) Yes No

IV. DATE OF APPLICATION: _____ **SIGNATURE OF APPLICANT:** _____

(Representative signing above, agrees to the rules and regulations for use of school buildings as printed on the back of permittees application)

V. DATE OF APPROVAL BY PRINCIPAL _____ **SIGNATURE:** _____

FOR OFFICE USE ONLY

AREAS TO BE USED	1. School Groups 2. Brooklyn Parks & Recreation 3. Brooklyn-Based Non-Profit (scouts, youth, athletic organizations, fraternal, civic, social and religious organizations)	4. Private Organizations, Private Businesses or Enterprises located in Brooklyn 5. Profit-making organizations or Businesses; Out-of-town organizations
Classroom/Library	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> \$250 per semester
Auditorium	<input type="checkbox"/> \$75 per hour for technician <input type="checkbox"/> No Rental Fee	<input type="checkbox"/> \$20 per day <input type="checkbox"/> \$75 per hour for technician
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> No Rental Fee	<input type="checkbox"/> \$200 per day - Brooklyn Middle School
<input type="checkbox"/> Cafeteria		<input type="checkbox"/> \$200 per day - Brooklyn Middle School <input type="checkbox"/> \$100 per day - Brooklyn Elementary School
Kitchen (Cafeteria Employee - Minimum two (2) hours)	<input type="checkbox"/> No Rental Fee <input type="checkbox"/> \$45 (\$60 on Sunday) per hour for kitchen employee to be present	<input type="checkbox"/> No Rental Fee <input type="checkbox"/> \$45 (\$60 on Sunday) per hour for kitchen employee to be present
Custodian (Minimum two (2) hours)	<input type="checkbox"/> \$50 (\$70 Sunday/Holiday) per hour outside of normal working hours	<input type="checkbox"/> \$50 (\$70 Sunday/Holiday) per hour

RENTAL FEES _____ \$ _____

LABOR FEES (For Business Office Use Only)

a. Custodian(s) @ \$ _____/Hour For _____ Hours = _____
 b. Food Service Workers (s) @ \$ _____/Hour For _____ Hours = _____
 c. Operator(s)/Technician (s) @ \$ _____/Hour For _____ Hours = _____

TOTAL LABOR FEES: _____ \$ _____

GRAND TOTAL (Rental Fees and Labor Fees): _____ \$ _____

(Checks should be made out to the "School Use Activity Fund")

INVOICE DATE: _____

cc: Business Office, Property Services Manager, Superintendent, Principal, Food Service Director

REVISED: 9/2017

**TOWN OF BROOKLYN BOARD OF EDUCATION
REGULATIONS FOR USE OF SCHOOL BUILDINGS AND GROUNDS**

AUTHORIZATION POLICY: All use of the facilities is to have the approval of the school principal. This is to be contingent upon the following criteria:

- A positive educational, cultural or social value is recognized;
- The activity or event is reasonably expected to cause no damage, destruction, or riot on school property;
- The organization making application understands and agrees to abide by all rules and regulations of this policy.

If the principal has any questions or concerns about a particular event, the Superintendent will be consulted.

PRIORITY OF USE: The use of school facilities for school functions shall take priority and precedence over their use by outside organizations. When not being used for school functions, the buildings and grounds shall be available for use by Brooklyn and Non-Brooklyn based organizations, as well as state and federal governmental agencies, in order of the following priorities:

1. School Groups
2. Brooklyn Parks and Recreation
3. Brooklyn-based non-profit (scouts, youth, athletic organizations, fraternal, civic, social, and religious organizations)
4. Private organizations, private businesses, or enterprises located in Brooklyn.
5. Profit-Making Organizations or businesses; out of town organizations

RENTAL PERMITS/FEEs: All groups requesting use of school buildings and grounds must fill out a school use form and be approved by the school principal.

Permits which require fees will be issued through the Superintendent's Office. When rental fees are required, payment must be made at the time the permit is issued. If payment has not been made prior to the event, the permit will be cancelled.

INSURANCE REQUIREMENTS: All groups not included under the Board of Education and Town of Brooklyn's Blanket Liability Insurance will be required to furnish evidence of insurance coverage complying with the Town's requirement of \$1,000,000 Personal Injury and Property Damage Single Limit Liability. In addition, the Brooklyn Board of Education is to be named as an additional insured and a Certificate of Insurance must accompany the original application and contract.

SUPERVISION: Adequate supervision of the activity, the participants, and the audience, as well as the care of the facilities is the responsibility of the organization sponsoring the event. The organization using the facilities must designate a supervisor(s) who must be present before anyone can enter the facility for the event and who must remain until all participants have vacated the facilities at the time agreed to on the building permit in order to avoid additional charges. The supervisor(s) will ensure only requested areas are used. Permission must be obtained to move equipment, other than school furniture (e.g. tables, chairs). The organization is responsible for the return of all school equipment and furniture to its original location.

TOBACCO, ALCOHOL or any unauthorized substance is not allowed in school buildings or on school grounds. In addition, advertising or decorations promoting them are not permitted.

FOOD/BEVERAGES are only allowed in designated areas as determined by the school principal.

FIRE SAFETY REGULATIONS must be complied with by the organization.

GAMES OF CHANCE (e.g. bingo, gambling) are not allowed in school buildings or on school grounds.

CUSTODIAL SERVICES: The Property Services Manager and the principal will determine if a custodian is required for the event. In general, if the organization is using the building during the normal custodial shift, no charge for custodial time will be chargeable to the organization provided no extra custodial services are generated. If it is determined by management that custodial time is required during an event, the custodian will be available to the organization and will remain in the general area being used by the event. A custodian must be on duty until the event has concluded and the necessary cleanup has been completed. Custodial fees will be paid by the sponsoring organization.

CAFETERIA/KITCHEN SERVICE: Cafeteria and kitchen facilities are available for use by fully organized groups. A member of the cafeteria staff must be in attendance to aid in the proper use of equipment and to supervise the cleanup following the preparation and consumption of food. The fee for the cafeteria staff member will be paid for by the organization using the cafeteria. Arrangements for use of kitchens must be made by the organization, through the principal's office, with the Cafeteria Director.

SERVICES OF OPERATORS/TECHNICIANS: When special equipment is to be used, such as sound systems, projectors, scoreboards, stage lights, etc., it is to be operated only by a qualified person approved by the school. If the school system has to furnish a qualified operator, the fee for the operator will be paid by the sponsoring organization.

POLICE AND FIRE DEPARTMENT SERVICES: The principal and/or superintendent may require these services for any event open to the general public. It is the organization's responsibility to make the arrangements for these services directly with the police and/or fire departments. Proof of notification must be provided to the school principal one week before the event. Any fees for such services will be the responsibility of the organization.

PROPER PARKING: The sponsoring organization assumes responsibility for the proper parking of cars. Fire lanes and handicapped parking spaces are to be honored.

GYMNASIUMS: Appropriate footwear must be worn by all persons who use the gymnasium for athletic purposes. No food or beverages are allowed in the gymnasiums.

DAMAGES: The person(s) making application for use of the building or grounds shall agree to indemnify the Board of Education for any damage or loss of any school property or equipment by any person or persons attending the event.

CANCELLATION BY THE ORGANIZATION: In the event of cancellation, the office of the principal or designee shall be advised as soon as possible, but no later than four (4) hours prior to the time the event was scheduled to begin. The principal shall notify the Superintendent's Office of any cancellation involving a fee or labor payment. In the event of a cancellation during an evening, weekend or other time that school is not in session, please notify the Property Services Manager or his designee.

CANCELLATION BY THE SCHOOL: All school use permits are issued with the understanding that school activities subsequently scheduled may take precedence in the use of the facility. Cancellation of a permit under this paragraph requires approval of the Superintendent or his designee. Such cancellation of a permit shall not be approved within thirty (30) days of the scheduled use unless an emergency exists.

REFUNDS IN CASE OF CANCELLATION: In the event of a cancellation by the organization or the school, a refund will be made if no expenses have been incurred on behalf of the organization or school. If schools are closed due to inclement weather, equipment failures, safety concerns, or any other unforeseen reason, the facility use is automatically cancelled. All prepaid fees will be refunded.

USE DENIAL: Building use is to be denied if the provisions of this policy are not met. In addition, use may be denied if it is to be judged that the use of the building and grounds may produce undue wear and tear on the facilities, may be detrimental to the public image of the Brooklyn Public School System, or may not be in the best interests of the Brooklyn School System or Town.