

**ROCKY HILL PUBLIC SCHOOLS**  
761 Old Main Street  
Rocky Hill, CT 06067  
860-258-7701, x1166

**APPLICATION FOR USE OF SCHOOL FACILITIES**

**NOTE: This application must be received at least two weeks prior to the actual date of the event.**

Applicant Name & Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SCHOOL INVOLVED (Please Check)**

Rocky Hill High School  Griswold Middle School  Stevens Elementary   
West Hill Elementary  Moser School  Administration Building

**FACILITIES REQUESTED (Please Check)**

Auditorium  Cafeteria  Gymnasium  Classroom(s)

Other (Technology, Special equipment, etc.) \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Time Required: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

**Note: Building will be opened 15 minutes before the time stated unless otherwise specified.  
Building or facility must be cleared 20 minutes after conclusion of activity.**

Is admission being charged? Yes  No

Date of Application: \_\_\_\_\_ Signature: \_\_\_\_\_

**ANY AGENCY OR ORGANIZATION NOT PART OF THE SCHOOL SYSTEM OR MUNICIPAL GOVERNMENT MUST AGREE TO THE FOLLOWING CONDITIONS:**

The tenant will indemnify and save harmless the landlord from any liability by reason of property damage or personal injuries to any person or persons on or about the said premises while the premises are in use by the tenant. Tenant hereby agrees that it will insure such assumption of Liability in a sum not less than that prescribed by the minimum Liability Insurance requirement of the Town of Rocky Hill and Rocky Hill Board of Education.

In addition, the tenant shall provide insurance certificate naming the Town of Rocky Hill and Rocky Hill Board of Education as additional insured's. Such insurance of the tenant shall be primary and hold the Town of Rocky Hill and Rocky Hill Board of Education harmless from any and all claims, suits, or liabilities of any kind whatsoever, including attorney's fees and costs, which the tenant incurs as a result of its negligence or the negligence of its agents or employees.

Not for profit civic, fraternal or religious organizations are required to provide the following limits of commercial general liability insurance:

- \$500.000 Each occurrence bodily injury/property damage which shall include premises, operations and completed operations coverage.
- \$500.000 Each occurrence personal and advertising injury
- \$500.000 Products/completed operations liability
- \$500.000 Aggregate limit of liability

For profit organizations shall provide the following limits of commercial general liability insurance:

- \$1.000.000 Each occurrence bodily injury/property damage which shall include premises, operations and completed operations coverage.
- \$1.000.000 Each occurrence personal and advertising injury
- \$1.000.000 Products/completed operations liability
- \$1.000.000 Aggregate limit of liability

The tenant further agrees to preserve the property rented including furniture and effects, in as good a condition as they are now in, and not to remove any part thereof from the premises, and at the termination of the tenancy to deliver up to the landlord the premises and the furniture and effects in such condition as aforesaid, or if any of the premises shall have been broken or damaged, to pay to the landlord the value thereof.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Tax Application:**

Individuals or agencies planning to charge admissions during the use of our buildings or facilities must comply with taxation procedures as outlined in Connecticut State taxation regulations.

**RENTAL FEES FOR USE OF SCHOOL FACILITIES**

A 25% deposit of the estimated fees is due upon the approval of the application. This deposit is refundable if notice of cancellation is made no less than twenty-four (24) hours before the start of the event to the superintendent or his/her designee(s). The balance of all fees is payable within 15 days of the event.

**\*\*\* ALL FEES PER HOUR \*\*\***

**Rental Fees**

Auditorium – RHHS	\$100	Three (3) hour minimum per event. Payment of rental fees shall be made directly to the Rocky Hill Board of Education (RHBOE) Office.
Cafeteria	\$75	Use of kitchen facilities may have additional fees. Contact the Rocky Hill Board of Education for details. 860-258-7701, x1162 or <a href="mailto:andersonl@rockyhillps.com">andersonl@rockyhillps.com</a> .
Classrooms (per classroom)	\$25	
Gymnasium	\$75	
Gym & Showers	\$100	
McVicar Field and Pool/Pool Area	\$100	Fees for use of McVicar Field and the Pool shall be deposited by the Town of Rocky Hill Parks and Recreation Department into a separate Pool/Field Account for future maintenance of these areas.
Library	RHHS: \$60	GMS: \$52    WH: \$52    ST: \$52    MOSER: \$52

**Custodial Fees** (per custodian)

Monday through Friday	\$30.00 per hour
Saturday	\$45.00 per hour
Sundays and Holidays	\$60.00 per hour

**Technician Fees**

Fees for technician are determined upon application for the event. Any activity (practice or performance) in the high school auditorium which utilizes either the stage lighting system and/or the sound system MUST be attended by the Auditorium Manager or a trained technician. The Auditorium Sound System must not be modified in any way or melded with any other sound equipment or system.

*A three-hour minimum payment is required for events occurring outside of normal work schedules.*

**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 Board of Education to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Board of Education and the Town of Rocky Hill, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys’ 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 Board of Education or the Town of Rocky Hill, 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.

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature