



Rec Trac number _____

ROCKY HILL PUBLIC SCHOOLS

761 OLD MAIN STREET
ROCKY HILL, CT 06067

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:

Telephone

Numbers: Residence:

Business:

Email

Address:

School Involved (Please Check)

Rocky Hill High School _____ Griswold Middle School _____ Stevens Elementary _____

West Hill Elementary _____ Administration Building _____

Facilities Requested (Please Check)

Auditorium _____ Cafeteria _____ Gymnasium _____ Classroom(s) _____

Other (Please Specify)

Type of Activity: _____

Expected Attendance: _____

Date(s) of Activity: _____

Time Required Beginning: _____ Ending: _____

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

Is admission being charged? Yes _____ No _____ Fee: _____

Special requirements, equipment, etc...

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 requirements 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.