

NORWALK PUBLIC SCHOOLS
Administration and Service Center
125 East Avenue
Norwalk, Connecticut 06852

COMMUNITY USE OF SCHOOL FACILITIES

Dear Renter:

Attached is information regarding the rental of public school facilities. The Norwalk Public School System consists of 19 buildings, all of which are available for rental after student priorities have been satisfied. Popular rental functions include musicals, plays, karate tournaments, basketball, church, fund-raisers and craft fairs. The renting group is responsible for the cost of heat, light and power, custodial wages and insurance necessary to operate the building during their rental.

To consider your rental request, the following criteria must be met in compliance with Board Policy #1330, Regulation 1330.

- Your application must be received at least **THIRTY (30) DAYS** in advance of your scheduled event date.
- **Certificate of Insurance:** A Certificate of Insurance must be obtained by the renter in the following amounts:

| | | |
|------------|--------------------------|-------------|
| Per Event: | Personal Injury Coverage | \$1,000,000 |
| | Property Damage Coverage | \$1,000,000 |

Your insurance coverage must include all abutting property. The Certificate of Insurance must indicate that the City of Norwalk and the Norwalk Board of Education will be held safe/harmless from liability and shall be named as additional insureds.

The Renter shall maintain, or cause to be maintained, for not less than the duration of the rental agreement between the Board of Education and the Renter, at least the above type and amount of insurance for claims which may arise from or in connection with the Renters use of the School Facility:

Commercial General Liability Insurance, occurrence form, with limits not less than \$1,000,000 per occurrence and in the aggregate.

Evidence of this insurance shall be provided on standard ACORD form 25-S **Certificate of Insurance** providing not less than 30 days notice of cancellation or material alteration.

The Certificate shall name the City of Norwalk and the Board of Education as additional insured and the Renter shall have the policy that is referenced in the Certificate of Insurance endorsed with **CG 2026 Additional Insured – Designated Person or Organization**, or its equivalent evidencing that the City of Norwalk and the Board of Education are additional insured.

Certificate of Insurance must be presented when you file your application.

Hold Harmless Clause:

Any person or entity using a Norwalk Board of Education facility (the USER) shall indemnify, defend and save harmless the City of Norwalk, Connecticut and the Norwalk Board of Education, from and against any and all claims, demands, suits, proceedings, liabilities, judgements, losses, damages, costs or expenses of any nature, including attorney's fees and court costs that may arise out of or in connection with the undersigned's use of City of Norwalk and/or Norwalk Board of Education facilities. This provision shall include all losses, costs, and damages which the City of Norwalk and the Norwalk Board of Education may suffer as a result of a defect in any building, facility, grounds, or equipment directly or indirectly caused, created, or contributed to by the USER, its employees, agents, representatives, guests or invitees, or as a result of any negligent, willful or wanton actions or omissions of the USER, its employees, agents, representatives, guests or invitees. This provision shall not be limited by the amount of any insurance coverage provided hereunder and shall survive the expiration of this License/Permit.

TERMS OF RENTAL

- **Certificate of Insurance:** A Certificate of Insurance must be obtained by the renter in the following amounts:

| | | |
|------------|--------------------------|-------------|
| Per Event: | Personal Injury Coverage | \$1,000,000 |
| | Property Damage Coverage | \$1,000,000 |

The Certificate of Insurance must indicate that the City of Norwalk and Norwalk Board of Education will be held safe and harmless from liability and shall be named as additional insured.

- A custodian shall be present at all times when the Board of Education facilities are used. Police and Fire services, when required, are at the sponsoring organization's expense.
- Cafeteria and Kitchen facilities may not be used without prior permission from the Director of Food Services, (telephone 899-2990). If the Kitchen is required, at least one member of the Food Services Department must be present to supervise the use of the equipment and to be sure that health and safety rules are followed.
- An Accident report is included with your package. If an accident does occur with any participant of your sponsored event, an accident report must be filed the next business day with the Finance Office of the Administration and Service Center.
- Notice of Cancellation: The Board of Education, by granting the use of the building facilities, does not waive authority or control over the building and may, in its own best interest, cancel the agreement on ten (10) days written notice or exercise control over the program.
- **RENTAL AND CUSTODIAL CHARGES ARE DUE two weeks (14 days) in advance of the activity.**

CLASSIFICATIONS

9/15/05

CLASS I (Free) as long as no custodial or additional heat/ac charges are incurred. Curricular or extracurricular meetings, non-fee charging activities for Norwalk children sponsored by non-profit organizations, Recreational Commission or other agencies, PTA meetings, scout meetings, and Before and After School Programs (Day Care) operated by non-profit organizations for the benefit of Norwalk children.

CLASS II (Reduced) + supplemental heat/ac charges)
Programs of Norwalk based non-profit (501c3) organizations of general community, cultural or educational value for which no admission charge is made or fee charging programs that enhance Norwalk Public Schools educational programs.

CLASS III (Full) + supplemental heat/ac charges)
Programs of non-profit (501c3) groups, e.g. religious, or political, that are not based in Norwalk on whose participants are from outside Norwalk.

CLASS IV (Full) + supplemental
Profit making programs with proceeds going to entrepreneurs.

PTO Fund Raisers

There are no rental fees for P.T.O. They are only responsible for custodial charges.

For Administrative purposes to determine classification the following information may be required:

1. Program fee structure
2. Program revenue – from all sources
3. Program expenses

NORWALK PUBLIC SCHOOLS FACILITIES DEPARTMENT
RENTAL FEES AND CHARGES

**HOURLY RENTAL AND HVAC RATES
(2 Hour Minimum)**

| <u>HIGH SCHOOL</u> | <u>FREE</u> | <u>REDUCED</u> | <u>FULL</u> | <u>HEAT</u> | <u>A/C</u> |
|--------------------|-------------|----------------|-------------|-------------|------------|
| Classroom | \$0.00 | \$15.00 | \$30.00 | \$10.00 | \$15.00 |
| Cafeteria | \$0.00 | \$75.00 | \$150.00 | \$40.00 | \$60.00 |
| Gymnasium | \$0.00 | \$100.00 | \$200.00 | \$50.00 | N/A |
| Auditorium | \$0.00 | \$125.00 | \$260.00 | \$60.00 | \$75.00 |
| Library | \$0.00 | \$100.00 | \$200.00 | \$50.00 | \$65.00 |

| <u>MIDDLE SCHOOL</u> | <u>FREE</u> | <u>REDUCED</u> | <u>FULL</u> | <u>HEAT</u> | <u>A/C</u> |
|----------------------|-------------|----------------|-------------|-------------|------------|
| Classroom | \$0.00 | \$15.00 | \$30.00 | \$10.00 | N/A |
| Cafeteria | \$0.00 | \$50.00 | \$100.00 | \$30.00 | \$15.00 |
| Gymnasium | \$0.00 | \$75.00 | \$150.00 | \$40.00 | N/A |
| Auditorium | \$0.00 | \$100.00 | \$200.00 | \$50.00 | N/A |
| Library | \$0.00 | \$75.00 | \$150.00 | \$40.00 | \$15.00 |

| <u>ELEMENTARY SCHOOL</u> | <u>FREE</u> | <u>REDUCED</u> | <u>FULL</u> | <u>HEAT</u> | <u>A/C</u> |
|--------------------------|-------------|----------------|-------------|-------------|------------|
| Classroom | \$0.00 | \$15.00 | \$30.00 | \$10.00 | N/A |
| Cafeteria | \$0.00 | \$40.00 | \$80.00 | \$30.00 | \$15.00 |
| Gymnasium | \$0.00 | \$65.00 | \$125.00 | \$35.00 | N/A |
| Library | \$0.00 | \$50.00 | \$100.00 | \$30.00 | \$15.00 |

ESTIMATED HOURLY LABOR RATES - 3 HOUR MINIMUM

| <u>CUSTODIAN</u> <u>PER/HR.</u> | <u>MAINTENANCE</u> <u>PER/HR.</u> | <u>SECURITY</u> <u>PER/HR.</u> |
|------------------------------------|--------------------------------------|-----------------------------------|
| \$55/\$60 | \$50/\$65 | \$45/\$65 |

Actual labor charges will be computed in accordance with prevailing wage rates set forth in union contract, plus 15% administration fees. Custodian coverage of events shall start a minimum 15 minutes prior to commencement, and conclude a minimum 15 minutes after last participant has exited the facility.

Actual labor charges will be computed according to union contract.

Organizations, i.e., P.T.A. and Scouts which qualify for free use must pay for the custodial charges incurred for activities and programs under the following conditions:

1. Large group attendance (in excess of 100 people).
2. Extra custodial work is required.
3. Scheduled when custodian is not normally on duty.

The payment for custodial services may be waived by the Director of Finance under the following conditions:

1. Funds are available
2. Approval is obtained before the event is scheduled. A minimum of two weeks advance notice is required.

The waiver is not automatically granted. The waiver is primarily for activities and programs sponsored by educational organizations for educational programs.

The form entitled "Request to Use School Facilities" is required. The information on the form should be fully answered in order to render a decision.

**RENTAL APPLICATION
NORWALK PUBLIC SCHOOLS
125 EAST AVENUE
P.O. BOX 6001
NORWALK, CONNECTICUT 06852-6001
TELEPHONE: ~~(203) 854-4120~~ 203-854-4051
FAX: (203) 854-4065**

Date: _____ Contract: # _____

IDENTIFICATION OF APPLICANT: Email: _____

Name of Organization: _____

Name of Contact Person and Phone Number: _____

Billing Address of Organization: _____

Name of Event: _____

Free Admission? _____ Donation? _____ Public Invited? _____
Charging Admission? _____ Yes _____ No Amount: \$ _____

Expected Attendance: _____

IDENTIFICATION OF FACILITY APPLIED FOR:

Name of School Requesting: _____

Rental Day(s), Date(s) and Time(s) Requesting: _____

(Requires at least 30 days advance notice of your scheduled event date)

AREAS REQUIRED:

Gym: _____ Auditorium: _____ Classroom(s): _____ Cafeteria: _____

ATHLETIC FIELDS/PLAYGROUNDS:

Bathroom: _____ Cloakroom: _____ Dressing Room: _____

SCHEDULE:

| | | |
|--------------------|-------|-------|
| Open Building | _____ | _____ |
| | Date | Time |
| Open to the Public | _____ | _____ |
| | Date | Time |
| Close Building | _____ | _____ |
| | Date | Time |

EQUIPMENT REQUIRED:

Microphone _____ Projectors _____ School Piano _____ Screens _____
Stage Manager _____ Stage Lights _____ Tables _____ Chairs _____
Pool Rental _____ Other _____ (Please specify)

Other requests or comments:

DEPARTMENTAL APPROVALS:

Principal's Signature: _____ **Date:** _____
(Signature of approval is required)

- A) Are the building/facilities available on the date and time requested? _____
 - B) Who is responsible for the custodial charges? _____
 - C) Is permission being granted to use the requested area and equipment? _____
 - D) The number of custodians required for the event? _____
(Please note: A 15% administration charge will be applied to the total labor charges)
 - E) Account number to be charged? _____
 - F) Name of the group that is responsible for the insurance coverage/liability?
(Certificate of Insurance must be obtained by the renter and provided with application).
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Recreation & Parks Signature: _____ **Date:** _____
(Written approval must be obtained from Recreation and Parks BEFORE the Fire Marshal and City Clerk's signature is obtained).

Fire Marshal's Signature: _____ **Date:** _____

A) Required when any private organization, agency, company, or person(s), rents the auditorium, cafeteria, gymnasium, pool or any other areas within the school, with an occupancy over 125 people, they must obtain the Fire Marshal's signature of approval in writing within 50 days prior to the event.

B) **Exceptions:** Only whenever any function is incidental to the school, such as school assemblies, PTA and PTO meetings, school plays, etc., are being held.

City Clerk's Signature: _____ **Date:** _____

- A) Is a Special Events Permit License required for this event? _____ **Yes** _____ **No**
- B) Tents? _____ **Yes** _____ **No**
- C) Permit Fee (\$ 5.00/day): _____ (Checks are made payable to the City of Norwalk)