

# Application for Regional School District One Facility Use

(Please print and complete all items. Allow two weeks for processing)

<b>Organization:</b>	
Is this a Canaan, Cornwall, Kent, North Canaan, Salisbury or Sharon Non-Profit Organization? Yes   No	
Tax I.D. # required: _____	
Facilities Requested: _____ _____	
<b>Event/Purpose:</b>	
<b>Expected Attendance:</b>	
Will admission be charged or donations collected? Yes   No    Amount: \$ _____	
Will all proceeds be donated to Region One or used for scholarships for Region One students? Yes   No	
Is this a commercial venture? Yes   No	
Will the track be used for this event? Yes   No Athletic Director's approval: _____	
Will the gym be used for this event? Yes   No Athletic Director's approval: _____ _____	
Amount of Liability Insurance: Bodily Injury \$ _____ Property Damage \$ _____ (Minimum \$500,000 BI/PD is required)	
Insurance certificate must name "Regional School District One" as an additional insured. Insurance Certificate issued by: (attach certificate) _____ _____ _____	
Person responsible at the event: (please print) Name: _____ Phone: _____ Cell: _____	

Program Date(s): _____ Time you will enter the facilities: _____ Time program begins: _____ and ends: _____ Time you will leave the facilities: _____
Rehearsal Date(s): _____ Time you will enter facilities: _____ Time rehearsal begins: _____ and ends: _____ Time you will leave the facilities: _____
Will you use the kitchen: Yes   No (supervision is required) If yes, time entering the kitchen: _____ time leaving the kitchen: _____
Do you plan to use the auditorium, stage lights or sound system? Yes   No (supervision is required) If yes: time to begin set-up: _____ Time to end set-up: _____
Do you require furniture to be moved? Yes   No If yes, please specify: _____
Do you require any special equipment? Yes   No If yes, please specify: _____
Miscellaneous: _____ _____
I understand the applicant is financially responsible for damage or repair costs resulting from negligent or inappropriate use of Region One property or facilities I have read and understand the <i>Rules for Use of Region One Facilities</i> and the <i>Building Fee Schedule</i> and will be personally responsible for assuring compliance for the above events. I also understand that there can not be any alcoholic beverages served or smoking on the premises. Signature: _____ Name Printed: _____ Address: _____ City, State Zip: _____ Telephone: _____ Date: _____

FOR OFFICE USE ONLY	
Permission for the above request is granted, subject to the following fees and conditions.	
Use of Building: \$ _____	Consult Town Officials:
Use of Fields: \$ _____	Constable required: Yes   No
Custodial Fees: \$ _____	Fireman required: Yes   No
Kitchen Attendant Fee: \$ _____	Miscellaneous: _____
Light & Sound Fee: \$ _____	Signature: _____
Other Fee: \$ _____	Date: _____
Total Estimated Fees: \$ _____	
<b>Region One School District reserves the right to reject any application</b>	

(White - Main Office)

(Canary - Central Office)

(Pink - Head Custodian)

**Housatonic Valley Regional High School**  
**Building / Field Use Fee Schedule**

<b>Building Usage <sup>1</sup></b>							
	Group A	Group B	Group C	Group D	Group E	Group F	Group G
Auditorium	\$0	\$0	\$50.00	\$50.00	\$75.00	\$200.00	\$300.00
Gym	\$0	\$0	\$50.00	\$50.00	\$75.00	\$200.00	\$300.00
Room 133	\$0	\$0	\$50.00	\$50.00	\$75.00	\$150.00	\$200.00
Cafeteria Dining Hall	\$0	\$0	\$50.00	\$50.00	\$75.00	\$200.00	\$300.00
with Kitchen	\$0	\$0	\$100.00	\$100.00	\$150.00	\$300.00	\$400.00
Technology Centers	\$0	\$0	\$50.00	\$50.00	\$75.00	\$200.00	\$300.00
Classrooms	\$0	\$0	\$20.00	\$20.00	\$30.00	\$50.00	\$100.00

<b>Field Usage <sup>2</sup></b>							
	Group A	Group B	Group C	Group D	Group E	Group F	Group G
Track	\$0	\$0	\$100.00	\$200.00	\$200.00	\$300.00	\$400.00
Tennis Courts	\$0	\$0	\$100.00	\$125.00	\$125.00	\$200.00	\$400.00
Use of 1 or 2 fields	\$0	\$0	\$100.00	\$125.00	\$125.00	\$200.00	\$400.00
Use of 3 or more fields	\$0	\$0	\$100.00	\$200.00	\$200.00	\$300.00	\$400.00

<b>Custodial Fee <sup>3</sup> (Hourly Rate)</b>							
	Group A	Group B	Group C	Group D	Group E	Group F	Group G
Saturday	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00
Sunday/Holiday	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Weekday Evenings <sup>4</sup>	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00

<b>Kitchen Attendant Fee <sup>3</sup> (Hourly Rate)</b>							
	Group A	Group B	Group C	Group D	Group E	Group F	Group G
Saturday	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Sunday/Holiday	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Weekday Evenings	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00

<b>Light &amp; Sound Fee (Hourly Rate)</b>							
	Group A	Group B	Group C	Group D	Group E	Group F	Group G
Saturday	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Sunday/Holiday	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Weekday Evenings	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

- Group A: School and school directed activities. School affiliated activities and organizations.
- Group B: Official Canaan, Cornwall, Kent, North Canaan, Salisbury, and Sharon gov. bodies and agencies.
- Group C: Local national groups serving the interests of children such as: Boy Scouts, Girls Scouts, 4-H Clubs, etc.
- Group D: Local civic and social groups.
- Group E: Local not-for-profit (charges admission or fee)
- Group F: Local for profit business
- Group G: Out-of-region organization

Administrative Charge: \$25 per contract. This non-refundable fee must be paid at the time of the application.

- <sup>1</sup> Room rental fees are charged per event, not per day.
- <sup>2</sup> Region One reserves the right to deny use of fields without notice, if it is determined that weather conditions or other adverse circumstances are detrimental to field use.
- <sup>3</sup> Custodial and Kitchen employee fees are charged a minimum of 3 hours and the billing may include setup and cleanup time.
- <sup>4</sup> No custodial charges until 10:30 p.m. while school is in session.