

East Windsor Public Schools  
East Windsor, Connecticut

Application for the Use of Public School Facilities

**Note:** Due not less than 14 days before the day for which application is made. Payment is required five days prior to the event.

Date \_\_\_\_\_

I/We hereby apply on behalf of (organization) \_\_\_\_\_

for permission to use \_\_\_\_\_ in the \_\_\_\_\_ school building

on (date) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for the following purpose:

Additional facilities requested: chairs \_\_\_\_\_ tables \_\_\_\_\_ other \_\_\_\_\_

I/We request permission to serve refreshments, i.e. \_\_\_\_\_

I/We (organization) \_\_\_\_\_ by (sponsor) \_\_\_\_\_

(title) \_\_\_\_\_ hereby agree to indemnify and save harmless the Town of East Windsor, the East Windsor Board of Education, their agents, employees and elected officials from and against all damages, expenses and claims which the Town of East Windsor, the East Windsor Board of Education, their agents, employees and elected officials may suffer because of the use of the "above named" facilities by (organization).

I/We further agree to be responsible for the payment of the fees as shown on the fee schedule attached to this application, and any and all additional costs or fees incurred in complying with the aforementioned rules and regulations.

I/We have read and understand the rules and regulations established by the Board of Education (BOE Policy 1330) governing the use of public schools and agree to comply with said rules and regulations. Further, I/We understand that failure to comply with said rules and regulations will result in my/our removal from the East Windsor Public School facilities and forfeiture of any fees paid to the district.

**Applicants:**

\_\_\_\_\_  
Printed or Typed Name of Sponsor Title Telephone #

\_\_\_\_\_  
Address Email

\_\_\_\_\_  
Signature

**See next page for rental fees due and signatures.**

**This section to be completed by East Windsor Public Schools:**

Liability Insurance Policy Copy attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Copy of current 403B Form (Non-profit status) submitted, if necessary Yes \_\_\_\_\_ No \_\_\_\_\_

Police presence required: Yes \_\_\_\_\_ No \_\_\_\_\_

Applicants are required to contact the EWPD directly and confirm with the Business Office that police will be present.

**Fees:** Rental \$ \_\_\_\_\_

Custodian \$ \_\_\_\_\_

Cafeteria Representative \$ \_\_\_\_\_

**Total Fee Due to East Windsor Public Schools \$ \_\_\_\_\_**

Total fee to be paid 5 days prior to the subject event.

This application approved by:

\_\_\_\_\_

Building Administrator

\_\_\_\_\_

Business Office