



**LITCHFIELD PUBLIC SCHOOLS  
PUBLIC USE OF FACILITIES REQUEST**

# 1330(b)  
FORM

DISTRICT USE ONLY	
Above request:	<b>APPROVED</b> <b>NOT APPROVED</b>
Internal Request	External Request
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature of Building Principal or Designee                      Date	

PUBLIC USE - SCHEDULE OF FEES			
<b>CATEGORY I:</b>	Town and Community Volunteer Organizations		
<b>CATEGORY II:</b>	Religious and Not-for-Profit Organizations		
<b>CATEGORY III:</b>	Nonresident Not-for-Profit Organizations, Commercial and Business		
<u>FACILITY</u>	<u>CATEGORY I</u>	<u>CATEGORY II</u>	<u>CATEGORY III</u>
<b>Gymnasium:</b> All Schools		\$300/Day Rental Fee	\$400/Day Rental Fee
<b>Auditorium:</b> Intermediate School		\$300/Day Rental Fee	\$400/Day Rental Fee
<b>Classrooms:</b> All Schools		\$75/Day Rental Fee	\$150/Day Rental Fee
<b>Lecture Room:</b> High School		\$90/Day Rental Fee	\$175/Day Rental Fee
<b>Cafeteria Room:</b> All Schools (No Kitchen Use)		\$300/Day Rental Fee	\$400/Day Rental Fee
<b>Custodial Fee</b> (If building is utilized outside of normal custodial hours)	\$35 / Hour (If applicable)	\$37 / Hour	\$40 / Hour
<b>Technology Staff Fee</b>	\$35 / Hour (If applicable)	\$37 / Hour	\$40 / Hour
<b>Utility Fee</b>	\$10 / Hour (If applicable)	\$10 / Hour	\$10 / Hour
- Rental fees must be paid two weeks prior to scheduled event. - All other fees are to be paid within two weeks following receipt of bill. - Fees for Police and/or Fire Personnel are not included in this fee schedule.			

IMPORTANT NOTICES
Per Policy # 1330 a certificate of insurance naming the Town of Litchfield and the Board of Education as additional insured with an amount of at least \$1,000,000 for property damage/bodily injury must be submitted one week prior to the scheduled event.
Per Policy # 3524.2 Green Cleaning Program - No one using school facilities may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

FACILITIES USE	
Permission for the above request is granted subject to the following fees and conditions:	
Rental Fee: _____	Utility Fee: _____                      Due: _____
Other: _____	
Contact Town Officials (Responsibility of Requesting Organization)	
Constable Required (Phone: (860) 567-8596)	Fireman Required (Phone: (860) 567-3877)
Miscellaneous: _____	
Permission for the above request:	<b>APPROVED</b> <b>NOT APPROVED</b>
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature of Facilities Manager or Designee                      Date	

Regulation Adopted: 4/12/1983  
 Regulation Reviewed: 10/1/1998, 11/5/2008  
 Regulation Revised: 9/14/1993, 9/9/2013, 4/1/2015, 12/6/2017, 5/1/2019