

Submit to:
K-8 Schools - School office
Greenwich High School - Student Activities Office, Denise Grabarz
Multiple locations, questions – Business Services, Pat Spooner

**Sheds, Storage Units, Equipment Form
Greenwich Public Schools
290 Greenwich Avenue
Greenwich, CT 06830**

Item Requested (Please check)

- Storage Shed/Structure
- JOBOX
- Equipment Storage (please describe)
- Other (please describe)

Description of Storage Unit, Storage Request (attach photo and other specifications including specific location requested)

School Requested: _____

Date(s)

Organization Name: _____

Organization Type: Profit Non-Profit Other

Contact Name: _____

Please Print (First Name)

(Last Name)

Email: _____

Please Print

Phone: _____ Sales Tax Exemption#: _____
(Copy of Certificate Required)

Address: _____

Insurance Information: (Use will NOT be authorized unless insurance is valid)

Company : _____

Company Policy Number: _____ *Coverage: _____

Expiration Date: _____

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The applicant organization shall indemnify, defend and save harmless the Town of Greenwich, Board of Education, its officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization's use of the Greenwich Public Schools pursuant to this agreement.

The renter shall procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Greenwich and Board of Education is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and renter shall furnish evidence with a certificate of insurance prior to the activity.

It is agreed the policies and procedures adopted by the Board of Education for use of school buildings and provided to all renters in advance will be rigidly enforced.

The applicant personally accepts the responsibility for payment of bills and that all rules, regulations and procedures pertaining to the use of the property are observed.

Signature of Applicant: _____

Signature of Principal : _____

Signature of Business Office: _____

Signature of Parks and Recreation _____

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Business Office Only

- School Sign Off (availability)
- Land Use/Building Department Approvals Submitted
- Proof of non-profit status
- Proof of Insurance
- Agreement sign off
- Entered in FS Direct