

USE OF SCHOOL PARKING LOTS

Use of school parking lots on a short or long term basis is subject to the District’s Facility Use policies and procedures. Organizations or individuals interested in using a school parking lot should complete a facility use form available on the District website or in any school office. Please indicate PARKING LOT ONLY on the form, note date(s) and times of use, and submit for preliminary review and approval by the school principal.

There is no fee or insurance requirement for the use of a school parking lot but the individual or organization must confirm in writing that they will comply with the following two provisions of the District’s procedures and a third provision related specifically to use of parking lots. Failure to comply with any of these provisions will result in the privilege being revoked.

1. Arrangements must be made with the Police Traffic Division and the Fire Marshall for events involving 200 or more persons. The Police and Fire permit form must be completed and submitted two weeks prior to the event. Police and firemen may be assigned by those departments as necessary for security and safety of life and property. Charges for these services will be paid to the departments directly by the renter. Requests for cancellation, by either party, must be made at least twenty-four hours in advance of the scheduled event.
2. The applicant, renter, organization, must agree in writing to 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.
3. The applicant must agree that they will not exceed the days or hours approved for their use of the parking lot, or in any other way restrict or interfere with the school’s use of its parking facility both during the hours of school operation or any other time that has not been pre-approved for outside use.

Signature of Applicant: _____ Date: _____

Signature of Principal _____ Date: _____

Signature of Business Office _____ Date: _____