

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

**Facility Use Request Form  
Greenwich Public Schools  
290 Greenwich Avenue  
Greenwich, CT 06830**

\*Requested  
Event Title: \_\_\_\_\_

\*Description of  
Event/ Activity: \_\_\_\_\_

\*School Name Requested (Essential) North Street School

**Identify all facilities requested:**

**Elementary**

- Classroom (# )
- Gym
- Cafeteria
- Media Center
- Parking Lot

**Middle**

- Classroom (# )
- Auditorium w/Music Rm
- Auditorium
- Cafeteria
- Parking Lot
- Media Center/Gym

**Greenwich High School**

- Classroom(s) (# \_\_\_\_)
- Gym A w/Locker Rm
- Gym B w / Locker Rm
- Gym C w / Locker Rm
- Auditorium
- Auditorium w/1 Music Rm
- Auditorium w/2 Music Rm
- Music Rm/Orchestra
- Music Rm/Choral
- Swimming Pool w/ 1 Locker Rm
- Swimming Pool w/ 2 Locker Rms
- Media Center
- Staff Dining Rm
- Student Center
- Black Box Theater

\*Event Date(s) of intended Use: \_\_\_\_\_

\*Setup begin Time: \_\_\_\_\_ am/pm

\*Start Time: \_\_\_\_\_ am/pm

\*End Time: \_\_\_\_\_ am/pm

Breakdown Time: \_\_\_\_\_ am/pm

\*Organization Name: \_\_\_\_\_

\*Organization Type:  Profit  Non-Profit  Other

\*Contact Name: \_\_\_\_\_

Please Print (First Name)

(Last Name)

\*Email: \_\_\_\_\_

\*Phone: 203-869-6756 Please Print Sales Tax Exemption#: E-6148

\*Billing Address: 381 North Street (Copy of Certificate Required)

Greenwich, CT 06830

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

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\*Company : Association Insurance Management, Inc

\*Company Policy Number: CPG1156963 \*Coverage: \$2,000,000

\*Expiration Date: 10/31/2020

\*Number Attending: \_\_\_\_\_ \*Adults: \_\_\_\_\_ \*Children: \_\_\_\_\_

Specific Set-up Services:  Lighting (GHS Auditorium)  AV (Sound Services)  Other: \_\_\_\_\_

\*Fee/Admission/Donation charged?  Yes  No

The applicant, renter, organization shall indemnify to the extent permitted by law, 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: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal : \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

**Business Office Only**

- School Sign Off (availability)
- Custodian notification and confirmation of time and manpower required
- Proof of non-profit status
- Proof of Insurance
- Agreement sign off
- Entered in FS Direct
- Invoice sent

Custodial Services required

- Basic (1 man x 4/hrs)
- Additional Custodian ( # \_\_\_\_\_ # \_\_\_\_\_ hrs)
- Additional hours pro-rated at basic rate

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School related hour calculation: