



## FACILITIES USE

Date: **September 13, 2018**

Organization: **Seymour Community Services**

Email: **seymourcommunityservices**

Purpose: **Hula Hoop Afterschool Program**

What School/Area: **CLS/Gym**

Thank you for your interest in using our School Facilities for your activity. I have reviewed and approved your request. Please be informed this letter will serve as your official notification.

We ask that you treat our schools with the respect they deserve and observe the following rules when you are using our facilities:

- 1) No food or drinks are allowed in the gymnasium or auditorium
- 2) Restrooms are available for use but must be left in the same condition as they were found
- 3) Children not participating in the activity must be supervised at all times and must remain in the area you have reserved for use
- 4) Please make sure the area you have reserved for use is cleaned up before you leave, do not leave trash behind for our custodians to deal with.

**Please note: failure to follow the above rules can result in the loss of the facility for your activity.**

Board policy dictates fire and police personnel must be notified when the attendance is projected to be 75 or higher. It is your responsibility to contact fire and police and pay for their services. Please forward proof they have been notified before the date of your event.

The Seymour Public Schools does not provide sound / lighting technicians. The renting organization is responsible for obtaining lighting and sound technicians to operate the system. **You may be charged an energy surcharge as well as the cost of custodians that are required to be in the building during your use.** All payments must be made within 30 days of receipt of your bill. Delinquent payments may result in the denial of future Facility Use requests.

Please be advised the school will not be available for use on school holidays, closures, and during school breaks. **Please note: any school event that might occur during this period will take priority.**

Thank you.

Sincerely,

Michael Wilson  
Superintendent of Schools

*The Seymour Public Schools system is dedicated to a reduction in the use of paper and asks that you submit your email address on all future facilities requests. Your official notification will be emailed to you.*

cc: Principal \_\_\_\_\_, MS Cathy Guerra, CO  
Secretary Rick Belden, CO

**RECEIVED**

Print Form

SEYMOUR BOARD OF EDUCATION  
APPLICATION FOR USE OF BUILDINGS, GROUNDS, OR EQUIPMENT

By Lee-Ann Dauerty at 3:03 pm, Sep 12, 2018

**Questions 1 - 9 must be completed and the form must be signed by you. Incomplete forms will be returned.**

- 1 Name of Organization or group requesting use:  
Seymour Community Services Department - Recreation
- 2 Purpose for which facility is to be used:  
Hula Hoop After School Program
- 3 Is this activity affiliated with the Seymour Recreation Department? ☒ yes ☐ no (If yes, approval is required, see #12)
- 4 Name of specific facility desired: ☐ High School ☐ Middle School ☐ Bungay ☒ Chatfield-LoPresti  
(School)

**To confirm availability; this request must go to the Principal of the school you wish to use**

- ☒ Gym ☐ Pool\* ☐ Auditorium ☐ Classroom ☐ Field ☐ Other (explain) \_\_\_\_\_
- 5 Approximate number of people expected to attend: 15  
Attendance of 75 and over require notification of the police and fire departments. You will be required to submit proof that they have been contacted.

- 6 Will admission be charged? ☐ yes ☒ no  
NOTE: If admission is charged, organization must be registered with the State Tax Department.

- 7 Date of Activity: From: 9/27/18 To: 11/1/2018 Days of Week: Thursday  
Hours: From: 3:40 pm To: 4:40pm

- 8 Is prior preparation needed? ☒ No ☐ Yes (explain) \_\_\_\_\_

- 9 Name of person in charge of this activity: Zack Philippas  
Name of Organization or Group: Seymour Recreation  
Address: 20 Pine Street, Seymour, CT 06483  
Phone: 203-888-0406  
email: philippas@seymourct.org; tmiller@seymourct.org; mmcneils@seymourct.org

- 10 Building Principal's approval: \_\_\_\_\_  
(Signature/Date)

- 11 Principal's notes: \_\_\_\_\_

- 12 Seymour Recreation Dept Approval: Zack Philippas  
(Signature/Date)

**AGREEMENT**

We the undersigned, agree to pay the designated rental fee plus custodial, police and fire personnel costs for use of the school facilities and to provide liability insurance as prescribed in the policies of the Board of Education. We have received a copy of the Board's policies and agree to abide by all the rules and regulations outlined.

**Signature Is Required Below**

\_\_\_\_\_  
Signature of Authorized Representative

Seymour Community Services

Organization's Name

Date

\* If use of the pool is requested, you are required to submit documentation that a certified lifeguard will be on duty at all times. A copy of the lifeguard certification must be included

**Central Office Use Only:**☒ Approved ☐ Denied

\_\_\_\_\_  
Superintendent of Schools, Seymour Public Schools

9/13/18  
Date

**ENTERED**  
9-13-18

revised: 072915