

PORTLAND PUBLIC SCHOOLS
33 East Main Street, Portland, Connecticut 06480
Telephone: 860-342-6790 Fax: 860-342-6791

Charles D. Britton, Ed.D.
Superintendent of Schools

Reviewed and Approved: 1/23/2024

Dear School Facilities User,

We are happy that you have selected a Portland facility for your important event. We want to make sure that your experience is pleasant and our buildings and grounds are kept in excellent condition and repair. If problems are found after your usage, the deposit you provided may be used and/or you may not be allowed to use the facilities in the future. Thank you for your cooperation.

Please follow these rules:

Guidelines for Facilities Usage

- No school building or part thereof shall be used without the submission of the Building/Field Usage application form within 20 school days of the intended use.
- Rental and Supplies fees must be paid via MONEY ORDER and submitted to the Board of Education office before final approval is given. (Deposit fees to be made by check)
- The possession or consumption of alcoholic beverages and/or controlled drugs on school property is prohibited. Smoking is not allowed in school facilities or on school grounds.
- No food or drinks of any kind are allowed in the auditoriums or gyms. Only bottled water is allowed in rooms booked for usage such as dressing rooms or instrumental rooms.
- Pianos are not to be moved from the position that you find them without getting prior permission from the auditorium coordinator. Also, pianos are not to be taken off the dollies that allow them to be easily moved.
- Only bathrooms designated by the custodian are to be used.
- All attendees must stay in the designated area(s); no one is allowed in other parts of the building.
- A facilities check list must be completed by the custodian in charge and the supervisor of the activity; both before and after the event takes place.
- A custodian must be present before and after any performance held in the auditorium and during intermission.
- All trash should be put into the appropriate receptacles in the school.
- We agree that youngsters will not be left unattended at any time even if parents are late in picking up their children.
- We agree that the person in charge will wait until the last youngster has been picked up.
- We agree to provide sufficient adult supervision and to leave school property in good condition.
- We agree to pay for the required number of custodians. Contact Central Office Business Office for fees (342-6790).
- We agree that the event monitor will wait for the event custodian to complete the Building Condition Checklist and lock the building before leaving.

- We agree that we will be financially responsible for any damage to school facilities arising out of this use.
- We agree that our organization will at all times hereafter indemnify the above named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described building and grounds by our organization and will further hold said school harmless for loss of any kind connection therewith.
- We agree that failure to follow these guidelines may result in termination of current and/or future school facility usage.
- We agree to pay a \$60 General Supply Fee.
- We have reviewed the attached Fire Code Safety Information Sheet for Auditorium/Stage usage.
- Reservations may, be canceled by school authorities for school activities or for other reasons at any time. Whenever school is cancelled due to weather conditions, all activities are automatically canceled

By signing below you have read and agree to the above GUIDELINES FOR FACILITY USAGE and will be held responsible for any damage or breakage to school property or equipment during the hours in which permission is granted:

Event Monitor/Supervisor for Event

Date

Organization President

Date

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TO BE GIVEN TO APPLICANT FOR AUDITORIUM/STAGE USE

FIRE CODE SAFETY INFORMATION

A Memo from the Fire Marshal — January 15, 2010

From the Connecticut State Fire Safety Code. It comes from NFPA 101 the Life Safety Code.

13.7.3 Furnishings, Decorations, and Scenery.

13.7.3.1 Fabrics and films used for decorative purposes, all draperies and curtains, and similar furnishings shall be in accordance with the provisions of 10.3.1.

13.7.3.2 The authority having jurisdiction shall impose controls on the quantity and arrangement of combustible contents in assembly occupancies to provide an adequate level of safety to life from fire.

13.7.3.3 * Exposed foamed plastic materials and unprotected materials containing foamed plastic used for decorative purposes or stage scenery shall have a heat release rate not exceeding 100 kW where tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastics Used for Decorative Purposes.

13.7.3.4 The requirement of 13.7.3.3 shall not apply to individual foamed plastic items and items containing foamed plastic where the foamed plastic does not exceed 0.45 kg (1lb) in weight.

When they say exposed foam, foam insulation for a house is exposed foam even if it has a shiny silver coating on it. The UL listed material is very expensive. You typically cannot get it at Home Depot. The foam insulation you buy at Home Depot is a kin to solid gasoline, it burns very rapidly, very hot, and produces a lot of smoke. If it has been listed by UL it would have a UL label on it (a stamp on the face of the board stating “UL Listed”).

If you have any questions please contact the Fire Marshal.

Fire Marshal's Office
Portland
(860) 262-7223 (Office)
(860) 398-2700 (Cell)

PORTLAND PUBLIC SCHOOLS
Application for Use of School Facilities

PART 1: TO BE COMPLETED BY APPLICANT

Name of Organization: _____ Attach Non-Profit Tax Form: _____
Mailing Address: _____ City: _____ Zip: _____
Contact Person _____ Telephone _____ Cell: _____
Email _____
Event Monitor _____ Telephone _____ Cell: _____

School Facility Requested: _____

Requesting the Use of (Check area(s) Requested):

- Auditorium Auditorium w/Sound & Lighting* Auditorium w/ 1 Music Room
 Gym Media Center Fields Cafeteria Kitchen** Parking Lot
 Classroom(s) (specify) _____

**Use of sound/lighting equipment requires BOE operator and additional fees*

***For health and safety reasons, any use of the kitchen requires the paid services of a certified food service handler. All food preparation and handling must be done by Portland school cafeteria employees.*

Equipment Requested (piano, tables, chairs, podium, etc.) _____

To discuss use of auditorium sound/lighting, contact stucker@portlandct.us

Nature of Activity _____

Date(s) Requested: _____

Day(s) of Week: _____ Weekend Day(s): _____

Set-up Hours From: _____ am/pm To: _____ am/pm

Event Hours: From: _____ am/pm To: _____ am/pm

Number of People to Attend the Event (estimate) _____ Likely Minimum _____

For non-school groups, crowds greater than 100 require 1 police officer; crowds greater than 400 require 2 police officers

Insurance Requirements: *(Groups are not covered under Town of Portland or Board of Education insurance)*

Organization's Insurance Company: _____

Policy Number: _____ Agent: _____ Phone: _____

Limits of liability: _____ Bodily injury: _____ Property damage: _____

A copy of Certificate of Insurance naming the Portland Board of Education as an additional insured on your policy must be submitted with this application.

Signature of Applicant _____ **Date:** _____

Further Action by:

Request is granted (Principal Complete Part II/Form #4)

Request is denied

Building Principal _____ **Date:** _____

SCHOOL FACILITIES RENTAL FEES

High School/Middle School Auditorium

\$900 per performance (1st 4 hours) minimum; higher charges may be set by the Superintendent depending on size of group, activity.

\$400 rehearsal (not to exceed 6 hours)

\$150 per hour beyond 4 & 6 hours After 11 p.m. — additional charges will apply.

Gymnasium	\$300 (High School) — Group 4	\$350 (High School) — Group 5
	\$300 (Middle School) — Group 4	\$350 (Middle School) — Group 5
	\$200 (Elementary Schools) Groups 4 & 5	

Floor covering may be required for certain events

Cafeteria \$150 plus charge for set up & tear down — (1st four hours)
\$75 per hour beyond four hours
\$25 charge for supplies to groups for consumable items used in kitchen

Kitchen \$250 (for 1st four hours) Certified food service handler required

Classroom \$75 (for 1st four hours)

Athletic Fields Groups 4 & 5 (secondary school complex usage fields) **\$250** (for 1st three hours) **\$50** per each additional hour. Recurring field usage may be charged a “seasonal” fee as determined by the Superintendent of Schools. Some fields may not be permitted for usage.

Deposit Fees **\$100** deposit for crowds less than 50 people which includes audience.

\$250 deposit for crowds greater than 50 people which includes audience.

Deposit fee will be returned provided school property is left in good condition and upon inspection that there has been no damage to school facilities arising out of this use. Forfeiture of deposit for cancellations made less than two (2) school days before the activity is to be held.

Supplies Fee: \$60 to cover paper and cleaning produces, and utilities.

Custodial Charges: Contact Central Office Business Office for fees (860) 342-6790

Cancellation of rental — cancellations, except for bad weather, must be made at least 2 school days before the activity is to be held or forfeit deposit fee

Police/Fire coverage for large crowds — When in the opinion of the Board of Education and/or police department the event calls for traffic control, crowd control, or security, the applicant will make arrangements for police coverage when required. The request for rental may be sent to the Fire Marshal to determine if fire watch is required. All fees will be paid directly by the applicant to the Town.

Event Monitor — Both the event monitor and event custodian will meet 15 minutes prior to the start of the event. Both monitor and custodian will complete the Building Condition Checklist form at the beginning and end of event.

PART II TO BE COMPLETED BY BUILDING ADMINISTRATOR

Name of Organization: _____ Date(s) Requested: _____

The Portland Soccer Club, Portland Little League, Portland CYO Basketball, and Portland Scouts (Boys and Girls) will be required to pay the **supply fee, deposit, and any custodial charges for after-hours use of school facilities, but will not be charged an additional rental fee**

Check Group Category: I II III IV V Field Usage
(see descriptions below)

GROUP I Use of school buildings by Portland School related organizations (PTO's, Booster Clubs, etc.)

GROUP II Use of school buildings by Portland municipal groups, including Portland Recreation Department and groups functioning under the auspices of the Recreation Department.

GROUP III Use of school buildings by nonprofit Portland community groups (defined as including at least 50% Portland residents)

GROUP IV Use of school buildings by Portland profit making/private groups (or community groups with at least 50% Portland residents)

GROUP V Use of school facilities by any non-Portland group

FIELD USAGE: Other than Portland Groups I and II above, groups will be charged a field usage fee. All requests for field usage will follow the same request procedures as outlined above. (Some fields may not be permitted for usage)

Dates requested are available: YES NO

Custodial Coverage Needed: After School Hours Saturday Sunday Holidays
(Group up to 400 + may require 2 custodians)

Our office has received the following from the applicant and are attached:

Rental Fee Charged: Yes (money order) Amount: _____ No

Deposit Fee (check) Supply Fee (money order) Certificate of Insurance Non-Profit Tax Form

Approved by: _____

Building Principal

Date

Forward to the Superintendent of Schools only when initial fees and other items are attached.

Superintendent's Office:

Building Usage Request Approved and all documents and fees have been attached:

Superintendent of Schools _____

Date: _____

**PORTLAND PUBLIC SCHOOLS
FACILITIES USE REQUIREMENTS**

Building Condition Checklist

Condition of building will be checked prior to and after event by custodian on duty and event monitor.

LAVATORY: BEFORE: Clean Not Clean
AFTER Clean Not Clean

LOBBY: BEFORE: Clean Not Clean
AFTER Clean Not Clean

FUNCTION AREA: BEFORE: Clean Not Clean
AFTER Clean Not Clean

TO INCLUDE ALL AREAS USED BY FUNCTION/EVENT

OUTSIDE AREA: BEFORE: Clean Not Clean
AFTER Clean Not Clean

Problem area, mark with "X"

Comments: _____

EVENT CUSTODIAN DUTIES	EVENT MONITOR DUTIES
Open and close designated areas of the building.	Arrive 30 minutes prior to event.
Complete building condition checklist with monitor.	Complete building checklist with custodian.
Assure appropriate heat, ventilation and lights.	Check identification of participants.
Provide chairs, tables and trash cans where authorized.	Enforce BOE rules of building use.
Clean function area and toilet facilities during and after activity.	Enforce organization's rules.
Remain visible in function area and in contact with monitor.	Circulate periodically through function areas.
Attend to specific function requirements areas.	
Immediately report breach of school rules to monitor.	
Report lack of compliance to school personnel.	

CUSTODIAN: _____ DATE: _____

MONITOR: _____ DATE: _____

File completed form with the Director of Buildings and Grounds — if facilities cannot be cleaned immediately following the event, call Director of Building and Grounds and get okay to come in Saturday or Sunday to clean (bill to user)