

## REQUEST FOR USE OF KILLINGLY PUBLIC SCHOOLS FACILITIES

Requests will be considered for local public school programs, governmental and civic activities, and other non-profit charitable organizations. Please submit requests at least 10 working days prior to the activity.

Name of Applicant: (Please Print) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Tel.# \_\_\_\_\_  
(must provide full address)

Name of Organization, (i.e., PTO/ PTA, Booster Club, Sports Club): \_\_\_\_\_

School Requested: \_\_\_\_\_

What Area(s) are needed: \_\_\_\_\_  
(i.e., gym, auditorium, outside fields, hallways, classrooms)

Purpose/Type of Event: \_\_\_\_\_

Dates	Day(s) of the Week	Earliest Time of Access	Latest Time of Exit
_____	_____	_____	_____

**Before final approval can be issued, a current and dated Certificate of Insurance is required naming the "Killingly Board of Education, and Town of Killingly and their Agents and Servants" as additional insured/ or as additional Certificate Holders. This must be on file in our Central Office.**

**Applicant, please read and sign back of form and submit form to the school indicated above.**

-----  
**Office Use**

This request is approved under the conditions checked or noted below

Custodial Staff Required  Fees Apply   
(cc: Supervisor of O & M)

Cafeteria Staff Required  Fees Apply   
(cc: Food Services Dir.)

Police Services and/or Fire Services Required (responsibility of requesting organization)

Damage bond in the required amount of \$\_\_\_\_\_ (Fully refundable if no damage noted)

*"The facilities requested are available and building level approval is granted. Approval is granted for the use of school facilities as requested or amended as stipulated on this form and in accordance with the Town of Killingly - Board of Education Hold Harmless Agreement."*

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Central Office approval: \_\_\_\_\_

O & M Director approval: \_\_\_\_\_ Student Activity Dir. approval: \_\_\_\_\_

Superintendent of Schools: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: Please read and sign the statement below.**

As the authorized agency of the organization, I assume responsibility and liability for personnel services and facility use charges assessed by the Killingly Public Schools and any unanticipated cost resulting from the use of such facilities and personnel services due to vandalism, mischievousness, misconduct, disobedience and other reasons.

Further, I agree to provide the services of other persons, i.e. fire, police and supervisors as required and to enforce the statute of "NO SMOKING" in school buildings. I understand and will enforce the policy that alcohol, malt beverages and controlled substances are absolutely forbidden in and on school property.

Organizations granted approval to use school facilities must:

1. Employ personnel assigned by school official (and police and fire departments when required).
2. Pay for required services by check within 30 days of receipt of billing invoice.

**TOWN OF KILLINGLY - KILLINGLY BOARD OF EDUCATION HOLD HARMLESS AGREEMENT**

As the \_\_\_\_\_ (state position in organization) of

\_\_\_\_\_. I have the specific authority to sign this form and the agency I represent hereby agrees to be bound by the conditions stated in this form.

As agent for the above-named organization, I hereby assume full responsibility for any unanticipated costs, claims or demands resulting or arising from our use of such facilities due to any cause whatsoever and the organization named above does hereby specifically agree to hold the Town of Killingly and the Killingly Board of Education harmless on any claims or demands arising from such use, and further specifically **agrees to name the Town of Killingly and the Killingly Board of Education as additional insured on any liability policy covering such activity.** The Killingly Board of Education specifically reserves the right to require Certificates of Insurance prior to the issuance of any permit.

It is specifically agreed that any claims or demands made by any person on school property or grounds as a result of the activity at the named organization, whether as an invitee or otherwise, shall specifically be covered by any liability insurance policy and specifically be subject to the requirements of the Town of Killingly - Killingly Board of Education Hold Harmless Agreement.

A notice of cancellation must be received at least 72 hours prior to the event. Such cancellation notice may be waived by mutual consent.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*If you have any questions, you may contact the following for further information:*

Superintendent's Office- 779-6600  
Killingly High School -779-6620  
Killingly Memorial School- 779-6680  
Goodyear-779-6770  
Athletic Director-779-6650

Operations & Maintenance- 779-6655  
Killingly Intermediate School- 779-6700  
Killingly Central School-779-6750  
Food Services Director-779-6645