

**East Granby Public Schools**  
East Granby, Connecticut

**Use of School Facilities Application**

(Please submit two (2) copies to the Principal at least fourteen (14) days in advance)

Organization Requesting Facility: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(designated representative)

Address: \_\_\_\_\_

School Preferred: \_\_\_\_\_ Room: \_\_\_\_\_ Equipment: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

Purpose for which request is made: \_\_\_\_\_

Name, Address, Phone Number of person who will be in charge on-site:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The undersigned agrees to the conditions for facility use outlined on the reverse side of this application and assumes full responsibility.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

**Fee Schedule**

Elementary All Purpose Rooms	\$ 30 / Hour
Elementary Kitchen Equipment	\$ 30 / Hour
Elementary Cafeteria	\$ 30 / Hour
Elementary, Middle or High School Classrooms	\$ 20 / Hour
Middle School Gym	\$ 50 / Hour
Middle / High School Commons	\$ 30 / Hour
Middle / High School Auditorium	\$ 100 / Hour
High School Gymnasium (Auxiliary)	\$ 75 / Hour
High School Gymnasium (Main)	\$ 100 / Hour

**Rates for Custodial Service**

Elementary Regular School Days, 7:00 a.m. – 9:00 p.m.	No Charge
Middle / High Regular School Days, 7:00 a.m. – 9:30 p.m.	
All Schools, Vacation Days, 7:00 a.m. – 3:30 p.m.	No Charge

*The Board of Education reserves the right to charge a security deposit of \$300 for the use of its facilities. The deposit will be returned after satisfactory inspection of the facility after use to ensure that it remains in optimum condition. The deposit will be forfeited if there is any damage or non-compliance with the expectations for Conditions of Use. The Board of Education reserves the right to waive fees charged for use of facilities by town groups meeting in the public interest or in fundraising activities in which the funds will be used for public welfare or benefit. Police services will be required when the size of the assembly requires control or supervision in parking accommodations. The organization must make necessary arrangements for and pay the cost of such service.*