



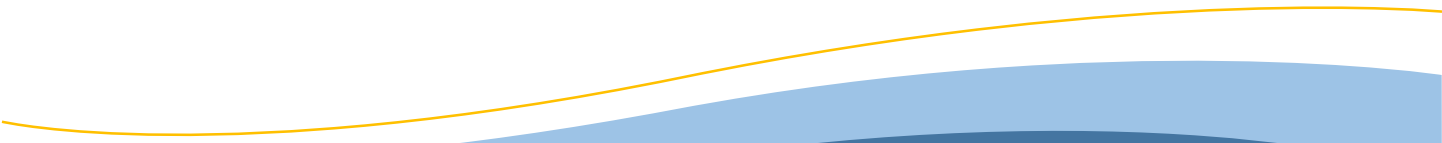
NEW HAVEN PUBLIC SCHOOLS

Use of New Haven Public Schools Facilities 2020

Cost and Protocol for Permit Approval



It is the policy of the New Haven Public Schools that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.



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CLASSIFICATIONS

TIER I

School, Student, Teacher, Parent and Government Sponsored Events

Fully Subsidized

Examples: Student clubs, school athletics, parks & recs programs. Special meetings sponsored by the school system which are of general interest, educational, parent-teacher organizations, elections, aldermanic meetings, special board meetings, health fairs, youth organizations: scouts, athletic association, public sector groups and/or private groups that provide educational, civic, recreational or charitable activities And that take place on **weekdays, or evenings when schools are open and do not charge an admission.**

TIER II

Events that are of public interest non governmental or non school related events.

Partially Subsidized

New Haven based, **non-profit organizations** fundraising events, church services/meetings and other requests that not covered in Category I.

Examples: Parent /Teacher Organization fundraisers, New Haven based commercial or business requests, New Haven based organized community groups that occur on **weekends, holidays or hours when schools are not normally open or that charge an admission fee and/or when majorities of the group are not residents of the city.**

TIER III

Market Rate or Commercial

Not Subsidized

Non-New Haven services/meetings, non- profit organization fundraising events, **for profit events**, fees are charged and other requests not covered in Category I or Category II. Examples: Movie productions, recitals, parties or celebrations, personal or non-community events, sports tournaments, religious fundraising events, AAU events.

STAFF CHARGES (HOURLY)

	TIER I	TIER II	TIER III
CUSTODIAL (HOURLY)	\$0	\$48	\$96
SECURITY (HOURLY)	\$0	\$48	\$96
CAFETERIA WORKER (HOURLY)	\$0	\$48	\$96
AV TECHNICIAN (HOURLY)	\$0	\$50	\$100
ENERGY SURCHARGE (HOURLY)	\$0	\$40	\$80

RENTAL RATES (FLAT RATE)

	TIER I	TIER II	TIER III
AUDITORIUM- HIGH SCHOOL	\$0	\$350	\$850
AUDITORIUM- MIDDLE SCHOOL	\$0	\$200	\$700
GYMNASIUM- HIGH SCHOOL	\$0	\$400	\$1000
GYMNASIUM- MIDDLE SCHOOL	\$0	\$250	\$800
CAFETERIA- HIGH SCHOOL	\$0	\$300	\$500
CAFETERIA- MIDDLE SCHOOL	\$0	\$200	\$400
KITCHEN- HIGH SCHOOL	\$0	\$300	\$500
KITCHEN - MIDDLE SCHOOL	\$0	\$250	\$400
CLASSROOM-HIGH-SCHOOL	\$0	\$50	\$100
CLASSROOM - MIDDLE SCHOOL	\$0	\$50	\$75
BRAMS HALL	\$0	\$200	\$500
PARKING LOTS	\$0	\$100	\$150
POOL	\$0	\$300	\$500

****STAFF FEES WILL BE CHARGED FOR ALL EVENTS THAT OCCUR ON WEEKENDS, HOLIDAYS OR HOURS WHEN SCHOOLS ARE NOT NORMALLY OPEN****

EVENTS FOR OUT OF CITY GROUPS WILL NOT BE SUBSIDIZED

Facilities Department has sole discretion for placing groups into the categories listed. For assistance in determining group classification please contact New Haven Public Schools at (203) 691-3900.



Rules and Regulations



- **ALL EVENTS AND PROGRAMS MUST HAVE AN APPROVED BUILDING PERMIT** issued by the BOE Facilities Department. This includes BOE\school sponsored events, City of New Haven events and outside organizations.
- In order to receive a permit the building use form must be completed and returned to the facilities department at 375 Quinpiac Avenue, New Haven, CT 06513.
- Permits are issued for only the dates, hours, and area and equipment specified. Permit holders shall not transfer or sublet the permit to another organization.
- Applications shall be filed with the Department of Facilities at least **three weeks before** the day for which the application is made. Application must have ALL fields completed, including telephone number, email address and billing address of the applicant.
- Priority of use goes to school related and government sponsored activities. Permits must be submitted with advanced notice in order to be considered for priority use.
- ~~The use of the school or Public Schools facilities for the sale or advertising or decoration promoting such substances.~~
- All activities **must be under competent supervision at all times** by a member of the organization using the facilities whom assumes full responsibility. This leader will insure proper use of the facilities by the participants, and audience.
- Damages or theft of school property deemed to be caused during an event or activity will be charged to the applicant.
- New Haven Public Schools reserves the right to determine if a custodian or security/police officer is required.
- Rental changes shall be made in accordance with the schedule of rental rates. Rates are charged at the sole discretion of the department of facilities for New Haven Public Schools. All fees for rental and custodial labor are estimated costs prior to use. Actual fees for rental and custodial labor are determined after the event has taken place.
- Special sound and audio visual equipment must be operated by a designated NHPS technician.
- Food and drink must not be transported from the area designated on the permit.
- Rental of the café space DOES NOT include use of kitchen space or equipment. Special permission and staff is required for use of kitchen.
- An organization's equipment that is to be used in conjunction with the activity must appear on permit application, be authorized on the permit approval and removed immediately thereafter.
- All ordinances pertaining to public assemblies will be enforced.
- Rooms and areas used shall be left in the same condition they were prior to permitted use.
- A cancellation fee equal to 2 hours custodial overtime will be charged **to every and all permit holders** if event is cancelled within 48 hours of the event. Refunds are given in the event of inclement weather, and when events are cancelled with 48 hour notification. Events or activities may be automatically cancelled due to inclement weather.
- Violation of rules or regulations can result in the loss of building use.
- All permits are considered revocable and not a guarantee of usage. The board of education may reject any application or revoke any permit.
- All groups must provide a certificate of insurance in order to use a building operated by New Haven Public Schools.
- Payment in full must be received **(7) business days before** your scheduled event.
- **Payment ONLY in the form of Certified Bank Check or Money Order** will be accepted. Cash or personal checks are NOT an acceptable form of payment.

INSURANCE REQUIREMENTS

You are required to provide a certificate of insurance for your event(s). If your organization does not currently have a minimum \$1M active liability policy, you will need to acquire at a minimum a single-day policy for the date of your event (additional days of coverage if setup is prior to the event date or if your program or event spans multiple days). The insurance certificate must have the following listed as additionally insured:

1. The New Haven Public Schools
2. GoTo Services
3. The City of New Haven



2020-2021 Permit Application



Permitting Office
Phone: 475-220-1647

Application must be submitted 3 weeks in advance for all use of NHBOE Facilities.

Address: 375 Quinnipiac Avenue New Haven, CT 06513

General Information

Primary Contact Name *

First Name (Please print clearly) Last Name

Organization Phone Number *

Area Code Phone Number

Program Name *

Email *

example@example.com

Organization Address *

Street Address (NO PO BOXES)

Have you previously used or held a program at a NHPS location?

YES

NO

Street Address Line 2

City

Name of School Requested (1st choice) *

State / Province

Postal / Zip Code

Location Request Details

What days will your program operate? *

Monday Tuesday Wednesday
Thursday Friday Saturday
Sunday

Area(s) Requested *

Auditorium
Cafeteria
Gym
Library
Outdoors Only
Classrooms How many? _____
Other _____

Are you willing to use an alternate location?

Yes

No

Program Overview

Is this a

- School Sponsored Event
- City Sponsored Event
- Outside Organization
- Other _____

Is your program geared towards

- Children
- Adults
- Community Members
- Other _____

Will you be serving food

- YES
- NO

How many child participants? *

Children Participating

How many adults participants? *

Adults Participating

How many adults supervising? *

Adults Supervising

If your program services children, what age range?

Requested Start Date



Month Day Year

Requested End Date



Month Day Year

What type of program are you offering

- Academic
- Arts / Performing Arts
- Athletic
- Religious
- Other _____

What percentage of participants are New Haven residents? *

- 100% live in New Haven (program not open to non-residents)
- 75% live in New Haven
- 50% live in New Haven
- Less than 50% live in New Haven
- None are from New Haven

Is your program licensed by the OEC?

- YES
- NO

Does your Organization Have Insurance? *

- YES
- NO

Is your program sponsored by or in partnership with the NHPS? Please provide documentation of partnership.

- YES (If so, provide brief description next page)
- NO

If a partnership exists, please describe

Insurance (certificate must be submitted with application)

Name of Insurance Company

Policy Effective Date

Policy Expiration Date

Insurance Policy #

Coronavirus & Health Protocols

Do you have a wellness and safety program in place to prevent the spread of Coronavirus and other types of illness?

YES

NO

Please explain what precautions you are taking to screen participants for wellness and uphold physical distancing requirements:

Please explain what your procedure is in the event of suspicion or confirmed case of COVID-19

If said permission is granted we hereby agree to strictly comply with the rules and regulations of the Board of Education governing the use of public school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building. The New Haven Public Schools reserves the right to terminate any permit due to district needs of the facility, misconduct, or due to non compliance of rules and regulations of building use.

Requests must be received in this office at least three (3) weeks prior to the start date. Programs will be approved based upon merit and perceived value to students of the New Haven Public Schools and the New Haven Community. Approvals are NOT solely based on "first come, first serve" basis.

If application is approved and payment applies, payment in full must be received at a MINIMUM of (10) business days prior to event/program start date in the form of a certified bank check or money order.

CASH IS NOT ACCEPTED.

The NHPS reserves the right to require security, audio visual, or other staff based upon details and specifications of program. Permit will be issued following receipt of payment. Any permit changes, including cancellations, must be requested and approved seventy-two (72) hours before the event. Failure to comply may result in additional charges. We recommend not advertising your event until the permit has been finalized. By signing below, you affirm that you have received, read and agree to comply with the NHPS Building Use Rules and Regulations

Signature of Appicant

Date



Month Day Year

FOR OFFICE USE ONLY

Date Received

Office Initials
