



NEW HAVEN PUBLIC SCHOOLS

SCHOOL BUILDING USE PERMIT APPLICATION

Email application to: heather.barbarotta@new-haven.k12.ct.us

Applications may be submitted via email to Heather Barbarotta or in person at 375 Quinnipiac Avenue, New Haven during the following hours:

Phone: (475) 220-1647

M – T – Th – F: 9AM-3PM

Wednesday Permit Office Closed
(Submit via email)

School-Sponsored Event City-Sponsored Event Outside Organization/Community

Organization/Department Name		Billing Address		Contact Person	
Non-Profit Tax ID#:		Phone Number		Email Address	
Name of School Requested for Event:			Event Title:		
Space(s) Desired: <input type="checkbox"/> Auditorium <input type="checkbox"/> Cafeteria <input type="checkbox"/> Library <input type="checkbox"/> Gym <input type="checkbox"/> Classroom(s); No. of classrooms					
Specify room number(s) if known _____					
Other space:					
<i>For kitchen use please contact Food Services Dept. at 475-220-1610. For Athletic needs (scoreboard, clock, etc.) please contact the Athletic Department at 475-220-1100</i>					
Additional requests for the event (sound/light system, AV equipment, screen, tables, chairs, bleachers, podium, etc.):					
Event Date(s) (Please specify days of the week if recurrence needed):			Event Start Time:		Event Ending Time:
Set up Starting Time:		Breakdown Ending Time (time building will be completely vacated)		Time doors will open to the public:	
Expected # of People to attend:		Admission charged? Yes <input type="checkbox"/> No <input type="checkbox"/>		Amount Charged	
Adults:		Children:			
Event Description:					
Will there be food at this event?: Yes <input type="checkbox"/> No <input type="checkbox"/>			Food type/location:		
Does your Organization have Insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>			Insurance Provider:		
YOU MUST HAVE AN ACTIVE INSURANCE POLICY TO USE FACILITY					

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.

I affirm that I have read and agree to comply with the NHPS Building Use Rules and Regulations

Initials _____

Date: _____

Permit process will take a minimum of two (2) weeks to process.

Therefore, requests must be received in this office at least three (3) weeks prior to the event.

If application is approved and payment applies, invoice will be sent no later than ten days before scheduled event.

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.