

Facility Use Application

Immaculate High School
73 Southern Boulevard
Danbury, CT 06810

Applicant
Name _____

Mailing
Address _____

Phone/E-mail
Address _____

Organization, Group or
Sponsor _____

Address _____

Who will be responsible for opening and closing the school? _____

Who will supervise the clean-up of the facilities used?

Type or Purpose of
Activity _____

Estimated Attendance _____ _____
 Adults Children

Date and Time
Requested _____
(from opening to lock-up)

Type of Request: One-time Event _____ Recurring Event _____ (how often?)

Additional facilities or services requested:

Custodial Services-Applicable fees to be paid by applicant

Use of Kitchen Facilities

A band or DJ will be present (additional conditions apply)

Additional requests:

Rates and Applicable fees:

Fees are payable upon confirmation of the calendar.

I have received, read, and understand the Property and Facility Use Guidelines and Policies of Immaculate High School under which this application will be governed. Furthermore, if this request is approved, I agree to abide by the policies and guidelines contained therein.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Request approved

Request denied, reason: _____

Calendar Coordinator

Date

Notes: _____

TERMS

FACILITY REQUEST: Classroom Athletic Field Gym/Auditorium
 Track and Field (attach Mustang Valley Protocols)

Rental Fee: _____
 Custodial Fee: _____
 Damage Deposit
 (if applicable) _____
 Field Prep Supervisor
 (if applicable) _____

Police required (X)
 (must be hired by the applicant)

Y N Will a gate fee be charged?

Y N Will there be a concession?
 (designated areas only-no food or
 drink allowed inside the facility)

TOTAL DUE _____
 Deposited _____
 Due at conclusion of event _____

- Agreement requests for facilities use must be submitted to the Facilities Manager, Immaculate High School, 73 Southern Boulevard, Danbury, CT. 06810.
- Facilities cannot be reserved without a completed application and 50% of total expected charges paid at the time of booking. The remainder of all fees are due at the conclusion of the event and are paid to the site manager. Please make all checks payable to: I.H.S.
- I agree to pay additional fees for use beyond original time agreed upon. _____ (applicant initials)
- A \$50 cancellation fee will be charged if the cancellation is made *at least two working days* prior to the date of event. No refunds will be made if the notice of cancellation is less than two working days prior to the event date.
- Request for a series of dates for daily, weekly, or monthly use must receive special approval in consideration of other potential use by the school or other Priority I groups. Immaculate reserves the right to cancel any event at any time.
- Smoking and alcoholic beverages are not allowed on campus at any time. _____ (applicant initials)
- Gate fees and staffing to be managed by the renting organization.
- No merchandise or services will be sold by the renting organization.
- **NO FOOD OR DRINK IS ALLOWED IN THE GYMNASIUM OR CLASSROOMS**> Concessions must be consumed in the designated area.
- Insurance: Proof of General Liability Insurance in the amount of \$1,000,000.00 combined single limits per occurrence is required at the time of application. A copy of an endorsement for the specific event must be attached to the Certificate of Insurance.
- Applicant agrees to reimburse Immaculate High School for any damage or breakage resulting from the event. Applicant groups are responsible for any replacement cost, repair, or labor costs for any equipment or facilities damage.
- Emergency Access: Applicant agrees to maintain access at all entrances and parking areas for emergency personnel throughout period of use of the premises under the agreement.
- Hold Harmless: To the maximum extent permitted by law, the Applicant agrees to defend, indemnify and save harmless the appointed and elected officers, employees, agents and representatives of Immaculate High School from and against all loss or expense, including but not limited to judgments, settlements, attorney fees, and costs for bodily injury, death or property damage, by reason of the acts of any and all agents and representatives, arising out of any act or omission under or in connection with the use of Immaculate High School facilities

Certification: The Applicant certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the organization and will observe the school's policies and procedures and terms of this agreement. The Applicant agrees to exercise the utmost care in the use of the facility.

 Signature of Applicant

 Date