

West Hartford Public Schools
17 Brixton Street, West Hartford, CT 06110
Telephone 860-561-7920 Fax 860-561-8141

FACILITY RENTAL AGREEMENT

RENTER INFORMATION

Organization: _____

Event Name: _____

Street: _____ Home Phone: _____

Town: _____ State: _____ Zip: _____ Business Phone: _____

Individual / Contact Person: _____ Fax #: _____
Cell #: _____

EVENT INFORMATION

Day of Event: _____ School and Room Requested: _____

Date of Event: _____ Total Expected Attendance: _____

Type of Event: _____

% of Membership who are West Hartford Residents: _____

Time of Rental: From _____ To _____

Total Hours of Rental: _____

Comments: _____

Will any fee, contribution, donation, etc. be charged to:

Participant's _____ Amount _____

Attendee's _____ Amount _____

If admission is charged, the renter must furnish either proof of exemption for the State Sales Tax or must be properly registered with the State Tax Department. **Either and Exemption Certificate (copy) or Tax Registry number shall be required and attached to this agreement from the renter.**

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The person signing this agreement will be personally responsible for the prompt payment of all rental fees which include charges that may be cause by this organization's use of school property and will adhere to regulations covering this rental.

INSURANCE

Type of Insurance:
General Liability Personal Liability or Special Events

Terms: The insurance certificate must show the date and time of the event. The Town of West Hartford and the West Hartford Public Schools must be listed as the additional insured as listed on the Insurance requirements page.

The certificate must be in the Plant and Facility Services office 15 days prior to the event.

Insurance Certificate Provided: Yes No

Cater's Ins. & License Provided: Yes No N/A

EVENT SET-UP REQUIREMENTS

Will you bring equipment into the facility? Yes No

Please describe:

Equipment Approval: Yes No

Signature of School Administrator

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FOOD

Will food or Beverage be served? Yes No

Type of Food:

Food Provider: _____

NOTE: A copy of the caterer's appropriate insurance certificate and food license permit must be provided to the Plant and Facilities Services Office.

The certificate must be in the Plant and Facilities Services Office 15 days prior to the event.

CONDITIONS OF AGREEMENT

The rental of the West Hartford Public School Facilities is subject to the following conditions:

- ✚ Rental reservations will only be made in the name of a duly-authorized representative of an established organization. Said duly-authorized representative on behalf of the organization shall agree to be responsible for any damage to equipment, furnishings and building. Rental agreements shall provide for defense and indemnification of the Town of West Hartford and the West Hartford and the West Hartford Public Schools and its boards, commissions, officials, employees, contractors and agents.
- ✚ The West Hartford Public Schools reserves the right to decline rental of the facility, cancel rental of the facility and move dates as appropriate. The renter shall abide by all rules and regulations of the West Hartford Public Schools with regard to the use of the facility, all local, state and federal law and required permits or licenses.
- ✚ **The renter understands that the facility belongs to the West Hartford Public Schools and as such any school functions will take precedence**

over the agreement. The agreement will become null and void if the school needs the space for any event.

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- ✚ The renter shall indicate on the reservation form the maximum number of persons who shall use space requested. A large number of renters shall not be permitted without the prior approval of West Hartford Public Schools.
- ✚ The West Hartford Public Schools reserves the right to require a cash deposit or bond to cover any potential damages to the facility.
- ✚ The sale of any item for any reason is prohibited unless requested on the rental agreement and approved in advance.
- ✚ When organizations employ a caterer, the caterer or the renter shall be expected to furnish all necessary supplies and equipment.
- ✚ The West Hartford Public Schools reserves the right to require groups to have on file insurance certificates as may be deemed necessary. Any expense incurred shall be borne by the renter.
- ✚ The West Hartford Public Schools reserves the right to approve or reject equipment or items brought into the building by the renter such scenery for stage performances, amplification equipment or other equipment that could be harmful to the building or the environment. It is the responsibility of the renter to gain the necessary approvals in advance of the rental engagement.
- ✚ Following the use of the school facilities, you will be billed for the rental and custodial fee. Adequate custodial personnel assigned by the school's head custodian will be on duty one half hour before the rental function plus the time necessary at the conclusion of the function for clean up. A minimum custodial fee of three hours at the standard overtime rate will be charged.
- ✚ The Board of Education assumes no responsibility in the event of accidents or injuries to any person (s) on its premises in connection with the use of buildings or grounds by the above organization. In accordance with Board policy, you assume responsibility for any damage to the building or its equipment.

- ✦ Arrangements for the use of kitchen facilities can be made through the School's Cafeteria Office. Cafeteria Manager will assign a member of staff to be present at the function involving the use of cafeteria facilities.

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- ✦ Arrangements must be made directly with the school concerned for the use of the stage and all other special equipment well in advance of the rental date. This requirement is necessary to prevent interruption with the school's use of its own facilities. When the renting organization plans to use existing stage lighting equipment or any additional prior to any performance or rehearsal. A fee will be charged for the services of school trained students to operate stage visiting Board of Education property in accordance with sections 1330 and 1337 of the Board of Education Code. Intoxicating beverages shall not be brought in, nor served in school buildings. Smoking is prohibited in all areas in and around the facility. Lit candles are not allowed in schools.

The West Hartford Public Schools reserves the right to deny future rentals to groups who do not conduct themselves in accordance with the provisions of the rental policy and agreement and to cancel events in progress if events are not urn in accordance with the rental policy and agreement.

The undersigned agrees as a duly authorized representative of the organization renting the facility, for that organization to release, defend, indemnify, and hold harmless the Town of West Harford Public School, it boards, commissions, officials, employees, agents, contractors and subcontractors from any and all claims, suits, losses, damages, costs (including without limitation reasonable attorney's fee), compensation, liability, or judgments of any name or nature arising out or alleged to have arisen out of the use and rental of the facility and any event associated with said use and rental. This agreement is not limited by virtue of any insurance coverage.

I hereby acknowledge that I read the above CONDITIONS OF AGREEMENT, understand them and agree to abide by them.

SIGNATURE OF DULY AUTHROIZED

DATE

XX

Office Use Only

Rental Coordinator Approval: _____

FEES AND CHARGES:

Weekday Rate

Sunday Rate / Holiday Rate

Auditorium _____ (Subject to Change)

Cafeteria Dining Room _____ (Subject to Change)

Custodial Fee _____ (Subject to Change)

Stage Manager Fee _____ (Subject to Change)

All rentals and custodial fees are based upon a three hour minimum. Rental price is a per hour charge.

TOTAL DUE _____ (Subject to Change)