

Board of Education Field Use Agreement

Subject to the approval of the Superintendent, or his designee, any person or group in the following priority list may rent a school facility. (The priority list is a guide used by the Board, showing the order in which rental will be granted.)

Group A: Local school or school connected activities such as student groups, Board of Education employee groups, parent-teacher groups, School Business Partnership Groups, Local town government and town sponsored groups and Boy and Girl Scouts, and local civic organizations such as the Family Center and the Boys' and Girls' Clubs who have reciprocal facilities use agreements with the Board of Education.

Group B: Local civic organizations, local church related activities and local non-profit organizations, and local recreational teams whose membership is comprised of 90% or more Bristol residents. Proof of 501(c)3, 501(c)4, 501(c)7 status required.

Group C: Local profit making organizations or local recreational teams whose membership is comprised of less than 90% Bristol residents.

Group D: Out of Town person or groups. Groups C and D will be required to enter into a "Hold Harmless" agreement indemnifying the City of Bristol and the Bristol Board of Education and agreeing to defend the City of Bristol and the Bristol Board of Education from any and all claims result from facility use.

USE OF SCHOOL FIELDS SCHEDULE OF HOURLY RENTAL FEES:

Grass Fields		Turf Fields	
Group A or B	No charge*	Group A or B	\$25 per hour*
Group C or D	\$50 per hour *	Group C or D	\$150 per hour*
		Use of lights will be charged \$35 per hour or portion thereof (Groups A,B,C,D)	

*additional fees will be charged for removal of garbage/debris from fields grounds not properly secured in trash receptacles.

All groups will be assessed a \$5 permit processing fee for each permit request.

1. All regulations of the Board, the City of Bristol, and the State Building Superintendent must be strictly enforced by the applicant.
2. Under no condition shall alcoholic beverages, tobacco, or tobacco products of any kind be allowed on school property.
3. Gambling, in any form, not approved by the State Department of Revenue Services, including the sale of raffle tickets for prizes, is prohibited.
4. The applicant shall assume all responsibility and liability for any injury to persons, and for injury to, or loss of, town property in connection with the use of school facilities. The applicant must hold the City of Bristol and the Bristol Board of Education harmless for any such loss or damage.

5. A school custodian must be present for all building facility rentals. A school custodian and rental fee may be required for use of outside facilities, at the discretion of the building principal and the Supervisor of Athletics and Physical Education. The custodian shall be responsible for opening and securing the building, preparing the facilities for the use by the occupant within reasonable limits, and cleaning the building after the group leaves. If the school building is used for a school function under the supervision of an administrator or teacher, then the administrator or teacher is responsible for returning the building to its original condition.
6. Police and/or fire service may be required at all public functions and at all athletic contests, except practice, at the discretion of the building principal. The renting party is responsible for arranging and paying directly for these services.
7. Board of Education facilities shall not be used for activities which engender racial or religious prejudices, or which are inimical to democracy.
8. The use of school equipment is not included with the rental of any auditorium or gymnasium. In most schools, scenery, pianos, risers, microphones, scoreboards or spotlights, etc., belong to the Board of Education, and can be used only with the permission of the building principal. It is the responsibility of the renter to contact the principal well in advance and request such permission. The custodian is not at liberty to release such equipment.

Rental Policies for Non-School Connected Productions

Non-school related persons or groups wishing to conduct a production in auditoriums in any Bristol public school are subject to the following requirements in addition to those above.

1. Submit with the rental application a Commercial General Liability Certificate of Liability Insurance (ACORD Form 25) in the amounts of \$1,000,000 each occurrence Bodily Injury, \$1,000,000 each occurrence property damage and \$2,000,000 general aggregate. The Board of Education and the City of Bristol are to be named as additional insured on all policies. Groups are responsible for any acts of vandalism while renting school facilities.
2. The school principal reserves the right to authorize the number of police and custodians to be on duty.
3. The school principal reserves the right to authorize the number of police and custodians to be on duty.
4. The Board may require an administrator of the building, or that person's designated representative, to be in attendance at all such functions to ensure that Board property is properly used at all times.
5. The Board reserves the right to cancel any production if the renter does not comply with the above mentioned rules and regulations. If a scheduling conflict arises, the Board will notify the organizations involved as soon as possible. If the conflict cannot be resolved through alternative locations or dates, the Board reserves the right to grant the rental to one of the organizations as it sees fit.
6. There may be a custodial charge for removal of garbage/debris from fields/grounds not properly secured in trash receptacles.
7. The applicant/organization must comply with Bristol Board of Education Equal Opportunity and Non-Discrimination practices outlined in relevant Bristol Board of Education Policy and Regulation.
8. The Supervisor of Athletics, Physical Education and Wellness, in collaboration with the Superintendent of Schools, can recommend an adjusted rental fee schedule.

Rates are subject to change based on negotiated contracts, utility fees and consumable supplies.

Board of Education Field Use Permit

Date:
Event Title:
Contact Name:
Day-Time Phone: Evening: Cell:
Email:
Billing Address:

I have read and understand BOE Policy 3515 and Field Use Agreement (attached). My signature below attests that 90% of our membership are current Bristol residents. I understand that I may be required to provide residency verification of our membership within 48 hours upon written request.

Signature: _____

Events: (location)

Dates:	Start	End
Sunday	_____ am/pm	_____ am/pm
Monday	_____ am/pm	_____ am/pm
Tuesday	_____ am/pm	_____ am/pm
Wednesday	_____ am/pm	_____ am/pm
Thursday	_____ am/pm	_____ am/pm
Friday	_____ am/pm	_____ am/pm
Saturday	_____ am/pm	_____ am/pm

Number attending: Teams Participating Age Group:
Any field prep? Yes - No (Please be specific) –

Permission is granted only for the dates, times, and field indicated on this form. This permit may not be used by any organization other than the organization cited on this form. Violations of this agreement will result in this permit being rescinded.

Supervisor of Athletics _____

Building Principal _____

OFFICE PERSONNEL:

Approved: Custodial Staff: Yes or No Initials: