

**FACILITY USE APPLICATION**  
**Darien Public Schools**

School Requested \_\_\_\_\_ Sponsor/Dept. \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Area Within School \_\_\_\_\_

Or

Field (s) Requested \_\_\_\_\_

Date of Use \_\_\_\_\_

Hours of Use \_\_\_\_\_

Date of Use \_\_\_\_\_

Hours of Use \_\_\_\_\_

Date of Use \_\_\_\_\_

Hours of Use \_\_\_\_\_

Date of Use \_\_\_\_\_

Hours of Use \_\_\_\_\_

Approx. # Users \_\_\_\_\_

**Individual in Charge**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (h) \_\_\_\_\_ (cell) \_\_\_\_\_

Email address \_\_\_\_\_

Police required \_\_\_ Yes \_\_\_ No    Fire watch required \_\_\_ Yes \_\_\_ No

Sound/Lighting Manager required \_\_\_ Yes \_\_\_ No

**FOR DARIEN BOARD OF EDUCATION USE ONLY:**

Approved by:

\_\_\_\_\_ School Principal

\_\_\_\_\_ Facilities Dept.

Comments/Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSURANCE REC'D \_\_\_ POLICE ORDERED \_\_\_ CHARGE \_\_\_\_\_

***GUIDELINES for School Events & Rentals – Please read***

- MAJOR school functions take first priority (i.e., fairs, concerts, etc.) All outside requests for DHS, are not available until 90 days prior to the event.
- Notify the school principal of the proposed activity and obtain verbal approval.
- Call the Facilities Department (656-7417) at least 72 hours in advance to tentatively schedule activity.
- Complete application and submit to Facilities Department after obtaining Principal's signature.
- Custodial services may be required for all weekday elementary school functions after 4:30 p.m. and for all weekday secondary school functions after 6:00 p.m. as well as all school functions on weekends and holidays. Police and fire services may be required and will be scheduled by the Facilities Department. **CANCELLATION OF POLICE DUE TO ACTIVITY CANCEL IS RESPONSIBILITY OF EVENT CHAIRPERSON. EIGHT (8) HOUR PRIOR NOTICE MUST BE GIVEN OTHERWISE POLICE WILL CHARGE SCHEDULED FEE.**
- For student activities where an admission fee is charged, there will be no fee for the use of the facility; but there will be a fee charged for each custodian as well as the actual cost of the firemen, and police officers.
- Notification of cancellation of the activity must be received by the Facilities Department 24 hours in advance of the scheduled event.
- Faculty and students must provide work crews to set up, take down, clean up and return all borrowed items such as chairs and tables to their original locations at the end of every scheduled event.
- Any damage to school property as a result of this event must be reported to the Director of Facilities & Construction through the building principal as soon as possible.
- ***OUTSIDE RENTALS-*** Please submit this form to Sheila Flinn to [sflinn@darienps.org](mailto:sflinn@darienps.org). Once your event has been approved by the Administrators, you will receive a Contract and Cost Estimate. You will be required to submit a Certificate of Liability Insurance and deposit.

**PLEASE NOTE ANY TABLES/CHAIRS NEEDED IN ADDITION TO WHAT IS AVAILABLE FOR USE ON SCHOOL PREMISES NEED TO BE RENTED AND IS THE RESPONSIBILITY OF THE EVENT COORDINATORS**