

CONTRACT FOR RENTAL OF EAST CATHOLIC FACILITIES

Please sign and return this application to Christian J. Cashman, Principal, East Catholic High School, 115 New State Road, Manchester, CT 06042. Along with this contract we will need certificate of insurance from your insurer, Hold Harmless agreement signed, and half of the payment for the function 30 days in advance. The remainder is due immediately following the function. When the above forms have been received and this contract has been approved, a copy will be returned to you for your records.

ORGANIZATION: _____

DATE OR DATES BLDG. TO BE USED: _____

HOURS: BLDG. OPEN AT: _____ **ACTIVITY WILL START AT:** _____ **TO** _____

NUMBER OF PERSONS EXPECTED: _____

PERSON RESPONSIBLE: _____ **TELEPHONE:** _____

ADDRESS: _____

EXPLAIN IN DETAIL WHAT FACILITY WILL BE USED FOR:

CONTRACT FOR USE OF ONE OR MORE OF THE FOLLOWING:

- | | | |
|--|---------------------------------------|---------------------------------|
| <input type="checkbox"/> AUDITORIUM | <input type="checkbox"/> STAGE LIGHTS | <input type="checkbox"/> STAGE |
| <input type="checkbox"/> CLASSROOM (#) | <input type="checkbox"/> P.A. SYSTEM | <input type="checkbox"/> PODIUM |
| <input type="checkbox"/> GYMNASIUM | <input type="checkbox"/> CAFETERIA | |

NO SMOKING IS ALLOWED INSIDE THE BUILDING.
NO FOOD OR BEVERAGE IS ALLOWED OUTSIDE THE CAFETERIA.
A POLICEMAN MUST BE ON DUTY FOR ALL EVENTS.
EVENTS INSURANCE NEEDS TO BE PURCHASED.
NO ALCOHOLIC BEVERAGES WILL BE BROUGHT IN, SOLD OR CONSUMED ON THE PREMISES.
ANY ADDITIONS OR ALTERATIONS TO THE ELECTRICAL SYSTEM WILL ONLY BE MADE WITH THE WRITTEN APPROVAL OF THE PRINCIPAL.
EAST CATHOLIC IS NOT RESPONSIBLE FOR ANY PROPERTY LEFT ON THE PREMISES.
EAST CATHOLIC IS NOT RESPONSIBLE FOR ANY THEFT OR VANDALISM TO CARS OR PROPERTY.

SIGNATURE: _____ **TITLE:** _____ **DATE:** _____

EAST CATHOLIC HIGH SCHOOL

APPROVED: YES _____ **NO** _____ **SIGNATURE:** _____ **DATE:** _____

COMMENTS: _____

East Catholic High School

STATEMENT OF FEES FOR CONTRACTED RENTAL OF E.C.H.S. FACILITIES

Organization: _____

Responsible Officer: _____

Date (s) of Building Use: _____



<u>RENTAL</u>	<u>RATE PER DAY</u>	<u>NO. OF DAYS USED</u>	<u>TOTAL</u>
Auditorium	_____	_____	_____
Minimum up to 4 hours. \$75 per additional hour or part thereof.			
Gymnasium	_____	_____	_____
Cafeteria	_____	_____	_____
Minimum up to 5 hours. \$75 per additional hour or part thereof.			
Classroom	_____	_____	_____
Damage Deposit			<u>\$500.00</u>

TOTAL RENTAL FEES: _____

CUSTODIAL SERVICES:

<u>RATE PER HOUR</u>	<u>NO. OF HOURS</u>	<u>TOTAL</u>
\$50.00	_____	_____

Other Services: If additional time is required for set up or clean up, the organization will be responsible for additional custodial fees.

Event Insurance: **\$100.00**

TOTAL BILLING..... _____

Signature: _____ **Date:** _____

Organization

Please submit half of the payment for the function 30 day in advance. The remainder is due immediately after the function has taken place. Make check payable to East Catholic High School and forward payment to:

Mr. Christian J. Cashman
115 New State Road
Manchester, CT 06042

East Catholic

H I G H S C H O O L

SCHEDULE OF FEES
(EFFECTIVE SEPTEMBER, 2009)
USE OF SCHOOL FACILITIES

AUDITORIUM	\$550 (minimum) up to 4 hours, plus custodian's fee. \$75 per additional hour or part thereof.
GYMNASIUM	\$550 per event, plus custodian's fee.
CLASSROOM	\$100 per room, plus custodian's fee, if applicable CLASS ROOMS MUST BE SUPERVISED AT ALL TIMES
CAFETERIA	\$550 (no use of kitchen) up to 5 hours, plus custodian's fee. \$75 per additional hour or part thereof.
CUSTODIAN	\$50 PER HOUR
DAMAGE DEPOSIT	\$500 Must be submitted with contract.
EVENT INSURANCE	\$100 PER EVENT

REQUIRED

Policeman on duty for all public events
Contract signed and half of fee submitted due 30 days in advance
Damage deposit to be submitted with contract
Hold harmless agreement signed

NOTE: ALL ACTIVITIES BY NON-SCHOOL GROUP REQUIRE A:
CUSTODIAN ON DUTY
SMOKING NOT PERMITTED IN THE BUILDING
NO FOOD OR DRINK IS ALLOWED IN THE GYM, AUDITORIUM, OR CLASSROOMS
EVENT INSURANCE

