

RENTAL INFORMATION FOR NEW MILFORD PUBLIC SCHOOLS FACILITIES

The following forms are to be completed to rent New Milford Public Schools facilities:

1. Building Use Form-application for rental
2. Classification Questionnaire-determines how an organization is classified for billing purposes-see priority use list for explanation*
3. Please submit a certificate of insurance that covers the dates of your rental that names "New Milford Board of Education, 25 Sunny Valley Rd., Suite A, New Milford, CT 06776" as the certificate holder-NOT the Town of New Milford.
4. Please submit a) proof of non-profit status (if applicable).

*Classification questionnaire required for first time rental.

Further Information Regarding Rentals

General rental instructions for all organizations

Facility use fee schedule contains rates for rental of rooms/fields

Requests for use of a facility may not be submitted before January 1 for a summer activity or prior to June 1 for a fall, winter, or spring activity per Board of Education policy.

NO SUBLETTING-EACH ORGANIZATION NEEDS TO COMPLETE A BUILDING USE FORM AND PROVIDE A CERTIFICATE OF INSURANCE FOR THEIR GROUP.

Please contact the Facilities Department with any questions 860.354.6265.