



# BUILDING & FIELD RENTAL REQUEST FORM

Using the list of available rentals, please complete your request below and email to [cmetz@clintonpublic.net](mailto:cmetz@clintonpublic.net), or mail to 71 Killingworth Turnpike, Clinton CT 06413.

Group/Organization				Contact	
Mailing Address				Phone	
Email Address					
Rental	School			Number Expected	
	Rental Location				
Date(s)				Start Time	
Is this a school sponsored event?				End Time	

Description of Activity: Please include miscellaneous and technology services required or additional room/space needed.

- Please review the Conditions for Use of School Facilities & Fields before submitting request. Confirm with initials here
- We will notify you of custodial, kitchen, and/or security fees, if applicable, at confirmation.
- **You will be responsible to make arrangements directly with the Clinton Police Department and provide proof to us 1 week prior to your event.**
- Per CT State Law: For indoor gatherings of 100 people or more, an announcement must be made at the beginning of the event pointing out all fire doors and routes of egress.

Location	Rental Fee 4 hour block	Rental Fee/ Additional HR	Location	Rental Fee 4 hour block		
Morgan Auditorium	\$900	\$225	Technical Support	\$550 flat fee up to 6 hrs. (\$160/add hr) <i>1 worker included in this fee</i>		
Morgan Auditorium (Rehearsal)	\$450	\$110	Lighting Tech	\$35/hour	Sound Tech	\$35/hour
Morgan Gym	\$700	\$175	House Manager	\$50/hour	Stage Assistant	\$35/hour
Morgan Gym Locker Room	\$150	\$25	Morgan Tennis Courts	\$10/ per hour /per court		
Morgan Baseball Field	\$150	N/A	_____ Applicant Signature <span style="float: right;">Date</span>			
Morgan or Eliot Softball/Soccer Field	\$150	N/A				
Morgan Football Practice Field	\$125	N/A				
Joel Gym	\$250	\$62.50	<b>Approvals (for office use)</b>			
Joel Annex Field	\$150	N/A	Y/N      Initial      Comments			
Eliot Gym	\$300	\$62.50	Building Admin			
Eliot Gym Locker Room	\$150	\$25	Athletics			
Eliot Field Hockey/Lacrosse Field	\$150	N/A	Music Dept.			
All Schools Cafe w/out Kitchen	\$200	\$50	Dir. Bldg & Grounds			
All Schools Cafe w/ Kitchen	\$300	\$75	Confirmation Sent _____ Cost Proposal Sent _____			
All Schools Classroom	\$100	\$25				
School Parking Lot	\$175	\$50				