



Manchester Public Schools Buildings & Grounds Dept.

Community Use of School Buildings for PTAs

We are pleased to offer our buildings for PTA's use, although we do have certain protocol that must be followed.

Each school has first priority for building use, followed by PTAs and other school groups, in-town groups, and out of town groups, in that order. This means that although you may have selected a date and submitted your paperwork, your event may be bumped by a priority group, which in your case, would be a school event. We will try to work with you to secure another date, room, or even building should that take place.

Buildings are available for your use Monday-Friday 5:30pm -11:00pm, and in some cases, weekends, though there may be additional charges for custodial overtime. PTAs are granted a total of 8 hours of custodial overtime each school year. Any overages are billed to the school PTA in actual costs to Manchester Public Schools.

Please note that our buildings are not available for use when school is closed, including inclement weather, school vacations or holidays.

Buildings & Grounds Department
325 Olcott Street
Manchester CT 06042

To use a facility, you will need to complete a Building Use Application and be able to provide proof of insurance including a special Endorsement Page provided by your insurance provider (which is done by October 1 annually through PTA's Town Council). Depending on the location and your event, we may also require additional forms (specifically for use of Bailey Auditorium at MHS); temporary food assessment forms and building maps (see below).

860-647-3511 phone
860-647-3381 Fax
gslog@mpspride.org

Temporary Food Assessment Forms

If you're planning to serve any food or drink (even it's just bottled water) at an event, you must submit a Temporary Food Assessment Form to the town of Manchester's Health Department. This is sent to the Health Department (not the BOE) - **please allow yourself a minimum of 30 days to get this done.** If you are serving food and drink without the proper paperwork, your event can be shut down by the Health Department and you can be refused future use of our buildings, so this is a very important step to take. Get information by calling the Health Department at 860-647-3173.

CONTACT: Grahame Slogesky

If your building use involves any use of a school kitchen, you're required to hire a BOE employee from Food Services. Find out information by calling Food Services at 860-647-3461.

Building Use Maps

When your event features more than 50 people, a building use map is required. This is a map of the setup in the room you're requesting, filled out with drawings of how you envision your room set up to be (tables, chairs, etc). This is important because we are required to send it to the Fire Marshal in the unlikely event of an emergency – they need to know who's in the buildings at all times. Maps for the rooms are available through Grahame Slogesky.

It is best to submit your paperwork as soon as possible. The requests are processed in chronological order. For repeating events such as monthly PTA meetings, please fill out one form with multiple dates. When you plan your events, it is best to submit the paperwork for the school year in August or September. A little planning will go a long way and the appreciative community members will be happy you didn't bump them out!

Thank you for all you do for Manchester's public school students, and thanks for choosing Manchester Public Schools!

Forms are available online at <http://publicschools.manchesterct.gov/page.cfm?p=532>. BOE's Policy #1330 - Community Use of School Facilities can be found here:
http://publicschools.manchesterct.gov/uploaded/District_Office/Policies/1000/1330.pdf