



Manchester Public Schools

Thank you for all you do for Manchester's children, and thanks for choosing Manchester Public Schools!

Schools are available for use following after-school activity dismissal. There is no charge to use the building itself, and 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.

Schools are not available for use when school is closed, including inclement weather, school vacations or holidays. 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!

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Buildings & Grounds Department
325 Olcott Street
Manchester CT 06042

860-647-3511 phone
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CONTACT: Grahame Slogesky

How to Reserve a School Space for PTA Events

To use a facility, you will need to complete a Building Use Application and send it to the Buildings & Grounds Department (instructions on application). Also, we must have proof of insurance including a special Endorsement Page provided by your insurance provider (which is done annually and kept on file by B&G). 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).

Are you serving any drinks or food?

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. If you serve food and drink without this step, your event may be shut down and you can be refused future use of school buildings, so this is a very important step to take. Get information by calling the Health Department at 860-647-3173.

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

Click here for [BOE Policy #1330 - Community Use of School Facilities](#)

Keeping everyone safe

If 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.