


SCHOOL BUILDING USE APPLICATION APPLICATIONS ARE DUE A MINIMUM OF TWO WEEKS IN ADVANCE USE IS NOT PERMITTED UNTIL APPROVED BY BOE FACILITIES			
EVENT DETAILS			
School Requested	Stamford High School		Event Name Stamford Stars Softball Practice and Games Spring 2025
Space Requested (auditorium, gym, field, classroom(s), etc.) Softball Field	Event Date(s) 3/1/2025 - 8/1/2025 Weekdays 6pm-8pm Weekends 1:30pm - 8pm		
PERMIT NUMBER SHS23240190	Anticipated Attendance	Adults 20	Youth 30
Event Start Time 1:30pm weekends 6pm weekdays	Additional Setup Time (include the date) none		
Event End Time 8pm	Additional Breakdown Time (include the date) none		
Event Description (be very specific; include # of chairs, tables, bleachers, types of games, etc.) Practices and Games for the Youth Softball teams Stamford Stars			
ORGANIZATION INFORMATION			
Organization Name Stamford Stars	Contact Name Bryan Fox		
Billing address	Contact Email Bryanfox29@gmail.com		
	Contact Phone Number 203 613 3717		
FEIN Number (if nonprofit) 83-4521656	Applicant's Name Bryan Fox		
<i>By typing applicant's name above, the Applicant certifies that it has reviewed Stamford Public Schools' Policy 1330, 1330A, and 1330R and agrees that the terms and conditions of those policies are hereby made a part hereof as if fully set forth herein.</i>			
PRINCIPAL APPROVAL AND SPACE AVAILABILITY IS NOT APPROVED USE - REFER TO BOE FACILITIES SECTION ON PAGE 2			
School Principal Approval 	BOE Facilities Approval		
POLICE DEPARTMENT EMAIL PD-BOE-PERMIT@StamfordCT.gov			
Police Department approval is required for events planned outside of regular school hours, including but not limited to evenings, weekends, school breaks, holidays, etc.			
Police Department Approval <i>Sgt. Richard Barbagallo</i>			

RISK MANAGEMENT EMAIL RISK-BOE-PERMIT@StamfordCT.gov

Risk Management approval is required for all non-SPS group use and events that include an outside vendor, including but not limited to photographers, performers, game companies, presentations, etc.
Inflatable bounce houses, Slip 'n Slides, jousting, and the like are prohibited.
All sports leagues, outside organizations and vendors must provide a certificate of insurance as requested.

Risk Management Approval

HEALTH DEPARTMENT EMAIL HEALTH-BOE-PERMIT@StamfordCT.gov

Health Department approval is required for all food other than packaged snacks, including pizza, restaurant catering, and food trucks.
Food is not allowed in school auditoriums or gyms.
If you have food service, Cafeteria rental is required and kitchen use is prohibited.
****Food trucks require approval from the Health Department and the Fire Marshal.***

Will there be food? **No**

Packaged Snacks? **No**

*Food Truck Catered/Delivered Chartwells Please email Chartwells requests to KSmith4@StamfordCT.gov.

If applicable, provide the food truck, caterer, or restaurant name and address:

Health Department Approval

FIRE MARSHAL EMAIL FM-BOE-PERMIT@StamfordCT.gov

Fire Marshal approval is required for all events that exceed space capacity, include a food truck or special effects.

Fire Marshal Approval

BOE FACILITIES EMAIL BOE.PERMITS@StamfordCT.gov

Facilities approves building use.
Facilities does not track incomplete applications - be sure your application includes approval from required city agencies, a permit number assigned by the school, and accurate event information.
Please direct questions concerning SPS Building Use to BOE Facilities.

ASSOCIATED COST BREAKDOWN

TOTAL ESTIMATED COST \$

Custodial Overtime Cost

Space Rental Cost

Energy Surcharge Cost

Other Cost

The total estimated cost is due prior to the event.
If the scope of the event changes, additional charges will be assessed and billed accordingly.
Invoices are processed through My School Bucks and emailed to the contact address provided.