

MILFORD PUBLIC SCHOOLS
INTEROFFICE MEMORANDUM

Deputy Superintendent of Operations

To: All Elementary, Middle, High School Principals

From: Philip G. Russell
Deputy Superintendent of Operations

Date: June 18, 2009

Subject: 60 day notice for Use of Building Applications

Effective immediately, all individuals or organizations wishing to use Milford Public School buildings must submit their applications at least 60 days in advance of the time requested. This includes all organizations for profit, not-for-profit, or any school related organizations such as the PTA's, PTO's, and Sports Associations.

The reasons for this rule are many, including but not limited to arranging for certificate of insurance, arranging custodial coverage, coordinating events with police, fire, and emergency services, and Board of Education approval (when necessary).

Any exceptions to the rule, if any, must be approved by the Maintenance Office.

Thank you for your cooperation with this issue. Please keep a copy of this notice available to disseminate to individuals/organizations as needed.

PGR/m

C: Dr. Harvey B. Polansky
Michael Cummings
Wendy Kopazna
Sue Kelleher
Cliff Bugyi
Pat Bradbury
Chris Breving
George Stromp
All School Secretaries
Nancy Byrne
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