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Rental of Armories

Sec. 27-39-1. Armory rentals

(a) Utilization by the military is the primary mission of all armories and military installations. No rental will be authorized which conflicts with this mission.

(b) Rental of armories will only be permitted when there is no interference with military activities as approved by the Officer In Charge of the armory/military installation. Revenue derived from such rentals will be forwarded in the form of a certified or cashier's check made payable to the "Treasurer, State of Connecticut," to the Property Administration Office, along with the rental application and insurance certificate.

(c) The Adjutant General of the State of Connecticut will appoint, on orders, an "Officer In Charge (OIC)" and a "Deputy Officer in Charge (DOIC)." It shall be the responsibility of the OIC/DOIC to administer rentals within their respective armories in accordance with provisions set forth in this regulation.

(d) Rental requests which conflict with federal, state or local laws will not be accepted.

(e) In the event that there is a question as to the propriety of a requested rental, the OIC will refer the rental to the Property Administration Office for guidance and final determination.

(f) The Military Department may refuse a rental request from a prospective lessee/organization if such activity may constitute a threat to National Security, the security of an armory/military installation, or if the requesting party, organization, or event has a history of civil disorder.

(g) The Military Department may refuse a rental request if a previous experience with the requesting individual or organization, or with an activity resulted in a breach of law and order or damage to the armory/military installation.

(h) Any request for deviation from the prescribed rental rates will be directed to the Property Administration Office. No special or reduced rental rates will be granted without written authorization from the Adjutant General based on recommendations from the Property Administration Office.

(Effective April 26, 1993)

Sec. 27-39-2. Application for use of national guard armories/military installations

(a) A formal written request will be made to the OIC, by the lessee, no less than sixty (60) days prior to the proposed starting date of the activity.

(b) This sixty (60) day time requirement for the formal letter may be waived by the OIC when circumstances occur beyond the control of the prospective lessee.

(c) Documents are to arrive in the Property Administration Office no later than thirty (30) days prior to the start of the rental event.

(1) MDCT 4-2 (Application for Lease for Use of Armory), (Exhibit 1). The OIC or his designee, will fill out the Rental Application and will compute the total rental fees based upon the rates applicable to that Armory.

(2) The OIC will indicate whether the Maintainer wishes to be paid directly by cash payment or by payroll.

(A) If the Maintainer chooses to be compensated by cash payment, such payment shall be made directly to him/her by the Lessee. Maintainers compensated in this manner shall not be considered employees of the State of Connecticut for the purposes of obtaining Workers' Compensation or other employee benefits in the event of injury while so occupied. It shall be the responsibility of the OIC to advise

the Maintainer of this situation prior to requesting by which method the Maintainer wishes to be paid.

(B) If the Maintainer chooses to be compensated through the payroll, the OIC shall promptly notify the Lessee that he/she will be billed by the State Military Department for services rendered at the appropriate salary rate including all applicable fringe benefits.

(3) The prospective lessee must comply with insurance requirements in accordance with Section 27-39-10.

(4) All rental fees are to be paid with a certified or cashier's check payable to the "Treasurer, State of Connecticut."

(5) If alcoholic beverages of any type are to be sold, the lessee will submit in writing, his request for such activity to the OIC. If approved, it shall be the responsibility of the lessee to obtain all permits as required by the State Liquor Commission.

(6) It shall be the lessee's responsibility to obtain a letter from the local fire marshal, prior to the event, attesting that all State fire code requirements have been adhered to.

(7) It shall be the lessee's responsibility to obtain a letter from the local police, prior to the event, attesting that all parking and local public safety ordinances have been adhered to.

(8) It shall be the lessee's responsibility to obtain local Health Department permits if food is to be sold.

(9) It shall be the lessee's responsibility to comply with the Army Trash Recycling Program.

(10) It shall be the lessee's responsibility to comply with all Federal, state and local requirements in accordance with Section 27-39-11.

(11) MDCT 4-2A (Post Rental Form), (Exhibit 2).

The OIC or his designee will fill out and forward this form to the Property Administration Office within 15 days after the rental. It will reflect all fees charged and will be signed by the OIC and the lessee.

(Effective April 26, 1993)

Sec. 27-39-3. Specialized rentals only available when armory/military installation is not in use by the national guard

(a) Utilization by agricultural and other associations receiving State aid shall be authorized for exhibition purposes at a cost not exceeding the actual maintenance cost. However, if admission is charged, then the rental requirements of these regulations will be adhered to in accordance with Section 27-39-2.

(b) When not in use by the National Guard, Federal and state agencies may utilize an armory for examinations, group instruction or physical education programs when no admission is charged.

(c) When not in use by the National Guard, the Adjutant General may allow use of any state armory, without a rental charge, for any of the activities identified below. If held after the Maintainer's work day, or excessive cleanup is required, the Maintainer will be reimbursed at an hourly rate.

(1) Any public or private nonprofit elementary or secondary school or any regional community college in the state system of community colleges for purposes of athletic events in which no admission is charged.

(2) The American National Red Cross for purposes of blood supply programs.

(d) In all cases of specialized rentals, an Application for Use (MDCT 4-2) will be executed. Maintenance costs, if applicable will be paid and the Military Department will be provided an insurance policy rider in accordance with Section 27-39-10 unless the using organization is covered by an existing state policy.

(Effective April 26, 1993)

Sec. 27-39-4. Use of unit rooms and areas

(a) Authority to use rooms and areas assigned to a unit within an armory is delegated to the OIC. However, he will coordinate with respective unit commanders responsible for the area and/or room.

(b) Once there is a mutual understanding between the OIC, Unit Commander and lessee, the rental fee, insurance and maintenance charge will be resolved. Once a rental fee is agreed upon, a certified or cashier's check, made payable to the "Treasurer, State of Connecticut," will be forwarded with the rental application.

(c) The OIC and Unit Commander will insure that such use of the room(s) or area will not reflect adversely on the National Guard and the Military Department of the State of Connecticut.

(Effective April 26, 1993)

Sec. 27-39-5. Rental conference

A rental conference will be arranged by the lessee with the OIC, or his designated representative, no later than sixty (60) days prior to the activity or thirty (30) days if approved by the Property Administration Office in accordance with Section 27-39-2 (b) of these regulations. At this conference, the lease agreement (MDCT 4-2) and a signed letter of agreement will be executed. Signed copies of the MDCT 4-2, will be forwarded to the Property Administration Office, along with other documents in accordance with Section 27-39-2 (c).

(Effective April 26, 1993)

Sec. 27-39-6. Armory daily rental fees

(a) Rental fees are identified in Appendix A. The military rate is charged for setting up and taking down, plus military sponsored events when an admission is charged.

(b) In addition to the above rental fees, the lessee shall pay all such maintenance and operational costs relating to setup and take down, as well as those relating to janitorial services and security.

(c) The Military Department reserves the right to require a nonrefundable deposit of \$100.00 from a prospective lessee when it appears that more than one party is interested in renting the Armory on the same day. The OIC will request permission for such action from the Property Administrator and will forward the check to the Property Administration Office. This amount will be applied toward the rental fees when the actual rental contract is executed.

(d) Pay rates for services of Military Department personnel are identified in Appendix A.

(e) Armory rental fees may be reviewed and adjusted as required by the Adjutant General, based upon recommendations from the Property Administration Office.

(Effective April 26, 1993)

Sec. 27-39-7. Hourly rates

(a) Hourly usage rates are based upon cost of utilities, services and supplies. Certified or cashier's checks, as with all rentals, are made payable to the "Treasurer, State of Connecticut."

(b) Requirements and application procedures will be adhered to in accordance with Section 27-39-2.

(c) If such hourly usage requires Military Department personnel to remain after normal working hours, the lessee shall arrange for payment of such services to the individual involved, at a rate not to exceed time and a half of the individual's hourly rate. The custodial individual may be a State Maintainer or National Guard personnel. The OIC will determine which person will be assigned.

(d) The OIC will determine if hourly rental is in order as opposed to daily rate in accordance with Section 27-39-6.

(e) The present hourly rental rates are identified in Appendix A. Such rates may be reviewed and adjusted as required by the Adjutant General, based upon recommendations from the Property Administration Office.

(Effective April 26, 1993)

Sec. 27-39-8. Utilities (Electricity, water, propane and natural gas)

Where special meters are available for the respective utility, the lessee will be so billed. A separate certified or cashier's check should be made payable to the "Treasurer, State of Connecticut."

(Effective April 26, 1993)

Sec. 27-39-9. Armory maximum capacity

Maximum armory capacities are identified in Exhibit 3 and are based upon the occupant load permitted by state fire regulations (Chapter 9-1.7.1).

(Effective April 26, 1993)

Sec. 27-39-10. Insurance

(a) The lessee will submit to the Property Administration Office a properly executed Certificate of Insurance in the specified amount of coverage required to protect the State Military Department against any and all claims and liabilities arising as a result of usage, rental or lease of an armory.

(b) The period of insurance coverage shall include setup and take down periods, as well as the actual days of the activity or operation. Coverage will be on a 24 hour basis. The specific beginning hour will be arrived at by agreement between the OIC and the lessee and will be indicated on the back of the MDCT 4-2.

(c) The Certificate of Insurance shall include a special provision naming the "Military Department, State of Connecticut, its employees, servants, and agents" as additional insured.

(d) The minimum limits of the required insurance coverage by the lessee for all rentals is: Bodily injury; each person \$500,000, each occurrence \$1,000,000 and property damage \$1,000,000. If the nature of the activity indicates an increase in any or all of these limits, the OIC is authorized to implement such action with the approval of the Property Administration Office. Copy of the agreement will be forwarded to the Property Administration Office.

(e) A rental which would in any way invalidate the existing insurance carried by the State will not be considered.

(f) The lessee shall be advised that insurance carried by the State, as identified in subsection (d) above, is for the State's protection only.

(Effective April 26, 1993)

Sec. 27-39-11. Federal, state and local permits and licenses

(a) It shall be the responsibility of the lessee to obtain all permits and licenses required by the various regulatory agencies at the Federal, state and local echelons

of government. The OIC or his designated representative will advise the lessee of this responsibility during the rental conference. Any fines, fees or penalties assessed by such regulatory agencies for failure to comply with existing permit or license requirements shall be chargeable solely to the lessee.

(b) Written objections to the rental or to the lessee shall be forwarded to the Property Administration Office. The Adjutant General shall then appoint a Review Board who will conduct an informal hearing and make its recommendation to the Adjutant General for a final determination. Whenever possible, the Review Board shall consist of three individuals, including the facility's OIC, DOIC or his/her designated representative, the Staff Judge Advocate, and a representative from the State Military Department of suitable temperament and experience to be appointed by the Adjutant General.

(Effective April 26, 1993)

Sec. 27-39-12. State fire marshal jurisdiction

(a) The Public Safety Commissioner is, by law, the State Fire Marshal. Directives issued by him, pertaining to the State Fire Safety Code, will apply to all armories and installations.

(b) In cities and towns where the local Fire Marshal assumes any degree of jurisdictional responsibility in the issuance of a clearance for rental, such action is to be viewed as a cooperative effort. However, the OIC will assure that such clearance has the concurrence of the State Fire Marshal.

(Effective April 26, 1993)

Sec. 27-39-13. Public address system

In armories where a public address system is not available in the drill shed, the lessee will be required to have a temporary one installed which will be adequate for the use of emergency evacuation. Portable address systems of the self-contained, hand-carried type are not adequate for this purpose.

(Effective April 26, 1993)

Sec. 27-39-14. Storage of property

(a) Storage or delivery of equipment or other property in connection with a rental of over one day prior to the scheduled setup date is prohibited unless authorized in advance by the OIC.

(b) When two or more lessees agree to continued use of decorations or equipment, these may remain in place provided they do not interfere with the National Guard operation. The agreement will be in writing and forwarded to the Property Administration Office, accompanied by a copy of an insurance certificate covering the time frame when the decoration or equipment is in a dormant status. The terms of this agreement will detail the responsibility for the ultimate removal of the decoration or equipment.

(Effective April 26, 1993)

Sec. 27-39-15. Monthly usage

A monthly usage report completed by the OIC will be submitted to the Property Administration Office to arrive by the 10th of the following month. The report will contain all usage of the facilities, including rentals. The report serves as a crossreference for armory rentals. (See Exhibit 4)

(Effective April 26, 1993)

Appendix A
State Armory Daily Rental Rates
 (Section 27-39-6)

<u>Armory</u>	<u>Military</u> <u>Rate</u>	<u>Civilian</u> <u>Rate</u>
Ansonia	\$ 50.00	\$150.00
Branford	\$ 50.00	\$150.00
Bristol	\$ 50.00	\$200.00
Danbury	\$ 50.00	\$150.00
Danielson	\$ 50.00	\$150.00
Enfield	\$ 50.00	\$150.00
Hartford	\$250.00	\$750.00
Manchester	\$ 50.00	\$200.00
Meriden	\$ 50.00	\$200.00
Middletown	\$ 50.00	\$150.00
Naugatuck	\$ 50.00	\$150.00
New Britain	\$ 50.00	\$200.00
New Haven	\$150.00	\$500.00
New London	\$ 80.00	\$300.00
Norwalk	\$ 80.00	\$300.00
Norwich	\$ 80.00	\$300.00
Putnam	\$ 50.00	\$150.00
Rockville	\$ 50.00	\$150.00
Southington	\$ 50.00	\$200.00
Stratford	\$ 80.00	\$300.00
Torrington	\$ 50.00	\$200.00
Waterbury	\$ 80.00	\$300.00
Westbrook	\$ 50.00	\$150.00

The fee for renting additional rooms within an Armory shall be \$40.00 per room.

Pay Rates for Services of Military Department Personnel
 (Section 27-39-6)

1. OIC or his representative:

A flat rate for control and administrative services of \$100 per normal workday and \$150 per day for a Saturday, Sunday or Holiday. An additional fee of a minimum of \$50 for every four (4) hours, or parts thereof, exceeding eight (8) hours.

2. Military Department Personnel:

For operational purposes, National Guard personnel will be paid at a maximum of time and one-half the rate of their normal hourly pay. State Military Department Maintainers will be paid at a rate not to exceed time and one-half of their normal hourly rate. Direct payment will be used between the lessee and all National Guard personnel.

Maintainers have two options for reimbursement:

- a. Direct payment between the lessee and the Maintainer.
- b. Payroll deductions: The Military Department Comptroller bills the lessee for the Maintainer's services.

3. Maintenance Supervisor:

Only authorized when three (3) or more individuals are to be supervised. Fee not to exceed \$100 per normal work day and \$150 for Saturday, Sunday or Holidays.

An additional fee of \$75 for every four (4) hours, or parts thereof, exceeding eight (8) hours.

4. Security Supervisor:

Only authorized when three (3) or more individuals are to be supervised. Fee not to exceed \$70 per normal work day and \$100 for Saturday, Sunday or Holidays. An additional fee of \$50.00 for every four (4) hours, or parts thereof, exceeding eight (8) hours.

5. Traffic and Parking:

Not to exceed \$50 per normal work day and \$75 per day for Saturday, Sunday or Holidays. An additional fee of \$37.50 for every four (4) hours, or parts thereof, exceeding eight (8) hours.

Hourly Rental Rates

(Section 27-39-7)

1. Hartford, New Haven:

Rate is \$100 per hour;

2. New London, Norwalk, Norwich, Stratford:

Rate is \$50.00 per hour;

3. All other Armories are presently \$35.00 per hour.

4. For Town-sponsored recreation programs, the hourly fee for all facilities is \$15.00 per hour.

(exhibits follow)

Exhibit 1

**STATE OF CONNECTICUT
MILITARY DEPARTMENT**

APPLICATION AND LEASE FOR USE OF ARMORY

Application Must Be Filed At Least 30 Days
Prior To Effective Lease Date

AT _____

TERMS AND CONDITIONS

The applicant shall be required to provide a correct statement of the purpose for which premises are to be used. The rules and regulations governing armories are made a part of this lease. These rules are posted in the Armory. Rent must be paid in advance, by check or money order, and forwarded with application to the Property Administration Officer. The right is reserved by the lessor to cancel this lease if military conditions shall require it, or if any of the terms are not observed. Applications for lease of armories should be made to the Officer in Charge, and forwarded by him to the Property Administration Officer with his recommendation.

APPLICATION FOR LEASE

Subject: Lease of Armory
To: The Property Administration Officer

Application to lease the State Armory at _____
has been made to me, the officer in charge, by _____

Name and Address of Individual

Name of Organization

for _____
Describe Purpose and Date Wanted

Rental Fee:
_____ days @ Military Rate \$ _____
_____ days @ Civilian Rate \$ _____

Additional Charges: List _____

Total Rental Fees \$ _____

Maintainer To Be Paid by Cash
or Payroll Deduction

Certified or Cashier's Check Payable to
"Treasurer, State of Connecticut" Attached.
Insurance Certificate Attached

Naming "Military Department, State of Connecticut and its
Employees, Servants and Agents" as Additional Insured.

I recommend that this application be approved disapproved
This use will not interfere with the use of the armory for military duty.

_____ 19 _____
Officer in Charge or Designee

SPONSORSHIP CERTIFICATION

(Note: To be filed only in case of sponsored activity)

It is hereby certified that permission for sponsorship by _____
Name of Sponsoring Association

has been granted by Property Administration Officer _____
Date

LEASE

THIS LEASE is made by and between the **STATE OF CONNECTICUT**, acting herein by the Property Administration Officer, (hereinafter referred to as the "Lessor"), and _____ of the Town of _____ County of _____ in said State of Connecticut (hereinafter referred to as the "Lessee").

WITNESSETH: That the State of Connecticut had leased and does hereby lease to the Lessee so much of the State Armory and the grounds and appurtenances thereto, located in the Town of _____ as may be necessary for the purposes of _____ saving and reserving from the operation of this lease so much of the premises as are necessarily occupied by the officers and men of the military organizations occupying said armory for military purposes, excepting drills, review and other military maneuvers, and company parlors, storerooms and other rooms used by said officers and men for the purpose of storage and for social meetings,

TO HAVE AND TO HOLD, the above leased premises for the period of _____ days at a total of \$ _____ for the rent of the State Armory at _____.

IN CONSIDERATION FOR THE LEASE of the State Armory as described more fully above, the Lessee agrees to file with the Property Administration Officer, at the time said lease is signed, a properly executed Certificate of Insurance protecting the State against personal accident and property damage claims, by any and all persons using said premises while said premises are under the care, custody, or control of the Lessee.

THE LESSOR COVENANTS WITH THE LESSEE that it has good right to lease said premises in the manner as aforesaid, and that it will permit said Lessee to occupy, possess, and enjoy said premises during the said time without hindrance or molestation from it or any person claiming by, from, or under it.

AND THE LESSEE COVENANTS WITH THE LESSOR to hire said premises; to pay the rent therefore, as aforesaid; that he will not injure or misuse the property or damage the same, and that if such damage does occur by reason of occupancy of said premises, that he will repair the same; that he will not underlet said leased premises nor make any alterations therein, nor use the same for any purpose but that hereinbefore stated, without written permission from the Lessor; that he will not sell nor allow to be sold on said premises any intoxicating liquor; that he will deliver up the same at the expiration of said tenancy in as good condition as it now is, except for ordinary wear, fire or other unavoidable casualty.

IT IS FURTHER EXPRESSLY AGREED AND STIPULATED between the parties hereto that the Lessor, by its servants, agents, and invitees shall have free and undisturbed ingress and egress to said building during the time of this lease, and that the officers and privates of the military organizations customarily occupying said building shall be allowed full and undisturbed possession and ingress and egress to their quarters in said building during this lease, and that the person or persons authorized to have charge of said building shall be allowed to exercise the same control over all portions of the building not herein leased as they would had this lease not been given.

IT IS FURTHER STIPULATED AND AGREED that the authority of the Lessee is absolute over the portion of said armory herein leased and that any injury or damage which may result to any person or the property of any person while said leased portion of said armory, or the approaches thereto, upon invitation or by permission of the Lessee, shall be chargeable solely to the Lessee, and that the Lessee will protect the State of Connecticut, assuming all liability and responsibility for any claim or suit for damages arising from any such injury or loss, and further indemnify and repay said State of Connecticut for all sums which may be adjudged against it, upon any claim arising from such injury or loss.

IT IS FURTHER AGREED BETWEEN THE PARTIES that whenever this lease shall terminate, either by lapse of time or by violation of any of the restrictions herein contained, said Lessee waives all right to any notice to quit possession, as prescribed by statutes relating to summary process.

AND IT IS FURTHER AGREED that in the event of any holding over beyond the period above specified as to the termination of this lease that the Lessee shall hold such premises upon the same terms, stipulations and agreements as are contained in this instrument; and the Lessee hereby agrees to conform to all the laws of the State of Connecticut, and all the by-laws, rules and regulations of the city or town in which the leased premises are situated relating to health, nuisance, fire, highways and sidewalks, so far as the premises hereby are or may be concerned, and to save the Lessor harmless from all fines, penalties and costs for the violation or noncompliance of the same.

THE LESSEE AGREES AND WARRANTS in accordance with § 4a-60 of the General Statutes of the State of Connecticut (1) that in the performance of the lease, such Lessee will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such Lessee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Lessee further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and the employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such Lessee that such disability prevents performance of the work involved; (2) the Lessee agrees, in all solicitations or advertisements for employees placed by or on behalf of the Lessee, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Connecticut Commission on Human Rights and Opportunities (CHRO); (3) the Lessee agrees to provide each labor union or representative of workers with which such Lessee has a collective bargaining agreement or other contract or understanding and each vendor with which such Lessee has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Lessee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Lessee agrees to comply with each provision of this section and section 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e, and 46a-68f; (5) the Lessee agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Lessee as relate to the provisions of this section and sections 46a-56.

Attendance will not exceed maximum capacity approved by the State Fire Marshal.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals at _____ this _____ day of _____ 19 _____

Signed, Sealed and Delivered in the presence of:

STATE OF CONNECTICUT
MILITARY DEPARTMENT

Lessee

By: _____
Property Administration Officer

Officer in Charge or Designee

Witness for Property Administration Officer

ADDENDUM TO LEASE

THE LESSEE AGREES AND WARRANTS (1) that in performance of the Lease, such Lessee will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Lessee agrees to provide each labor union or representative of workers with which such Lessee has a collective bargaining agreement or other contract or understanding and each vendor with which such Lessee has a lease or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Lessee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Lessee agrees to comply with each provision of this section and section 46a-68e and 46a-68f of the General Statutes and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e and 46a-68f of the General Statutes; (4) the Lessee agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Lessee as relate to the provisions of this section and section 46a-56 of the General Statutes.

Dated at _____ this _____ day of _____ 19 _____

Signed, Sealed and Delivered in the presence of:

STATE OF CONNECTICUT
MILITARY DEPARTMENT

Lessee

Property Administration Officer

Officer in Charge or Designee

Witness for Property Administration Officer

Exhibit 2

**State of Connecticut
Military Department**

**POST RENTAL FORM
(MDCT-4-2a)**

SCHEDULED DATE(S): _____

RENTAL FOR:

ARMORY RENTAL FEE:

Military Rate (Setup, takedown)	\$ _____ per day for _____ days \$ _____
Civilian Rate (Show Dates)	\$ _____ per day for _____ days \$ _____
Additional Room Fee	\$ _____ per day for _____ days \$ _____
Number of Rooms Rented _____ (If applicable)	
Utility Fee (If applicable)	\$ _____ per day for _____ days \$ _____

TOTAL FEES DUE: "TREASURER, STATE OF CONNECTICUT"

Officer In Charge Fee	\$ _____ per day for _____ days \$ _____
Maintainer Fee	\$ _____ per day for _____ days \$ _____
Security Fee (If applicable)	\$ _____ per day for _____ days \$ _____

TOTAL FEES BY DIRECT PAYMENT \$ _____

_____	_____
Officer in Charge	Signature of Lessee
ARMORY _____	Address: _____
	Phone: _____

Exhibit 3

Armory Maximum Capacity

9.1.7.1 A An assembly area of concentrated use without fixed seats, such as an auditorium, place of worship, dance floor, discotheque, or lodge hall—one person per 7 net square feet.

9.1.7.1 B An assembly area of less concentrated use, such as a conference room, dining room drinking establishment, exhibit room, gymnasium or lounge - one person per 15 net square feet.

<u>ARMORY</u>	<u>SPACE SQ.FT.</u>	<u>7 SQ. FT. CAPACITY</u>	<u>15 SQ. FT. CAPACITY</u>
Ansonia	8,750	1,250	583
Branford	7,500	1,071	500
Bristol	10,224	1,460	681
Danbury	10,275	1,467	685
Danielson	7,085	1,012	472
Enfield	7,000	1,000	466
Hartford	48,509	6,929	3,233
Manchester	8,856	1,265	590
Meriden	14,345	2,049	956
Middletown	9,512	1,358	634
Naugatuck	5,490	784	366
New Britain	6,390	912	426
New Haven	32,700	4,672	2,180
New London	8,946	1,278	596
Norwalk	6,960	994	464
Norwich	7,400	1,057	493
Putnam	5,551	793	370
Southington	5,400	771	360
Stratford	8,946	1,278	596
Torrington	12,000	1,714	800
Rockville	5,490	784	366
Waterbury	16,072	2,296	1,071
Westbrook	5,490	784	366

Exhibit 4

**Military Department
Property Administration Office
State Armory
Hartford, CT 06105
Monthly Use Report**

For the Month of _____ Installation _____

<u>Date(s)</u>	<u>Activity and Lessee or User</u>	<u>Hours</u>	<u>Leave Blank</u>
2	Gun Show Set-up	0800-1600	
3	Gun Show	0700-1600	
4	Gun Show/Take Down	0700-1600	
6	BN Staff Meeting	1900-2330	
7	Jazzercise (1 hour)	1900-2000	
9	National Guard Drill	0700-1700	
10	National Guard Drill	0700-1700	
12	Dog Training (2 hours)	1900-2100	
14	Town Basketball League (3 hours)	1800-2100	
16	Antique Show/Set-up	0700-1600	
17	Antique Show/Take Down	0700-1800	
20	“C” Company Staff Meeting	1900-2100	
24	BN X-Mas Party	1800-2200	

Signed: _____
Officer in Charge