

SAU #7 School Districts
21 Academy Street – Colebrook, NH 03576 -- 603-237-5571

Request for Use of Facilities

Policy: KF-R1

Colebrook

Pittsburg

Stewartstown

Group/Organization:					
Responsible Person:					
Address:					
Phone Number:	Daytime:		Evening:		
Area Requested:	<input type="checkbox"/> Gym <input type="checkbox"/> Kitchen <input type="checkbox"/> Library <input type="checkbox"/> Concession Area <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other:				
Equipment/Supplies:					
Type of Activity:					
Date(s) Requested:	Start Date:		End Date:		
Time:	Set up Time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM	Event End Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
	Event Start Time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM	Clean Up Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Public Event:	<input type="checkbox"/> Yes (If yes, Police Chief or Designee <u>must</u> complete Police Detail section below) <input type="checkbox"/> No				
Police Detail: (Required Field)	<input type="checkbox"/> Police Detail Arranged <input type="checkbox"/> Police Detail Not Necessary <div style="display: flex; justify-content: space-between;"> _____ _____ </div> Signature of Police Chief or Designee Date				
<p>The group/organization noted above agrees to comply with all aspects of the <i>Use of School Facilities</i> Policy, including established rules and regulations and understands all contents therein.</p> <p>I further understand that I must provide a <u>Certificate of Insurance</u>, which lists the School District as the additionally insured.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ _____ </div> Signature of Authorized Requester of Facility Use Date					
Authorized School District Representative					
Athletic Director – Gym		Food Service Manager– Cafeteria/Kitchen		Principal of School - classrooms & other school areas	
The area noted above is available on the date(s) and time(s) requested. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ _____ </div> Signature of Authorized School District Representative Date					
School District Use Only					
<input type="checkbox"/> Approved – No fee		<input type="checkbox"/> Approved – Rental Fee		<input type="checkbox"/> Approved – Custodial Fee	
Rental Fee:		Kitchen/Custodial Fee /hour x hours		Total:	
		(Hourly rate plus fixed costs)			
Custodian Responsibilities:		<input type="checkbox"/> Open & Close Only		<input type="checkbox"/> Duration of the Event <input type="checkbox"/> None	
Which Custodian/Kitchen :					
Custodian/Kitchen has been notified by Building Administrator:		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Certificate of Insurance Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No Coverage:				
Approval Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved – Reason: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ _____ </div> Signature Building Administrator Date				

Please return original form to the School Office upon completion

USE OF SCHOOL FACILITIES

School buildings represent a large investment to the taxpayers of the community. There are many times during the school year and vacation breaks that the school facilities are not in use for school purposes.

The School Board shall adopt regulations as part of this policy to govern scheduling of the use of school property and may assess a fee to defray the costs of additional heating, lighting and maintenance.

In addition, at least one school district employee (paid for by the organization) must be on the premises to permit access to the building and room(s) being used for the event as well as to be available should building-related assistance be required.

Permission for Use of School Facilities:

⇒ **Use of School Gymnasium:**

The school gymnasium will be used primarily for school events. Any events outside the school sponsoring co-curricular sports will need approval by the designated SAU #7 representative.

1. Primary responsibility - Athletic Director
2. Elementary school Principal, then
3. High School principal, then
4. SAU Business Administrator

⇒ **Use of Other School Facilities:**

Classroom or other Internal Space:

1. Primary responsibility –School Principal

Cafeteria

2. Primary responsibility – School Lunch Director
 - a. Notice to the School Principal
3. In absence of the Principal, then
 - b. SAU Business Administrator

⇒ **Use of External School Grounds:**

1. Primary responsibility – School Principal
2. SAU Business Administrator

⇒ **Responsibility – Supervision of activities:**

1. Any group/organization sponsoring an activity in the school facilities must have one adult designated as being directly in charge of supervision and responsible for compliance with established rules and regulations.
2. School Activities: A designated staff member (leader of the group) shall be directly in charge of supervision and responsible. The staff member must stay until all students have a ride home with the parent/guardian, have written permission for other transportation or have departed the school grounds.

For interscholastic sports events the principal (or designee) shall be directly in charge of supervision and responsible.

Non-School Sponsored Activities: The sponsoring group/organization must officially designate an adult as being directly in charge of supervision and responsible.

⇒ **Security of school facilities for activities:**

To ensure the security of school facilities and the safety of visitors, group/organization must adhere to the following rules::

- ◇ Facilities equipment and supplies are not to be used without proper authority.
- ◇ Only the approved area (s) is authorized for use.
- ◇ Scheduled rehearsals or practices must be supervised and must not exceed allotted time
 - ◇ Participants only are to be present during the allotted time.
 - ◇ If participants need to change into practice uniforms, they may arrive fifteen (15) minutes prior to, and depart fifteen (15) minutes after, the allotted time.
- ◇ No loitering on school premises at the conclusion of any activity/event is permitted.
- ◇ Access should be restricted to approved users only
- ◇ Notify the School representative on duty that the event has concluded.
 - ◇ School representative will inspect the space used for reporting purposes and secure facility..

Police Coverage:

The Athletic Director or principal will notify the Chief of Police of scheduled school sponsored public events. The Chief of Police will determine which events need police details.

The Chief of Police shall have the authority to assign police details to any public meetings or functions which are determined to potentially: (RSA 105:9-III)

- (a) involve traffic-related problems: or
- (b) lead to a public disturbance or public nuisance: or
- (c) endanger public health, safety or welfare.

The Chief of Police, the Police Department, and any city, town or political subdivision shall not be held liable for the decision to not assign detail police officers to any public meeting or function.

Any use of the facilities without following these procedures will result in further action.

Any use of school property, both internal and external, that is not authorized by the appropriate school administrator(s) may result in criminal prosecution.

Custodial Services:

If custodial services are needed, the fee shall be determined by the Business Administrator based on hourly rate, date and time of event and degree of custodial services needed.

BUILDING USE AGREEMENT

In consideration of the right to use the facility described the following guidelines have been set forth:

1. The using organization (party) hereby assumes full financial responsibility for any and all loss or damage to the buildings(s) to be used and to any and all personal property of the School District, and agrees to indemnify the owner(s) for any such loss or damage by presenting evidence of appropriate insurance, when requested to do so. The School District must be named as co-insured. A use of facility form must be filled out and on file with all proper approvals prior to the event.
2. Kitchen equipment will not be available without cafeteria or specially trained personnel present or without instruction in the proper use and care of equipment. Arrangements are to be made with the School Lunch Director once the facility use form is approved. A minimal fee has been established to help defray the expenses of heating and lighting during the time the building is in use.
3. The party shall report promptly to the Business Administrator or Principal all incidents involving damage or loss of property or injury to any person occurring during its usage of the facilities.
4. The using party further agrees that the facilities used will be left in a clean and neat condition with chairs and other furniture restored to normal location, all waste and trash removed from the premises and the facility ready for normal school use without expense to the school district.
5. The using party agrees to provide its own custodial services except that where required, it will utilize the school custodial services and reimburse the School District for all expenses in connection therewith.
6. The using party agrees to be fully responsible for all injuries to third parties on the premises during its period of use or damage to the property of third parties and to indemnify and hold harmless the School District from any and all loss resulting from claims of third parties arising out of its use of the facilities.
7. The using party agrees that it shall not transfer this use agreement nor sub-let its right of use to any other individual or group without the express authorization of the School District or its authorized representative.
8. The party further agrees to, where required, provide proper police protection and supervision at its expense during the time of its' usage and to comply with all applicable laws and regulation in its conduct of activities on the premises. (see request form for police signature)
9. The party shall use the facility in collaboration with the school district employee as outlined in KF and KF-R1 (paid for by the organization)

Police Coverage

The chief of police shall have the authority to assign police details to attend any public meetings or functions which he determines may potentially: (RSA 105:9-III)

- A. involve traffic-related problems: or
- B. lead to a public disturbance or public nuisance: or
- C. Endanger public health, safety or welfare.

The chief of police, the police department, and any city, town or political subdivision shall not be held liable for any decision not to detail police officers to attend any public meeting or function.

Any use of the facilities without following these procedures will result in further action.

Any use unauthorized by school administrators may result in criminal prosecution.

Fee:

Resident taxpayers

A deposit of \$100.00 shall be required and paid once the facility use request is approved. The deposit, less custodial fee, damages and any additional charges resulting from the function will be refunded after the building has been cleared by the school staff.

Non-residents

Non-residents may request the use of the cafeteria. This will be reviewed by the school board. Form must be submitted to the building principal prior to a school board meeting.

Deposit of \$150 shall be required and paid once the facility use request is approved. The deposit, less rental fees of \$75.00, custodial and kitchen costs, damages and any additional charges resulting from the function will be refunded after the building has been cleared by the school staff.

9. The custodial & kitchen fee will be established by the business manager based on the hourly overtime wages and fixed costs. The custodian will open and close the facility and any time required for set up, cleaning or restoring to school use will be charged under this fee.
10. The using party agrees to reimburse the School District for any expense incurred in cleaning the premises, repairing the same or replacing property lost or damaged beyond repair above the required deposit which arises out of the use of the facility by the using party.

The using party agrees not to allow the use and possession of alcoholic beverages. The using party further agrees to no smoking throughout any part of the building and/or grounds.

By signing the facility use request form you agree to adhere to the Use of Facility rules and regulations.

GUIDELINES FOR CHARGE RENTAL FEES

A deposit will not be required if the following criteria are met:

- Program/event benefits the School District's school-age children
- No admission is charged
- Not-for-profit organization is making the request
- Custodial services are not required and the event held when a custodian is on duty under his/her regular hours.