

**APPLICATION FOR PERMISSION TO USE
BUILDINGS OR PROPERTIES OF
THE LINCOLN-WOODSTOCK COOPERATIVE SCHOOL**

Date: _____

- Requests for use will be made in writing to the Principal's office at least **14 days** in advance.
- Deposit and Certificate of Insurance *must* be submitted with application.
- All requests must be submitted to the Middle-High School (MHS) front office.

Responsible Party/Applicant: _____ Phone#: _____

Email: _____

Organization: _____

Event/Program Description: _____

Date(s) Requested: _____

Event/Program Start Time: _____ Event/Program End Time: _____

Set-Up Date and Time: _____

Approximate # of participants: _____ Is Admission or a Fee to be Charged? ☐ Yes ☐ No

Recurring Program (*if recurring (monthly/weekly) program, please provide all dates and times requested*):

Event/Program Type:

☐ Athletics

☐ Entertainment

☐ Fundraiser

☐ Educational

☐ Extra-Curricular

☐ Meeting

☐ Other: _____

Facility to be Used:

☐ Elementary School

☐ Middle/High School

☐ Other: _____

Room (s) to be Used (*check all that apply*):

☐ Family & Consumer Science Room

☐ Kitchen*

☐ Multipurpose Room

☐ Gymnasium

☐ Library

☐ Other: _____

**Use of kitchen requires completion of an additional checklist, please request if necessary.*

Equipment Required (please indicate how many if necessary)**:

☐ Bleachers: _____

☐ Microphones: _____

☐ Risers: _____

☐ Chairs: _____

☐ Projector: _____

☐ Tables: _____

☐ Lectern: _____

☐ Other: _____

***Please attach a diagram if specific set-up is required.*

COMMUNITY USE OF SCHOOL FACILITIES

The Lincoln-Woodstock Cooperative School District buildings and properties are owned by its taxpayers and operated by the School Board. The School Board encourages public use of school facilities for adult education, civic and religious groups, recreation, voter registration and polling, and any other purpose promoting community welfare.

In general, consent for use of School District fields will be limited to intended (athletic) purposes however, field use may be considered for other events determined to have a low impact on field conditions.

No person, group, or organization has any vested right to use school property; but the right to use the property for any lawful purpose is subject to approval by the Superintendent or his/her designee. The School Board must approve any special requests or exceptions. (See policy KF.)

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor the purposes they represent.

The School Board and Superintendent will cooperate with the Red Cross and Civil Defense Agencies to make school facilities available in emergencies.

SCHEDULING

The use of School District property will be approved for qualified applicants on a first-come first-serve basis. Approval may be denied for reasons such as lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines. School sponsored activities will have first priority. The Superintendent or his/her designee will authorize the use of school facilities. Special requests and exceptions must be approved by the School Board.

The Principal will maintain an accurate calendar for scheduling purposes.

Requests for use will be made in writing to the Principal's office at least 14 days in advance. In certain cases, this time requirement may be waived.

Groups receiving permission are restricted to the dates, hours, and areas specified unless requested changes are approved by the School Board or its designee.

RENTAL FEES AND TERMS

1. All fees shall be paid to the Lincoln-Woodstock Cooperative School District. (See following Fee Schedule.)
2. The School District will require an applicant to furnish liability insurance for the scheduled event. The purpose of this insurance is to be certain that the School District will incur no liability for personal injury or personal property damage occurring during the scheduled event. For individuals or organizations not currently insured, Special Event insurance may be available from local insurance providers. The applicant must file the attached INDEMNIFICATION AND INSURANCE AGREEMENT and provide a CERTIFICATE OF INSURANCE with the Principal's office no later than seven days in advance of the event. Failure to do so will render the application null and void.

Any applicant required to execute the INDEMNIFICATION and INSURANCE AGREEMENT and provide a CERTIFICATE OF INSURANCE, shall hold the School District harmless from any loss, damage, liability, or expense, including attorney's fees that may arise during or be caused in any way by the applicant's use or occupancy of school property.

3. Sponsoring organizations shall provide sufficient and competent adult supervision. An "adult" must be at least 21 years of age and for Category I groups, reside in Lincoln or Woodstock. The amount of adequate supervision will be agreed upon at the time the authorization is issued. The School District may require that a school employee be present at all times when the facility is in use. The fee for the school employee will be paid for by the sponsoring group.
4. The School District may require an applicant to furnish one or more uniformed police officers for the event. The Superintendent or his/her designee will so inform the applicant at the time of application. Any such police officer must be a full or part-time officer employed by the Town of Lincoln. Others may be approved through mutual aid by the Lincoln Police Department with the agreement of the Superintendent or his/her designee. Payment for the officer will be made by the applicant on or before the day of the building usage.
5. Groups receiving facilities use authorization are responsible for any local or state permitting that may be required as well as associated fees.
6. Groups receiving permission for the observance of county and state fire and safety regulations at all times.
7. Smoking or use of tobacco is prohibited at all times on school grounds in accordance with state laws.
8. No alcoholic beverages or drugs are permitted on school property at any time.
9. All key cards issued must be returned upon completion of event. A lost key card charge may be incurred for each card not returned.
10. The School Board or Superintendent or his/her designee may cancel the scheduled event, without liability, when, in their judgment, cancellation is necessary due to inclement weather or any other safety-related reason.
11. The School Board, Superintendent or his/her designee reserves the right to reschedule any event for another purpose or group should a priority need arise.
12. Failure to observe any regulation at the scheduled event may bar the applicant from future use of the school property.
13. In the event that the School District suffers property loss or damage due to the applicant's use of school property, the Superintendent or his/her designee shall determine the amount of loss. The applicant shall immediately reimburse the School District in that amount.
14. Sponsoring organizations are responsible to ensure that the facility is returned to the condition in which it was found. All refuse shall be placed in appropriate refuse containers.
15. In situations where there is no cost to the district or in situations where a mutual exchange of facilities or services is possible between the school district and the organization, rates may be modified or eliminated by the Superintendent or his/her designee. In situations where extended usage for a long period of time is required, rates may be set at a contract price.

FEE SCHEDULE

1. \$50 per hour for Personnel Services, if required.
2. Plus:

	Category I	Category II	Category III
Classroom	No Charge	\$10.00	\$30.00
Family & Consumer Science Room	No Charge	\$20.00	\$60.00
Gymnasium & Outdoor Fields	No Charge	\$30.00	\$100.00 + custodial fee
Multipurpose Room (MHS with full use of kitchen facilities)	\$10.00	\$30.00	\$100.00

- A \$25.00 energy surcharge per event or sustained activity between November 1st and March 31st.
- Any use of building or grounds where a fee is charged \$25.00/ Quarter usage fee.
- Any use of borrowed equipment \$25.00/ Quarter.
- Any organization using building for extended period of time may be charged \$25.00 usage fee.
- Fees may be waived if reciprocal agreement is made.
- A \$5.00 fee will be charged for each key card not returned.

Category I In District, Non-Profit, Non-Fundraiser
Category II In District, Non-Profit, Fundraiser or Out of District, Non-Profit, Non-Fundraiser
Category III Private Group; Any For-Profit Organization; or Out of District, Non-Profit, Fundraiser

By completing this form, the applicant expressly agrees to all the attached terms and conditions of this application.

Signature: _____ Date: _____

Print Name: _____

TO BE COMPLETED BY SCHOOL DISTRICT PERSONNEL:

Total Payment Required: _____ Payment Due Date: _____

FACILITIES USE AUTHORIZATION

Director of Buildings and Grounds Signature: _____ Date: _____

District Administrator Signature: _____ Date: _____

- ☐ Payment Received
- ☐ Certificate of Insurance Received
- ☐ Indemnification and Insurance Agreement Received
- ☐ Kitchen Checklist Received (if necessary)

INDEMNIFICATION AND INSURANCE AGREEMENT

(This form must be filed with the office of the Principal no later than seven days in advance of the scheduled event.)

The _____ of _____, New Hampshire,
has applied to the Lin-Wood School District for permission to use and occupy the following school district property:

_____ for the hours of _____ to _____

on _____, 20_____.

As a condition of permission to use the above described school district property on date and time indicated, the applicant hereby agrees to release and hold harmless the Lincoln-Woodstock Cooperative School District, its agents and employees, from any and all liability, damages or other expenses, including attorney fees, that may result from the use of the premises by the applicant.

In connection with this agreement, the applicant has secured adequate general liability insurance to cover itself and properly indemnify the Lincoln-Woodstock Cooperative School District for any and all claims for damages or expenses, including attorney fees, that the School District may incur as a result of any damage or loss suffered by any individual or organization as a result of the use of occupancy of the premises by the applicant.

Dated this _____ day of _____, 20_____.

By: _____

Reviewed:	August 9, 2005
First Reading:	August 12, 2008
Second Reading:	August 26, 2008
Revised:	August 26, 2008
First Reading:	May 22, 2024
Second Reading	June 12, 2024
Revised:	June 12, 2024