

## Allenstown School District - Facilities Use Application

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsor/Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Hours: \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom(s) _____	Auditorium	Kitchen	Library	Gym	Athletic Field	Other: _____

Description of Activity: \_\_\_\_\_

Program Fee/Admission Charge:  Yes  No If yes, how much? \_\_\_\_\_ Disposition of Profits \_\_\_\_\_

Number expected to participate? \_\_\_\_\_

General Public Invited?  Yes  No If not, who? \_\_\_\_\_

Requirements (tables, chairs, etc.): \_\_\_\_\_

Decorations (describe plan and materials): \_\_\_\_\_

Set up Arrangements (describe): \_\_\_\_\_

Police and Fire Departments Notified?  Yes  No Certificate of Insurance Enclosed (required for non-school groups):  Yes  No

<b>HOLD HARMLESS AGREEMENT</b>		
(Required for application approval)		
It is agreed that in consideration for allowing the rental of school facilities and in full recognition of the school board's fiduciary responsibility to protect school property and assets, the user hereby covenants and agrees at all times to indemnify and hold harmless the school district, its school board officers and employees, to the fullest extent permitted by law, from any and all claims, damages, losses, and expenses, including but not limited to reasonable attorney's fees and legal costs, arising out of the use of these rental premises and all school facilities by the User, its officers, employees, agents, representatives, contractors, guests and invitees.		
_____	_____	_____
Signature of Official Representative	Name (printed or typed)	Date

I/We have read and understand the Facilities Use Application and I/we agree to pay the fees stipulated and agree to reimburse the school for any damage done. I/we further understand that failure to do so may result in denial of future use by my organization:

I/We hereby agree to abide by all rules and regulations (listed on reverse):

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup>Facilities Scheduler signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Signature indicates only that the space is available.

## RULES & REGULATIONS:

- 1) Application
  - a. All applications must be made in writing to the Building Principal's Office not less than three weeks prior to date of use.
  - b. Upon approval, a copy of the "Facilities Use Application" form shall be returned to the renting party and will become an official permit. Application denials will be returned to the requesting party and will be so stated with a reason for the denial.
  - c. Only such facilities as have been recorded on the application shall be made available to the renter.
- 2) Preparations:
  - a. Auditoriums and gymnasiums shall not be made available to the renter for any kind of preparation on school days before 3:30 pm.
  - b. Arrangements must be made in advance with the Building Principal's Office if preparations need to be made earlier than the day of the event.
  - c. Anyone considering the possibility of renting an auditorium, gymnasium or cafeteria and who wishes to enter the building to take measurements, surveys, or other arrangements, shall stop at the Principal's Office to request this privilege.
- 3) Alterations:
  - a. No decoration shall be attached to the walls, ceiling or drapes in any manner whatsoever, except by special permission of the Principal.
  - b. All decorations must meet local and state fire code standards.
  - c. There shall be no changes in lighting arrangements, unless permission has been granted by the Principal.
  - d. Exit door and windows will be opened and closed only by the custodian on duty.
- 4) Prohibitions:
  - a. Alcohol and gambling as defined by state and local statutes are prohibited on school property.
  - b. Storage of materials and equipment on school property is prohibited.
  - c. Open flames will not be permitted in the building or on school grounds.
  - d. Smoking is not allowed on school property.
  - e. Weapons may not be discharged on school property unless permission, thereof, is granted and permission may not be granted until such time as the Allenstown School Board or its designee have determined that the discharge of such weapons on school property is done in a manner that does not pose a danger to others and is done for an educational or other worthwhile purpose.
  - f. All other materials, substances, equipment or activity which are deemed inappropriate by the School Board or their designee are prohibited.
- 5) Cleaning & Clearing
  - a. Organizations renting the school facilities and/or equipment shall clean them the day of the event.
  - b. Organizations using athletic fields will be responsible for complete clean-up of the field immediately after use.
- 6) Injury/Damage
  - a. In the event of damages to the facilities or equipment, the renter/user shall be responsible to make complete restitution for the full amount of the costs of repairs or replacement within 30 days after receipt of notification by the Allenstown School Board. At the discretion of the Board, posting of bond may be required.
  - b. The renting/using party is required to have liability insurance and must provide a certificate of insurance naming the Allenstown School District as an additional insured. Limits of Liability must be specified in the amount of not less than \$300,000.

# Cost Worksheet

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Use: \_\_\_\_\_

TOTAL COST (see below): \_\_\_\_\_

## FEES

First three hours= \$300.00 (minimum of 3 hours) \$300.00

Each additional hour = \$50.00/hour (\$50 x \_\_\_\_\_ = \$ \_\_\_\_\_) \_\_\_\_\_

**Total Cost (add \$300 to additional hourly rate total)** \_\_\_\_\_

Please make checks payable to Allenstown School District and mail to:

Superintendent's Office  
SAU #53  
267 Pembroke Street  
Pembroke, New Hampshire 03275