

1. AUTHORITY:

- a. Principals will be responsible for processing all requests for use of the buildings, including assigning rooms and establishing rules for use of the facility. This will include requests for gym use. The Director of Athletics will request use of the gym space (high school, middle school, and elementary school) for athletic events through the principals.
- b. The Director of Athletics will process all requests for use of district fields.
- c. The Business Office/Facilities Management will assess fees for facilities use.
- d. The School Board will evaluate requests for exceptions to this policy, including the reduction or waiver of fees.

2. USER CATEGORIES:

- a. Users of KRSD facilities are scheduled with priority in the following order:
- b. School Sponsored/PTO/Town Gov't Meeting/Children Civic Groups
- c. In-District Non Profit-Includes Town Community Groups/Activities
- d. In-District for Profit
- e. Out-of-District

To qualify, organizations claiming non profit status must either appear on the List of Registered Charities listed at the New Hampshire State (<https://www.doj.nh.gov/charitable-trusts/registered-charities.htm>) or supply a copy of the current IRS Form 990 N filed with the Internal Revenue Service (which will be verified by the district through guidestar.org). The non-profit organization must have an address located within the school district.

3. APPLICATION CONTENTS:

- a. The “Facilities Use Request Form” will contain detailed contact information, requested space, requested dates, insurance information and signatory areas.
- b. For an application to be considered complete, all information must be filled out completely and be accompanied with a deposit (required) and any supportive documentation (e.g., letter for waiver, non-profit documentation, etc.).

4. APPLICATION PROCEDURE:

- a. Groups and organizations wishing to use school buildings or grounds are required to submit a copy of the “Facilities Use Request Form” at least 30 days in advance to the Principal of the building being requested. The Principal will refer the request to the Athletic Director if an athletic field is requested. If a waiver of the fees is requested, it

is to be indicated on the form with clear rationale why the exception should be granted. The SAU Administration will present the waiver to the School Board with a recommendation for disposition.

- b.** Application must be made by a competent adult who has the authority to sign the written agreement and is responsible to the organization seeking permission to use school facilities.
- c.** If a local organization’s request is one with regularly occurring dates, approval may be given for the entire schedule providing it is not among the exceptions in this policy. Should a conflict occur because of a school activity, the right is reserved by the school Principal to revoke the permission granted and to arrange a date and time for rescheduling.
- d.** The Site Manager will schedule custodial coverage.
- e.** The Food Service Director will arrange kitchen coverage, as needed.

5. APPLICATION APPROVAL:

- a.** The Principal or Designee will approve or deny the request. The “KRSD Facilities Use Request Form” will be used to approve usage.
- b.** The Facilities Director will calculate fees and grant or deny final approval for the event within the provisions of district policy. The building office manager will inform the requestor whether the request has been approved or denied.
- c.** Upon final decision, the event will be updated in the individual building calendars.

6. INDEMNIFICATION:

In consideration for allowing the rental of school facilities and in full recognition of the board’s fiduciary responsibility to protect owned property and assets, users of the school buildings will covenant and agree at all times to indemnify and hold harmless the School; its 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, customers, guests, and invitees.

7. INSURANCE:

- ***CERTIFICATE OF INSURANCE IS REQUIRED***
- ***KEARSARGE REGIONAL SCHOOL DISTRICT MUST BE LISTED AS ADDITIONALLY INSURED***

School-sponsored events and functions do not require separate liability insurance, and will not be billed utility fees or personnel fees. To qualify as school sponsored, the event or function must be approved by the building principal.

Any person or entity using school premises shall be responsible for the safety and welfare of all persons related to such use. The person or entity shall protect the School District against any claims. To meet this obligation, such person or entity shall provide a certificate of insurance for Commercial General Liability insurance protecting the parties, their agents, officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the use of the building, such policy to provide limits no less than \$1 million per occurrence.

Such certificates of insurance shall name the school district as an Additional Insured. Such insurance contracts shall be with companies acceptable to the School District and they shall require ten days prior written notice to both parties hereto of any cancellation.

The School District may suggest for purchase event-specific coverage through its primary insurance carrier for organizations that do not carry such General Liability insurance to meet this requirement.

- ***USERS OF SCHOOL FACILITIES MUST ASSUME RESPONSIBILITY FOR THE SAFETY AND PROTECTION OF THE PARTICIPANTS, AUDIENCE, AND WORKERS.***

As evidence of its financial ability to indemnify the School District during the term of this agreement, the applicant shall obtain and pay premiums for commercial general liability insurance protecting the parties hereto, their agents, officers, elected officials, representative, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this rental; such policy to provide the limits of liability insurance as stated in regulation KG-R.

A Certificate of Insurance naming the school district as an Additional Insured shall be provided.

- ***THE FORM THAT IS PROVIDED MUST BE ACCEPTABLE TO THE KEARSARGE REGIONAL SCHOOL DISTRICT AND IT MUST BE COMPLETED AND PRESENTED WITH APPLICATION.***

8. REGULATIONS FOR BUILDING AND FIELD USE:

- a. Sponsoring organizations shall provide sufficient competent adult and/or special supervision. The amount of adequate supervision will be agreed upon at the time authorization is issued.
- b. Organizations are limited to the areas they have requested for use. Organizations using the gymnasiums may have use of locker room space as well, if requested (see fee schedule). Organizations using the building for events involving students or minors must supervise those students or minors at all times. Failure to do so may result in revocation of building use privileges.
- c. The kitchen areas may not be used. The kitchen equipment and inventory are under close control by a third party vendor contract.
- d. A custodian must be present when the school building is used by a non-school group and that group is responsible for fees associated with this use.
- e. In acknowledgement of the District's strictly-enforced policy against the sale, possession, use, abuse, or consumption of alcohol or of controlled drugs as defined in RSA 318-B: 1, VI, or of a controlled drug analog as defined under RSA 318-B: 1, VI-a, using organization covenants and agrees to vigorously enforce said policy during the use of the facilities and premises by the User, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.
- f. The applicant and the organization shall be held responsible for the proper use of the facility for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and the hours agreed on the application. In the event that property loss or damage is incurred during such use or occupancy of district facilities, a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
- g. Setting up rooms and areas to support functions must be pre-approved by the custodian. All furniture and equipment will be replaced exactly as found after the facility is used. All trash, equipment and other items will be picked up after using the athletic fields. Organizations are responsible for removing all non school items. Additional clean-up by KRSD staff will be billed at the custodial rate.
- h. Organizations using the facilities are responsible for scheduling and providing police and/or fire coverage if required, and will notify local officials of events with anticipated attendance that would require additional monitoring. Organizations are responsible for any or all fees needed to meet those requirements.
- i. Any and all use of the district facilities shall be totally free from obscure and controversial purposes of a disruptive nature. Should an objection be lodged against a specific use of district facilities by any group, such objection is to be made in writing to the Superintendent of Schools and bear the signature of the individual and/or group of individuals lodging the complaint. At such time as a valid complaint is lodged, the following shall apply:

- i. Use of the facilities by the applicant or designee may be suspended temporarily to afford the Superintendent of Schools sufficient time to meet with all concerned parties for the purposes of hearing both sides of the issue. The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of use and the pending hearing.
- ii. Within five (5) days of temporary suspension the Superintendent or designee and the applicant shall convene at a specified time and location to determine the validity or non-validity of the complaint. Should the Superintendent of Schools be unable to resolve the differences, the Board shall be the deciding authority, and the Board's decision shall be final. A written copy of the decision may be obtained by any and all members of either the complainant group or the applicant group by request.

9. TIME LIMITS:

- *During the school day, permission for use of facilities may not be granted until after the end of the school day and may not extend beyond 9:00 pm week days and 5:00 pm weekends. Special exception may be made by the building administrator and custodial site manager.*
 - a. The district may define "black out" periods—time periods during the year that use of facilities will be by school groups only.
 - b. Hours requested on the KRSD Facilities Use Form must include set-up and clean-up time. The Using Organization may begin set up at the start time and will be cleaned up and exiting the building by the end time on the application.

10. CANCELLATION:

- *In the event school is cancelled due to inclement weather, the building will be closed and any and all activities scheduled for the affected facility will be cancelled. Special exceptions to this procedure are by permission of the Superintendent of Schools.*
 - a. Request for cancellation must be received at least seven days in advance of the agreed upon starting time. Failure to cancel shall obligate the applicant to pay the custodial service fee and any other expenses incurred.
 - b. Revocation of permission to use school facilities maybe ordered by the Superintendent of Schools and/or the Kearsarge Regional School Board whenever such action is deemed in the best interest of the school district. As much notice as possible will be granted. (Reminder: Postponement of school events may cause sudden change in use of facilities.)

11. FEES:

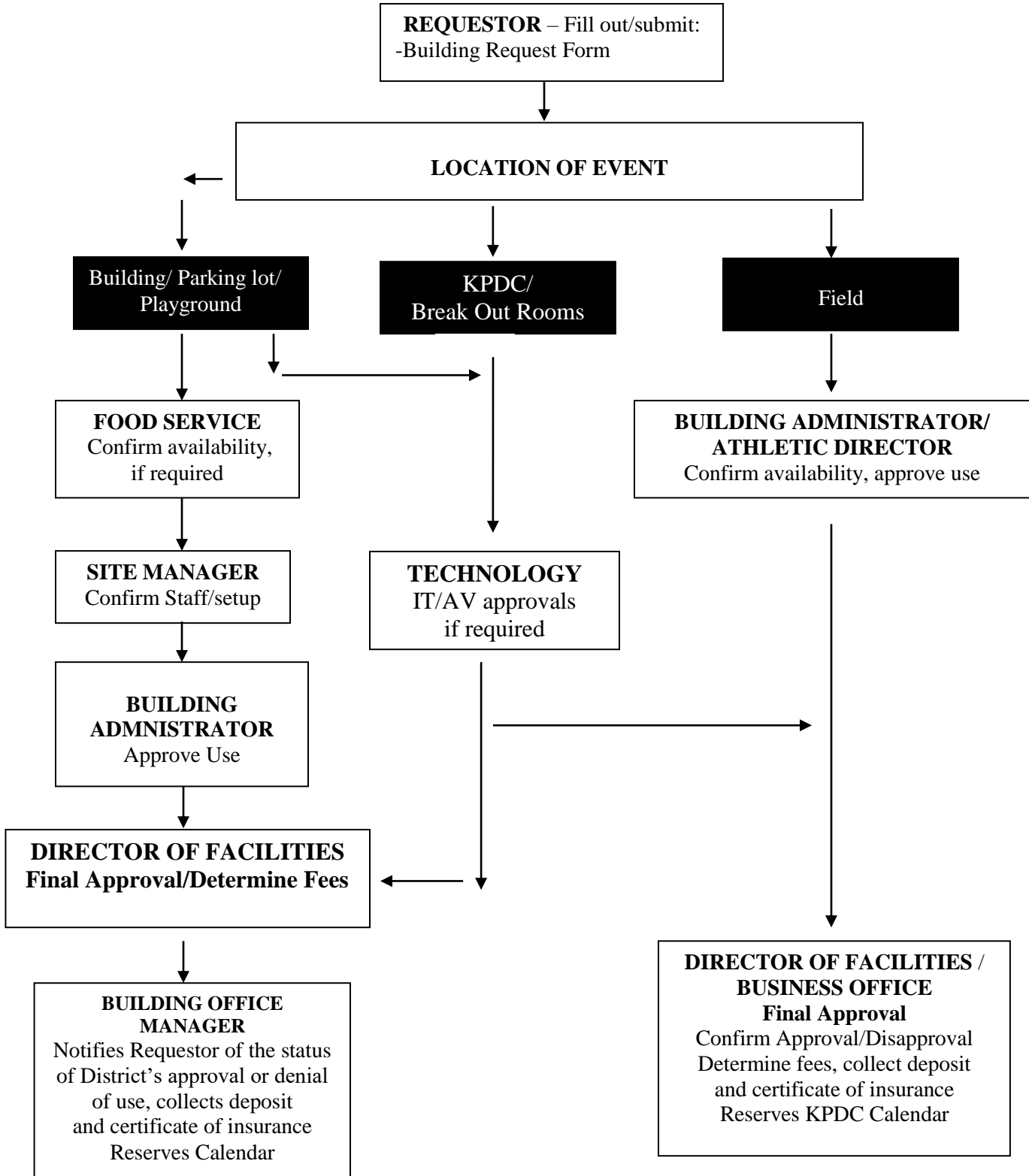
- a. Building use fees and hourly rates for custodial workers, Media Assist./Equipment/Lighting Tech/IT personnel and maintenance staff will be established by the School Board. The using organization will pay these fees directly to the Kearsarge Regional School District.
- b. Fees must be paid two (2) weeks in advance of scheduled event. Failure to submit payment two weeks in advance of scheduled event may result in loss of space.
- c. Requests for use of school facilities by individuals and groups that charge a fee for services and for groups from outside KRSD will be evaluated by the Administration and an appropriate usage fee will be assessed. A \$50.00 dollar deposit will be required.
- d. Requests for waiver or adjustment of fees must be submitted to the Superintendent in writing. Only the School Board has the authority to waive or adjust fees.
- e. ***THE CERTIFICATE OF LIABILITY, CUSTODIAL FEES and MEDIA FEES SHALL NOT BE WAIVED.***
- f. Authorization of use will only occur once all conditions have been met (including complete application, documentation and up-front payment of fee).

Revision Dates: October 17, 2013

Last Review Date: October 17, 2013

Date Adopted: May 7, 2009, October 17, 2013

Facilities Use Request Form Approval Flowchart



FACILITIES USE FEE SCHEDULE

1. Fees are based on administrative costs, personnel costs, calculated utilities, equipment “wear-and-tear” and category of user.
2. User categories (see fee schedule): School Sponsored, Non-School Sponsored In-District Non-Profit (includes municipal), Non-School Sponsored In-District Profit, Non-School Sponsored Out-of-District.
3. All fees are subject to available coverage
4. No custodial charges will apply during the following days/times:

SCHOOL IN SESSION: MONDAY THROUGH FRIDAY 8am to 9 pm
 SCHOOL OUT OF SESSION: MONDAY THROUGH FRIDAY 7am to 3 pm
 SATURDAYS: When coverage available 7am to 5pm
 SUNDAYS: NO BUILDING USAGE (except for school use)

Any fees collected for School Sponsored events must be deposited in accordance to School District Policy
 All District employees who charge for any activity for a profit will be considered Non-School Sponsored In-District for Profit, and must be able to provide the required documentation and insurance. Rates are per Diem.

PERSONNEL RATES

Custodial/Kitchen Fee minimum of four (4) hours or eight (8) hours	\$30.00/hour
Media Assist./Equipment/Lighting Tech/IT personnel minimum of four (4)hours or eight (8)hours	\$40.00/hour

FACILITIES/EQUIPMENT RATES

Facility Type	School Sponsored PTO-Town Gov’t Meetings-Children Civic Groups	Non-School Sponsored In District Non-Profit-Includes Town Community Groups/Activities	Non-School Sponsored In District For Profit	Non-School Sponsored Out of District
Classrooms	No charge	No charge	\$15.00	\$25.00
Gymnasium*	No charge	No charge	\$50.00	\$100.00
Locker Room	No charge	No charge	\$25.00	\$50.00
Multi-Purpose	No charge	No charge	\$30.00	\$60.00

Room*				
Auditorium*	No charge	No charge	\$150.00	\$200.00
Auditorium Equipment	No Charge	No charge	\$50.00	\$100.00
Athletic Fields**	No charge	No charge	\$50.00	\$100.00
Chairs (per 20)	No charge	No charge	\$10.00	\$20.00
Tables (per 1)	No charge	No charge	\$2.00	\$4.00

Facility Type	School Sponsored	Non- School Sponsored	Non-School Sponsored	Non-School Sponsored
	PTO-Town Gov't Meetings-Children Civic Groups	In District Non-Profit-Includes Town Community Groups/Activities	In District For Profit	Out of District For and Non-Profit Organizations
KPDC*	No Charge	No Charge	\$150	\$250
Break Out #1	No Charge	No Charge	\$70	\$100
Break Out #2	No Charge	No Charge	\$50	\$80

** Organization applying for use of facilities is responsible for notifying local Police and Fire of event schedule and for providing Crowd Safety Managers as required by State Law. [KRSD KR-R, IV. H.]*

*** By special permission only*

KRSD FACILITY USE APPLICATION FORM

****Minimum 30-day Advance Notice Required****

****All Requests for Facilities Must be Made Annually****

- Use Type:** (check one):
- School-sponsored/PTO/Town Gov't Meeting/Children's Civic Group
 - Non School Sponsored In District Non-Profit-Includes Town Community Groups/Activities
 - Non School Sponsored In District -Profit
 - Non School Sponsored Out of District

Name of Sponsoring Group: _____

Billing address/ city/ state/ zip: _____

Name of Group Contact: _____

Contact address/ city/ state/ zip: _____

Contact phone/ email: _____

Event day(s) and date(s): _____

Hours: From: _____ **To:** _____

Facility requested: _____

Room or room type or athletic field requested: _____

Estimated attendance: Minimum: _____ **Maximum:** _____

Specific description of activity:

Special Requests: Chair Setup (number) _____ (If a specific setup is required, include a drawing)

Audio-Visual Equipment (list): _____

Technology Needs: _____

Kitchen*: _____

***NOTE:** Food cannot be provided with use of the KPDC. Any food requirements must be coordinated and supplied by the requestor.

ASSURANCES:

IT IS AGREED that in consideration for allowing the rental of the Kearsarge Regional School District’s facilities and in full recognition of its fiduciary to protect publicly owned property and assets, the Lessee hereby covenants and agrees to at all times hold harmless the Kearsarge Regional School District, its 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 facilities by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

The Lessee will provide a Certificate of Insurance reflecting Commercial General Liability coverage with limits of no less than \$1 million per occurrence, naming the Kearsarge Regional School District as an Additional Insured.

If clean-up is required after the event by KRSD, the Lessee will be charged at the custodial rate.

Appropriate certificate or license for activity provided: (please check one) **YES** **NO**

EVIDENCE OF INSURANCE (please initial one)

_____ The Lessee maintains general liability insurance of at least \$1 million. A Certificate of Insurance will be provided before any use of the facility, endorsed to name the Kearsarge Regional School District as an Additional Insured.

_____ The Lessee hereby applies for \$1 million general liability insurance for the above event. Instructions for applying for TULIP event liability insurance coverage:

1. Obtain permission for your event with your local municipality or school for a specified date(s).
2. Use the Kearsarge School District “facility ID” password – “0005-101”
3. On the internet go to <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
4. Enter your information according to the instructions.
5. Have a credit card handy. You can only bind the insurance by using a credit card. There are no other financing options.
6. If you have difficulties with the site call 1-800-507-8414 for immediate assistance. (West Coast business hours only.)

Signature of Legal representative of Lessee: _____

Print Name: _____

Date: _____

Print Title: _____

The requesting organization will be contacted through the above contact information by the approving agent or designee upon completion of all approvals of this request.

Do not presume this event is approved until confirmation is received.

Approvals Section:

- 1. **Building Principal:** Confirm that facility in your building is available as requested OR **Athletic Director:** Confirm that athletic field is available as requested.

Building Facility Reserved for: _____

Local authority scheduled, if needed: YES NO

Use approved: Approved Disapproved

Reason for Disapproval (if applicable): _____

Signature: _____

- 2. **Building Site Manager:** confirm staff available: YES NO

Signature: _____

- 3. **Food Service Manager:** (if kitchen is used); confirm kitchen staff available YES NO

- 4. **Auditorium Manager:** (if auditorium is used); confirm staff available YES NO

Signature: _____

- 5. **Information Technology:** (if applicable); confirm staff available YES NO

Signature: _____

- 6. **Facilities Director:** Set fees, final approval

Room fee: _____

Custodial services fee: _____

Kitchen services fee: _____

Technology services fee: _____

TOTAL FEES: _____

Use approved: Approved Disapproved

Reason for Disapproval (if applicable): _____

Signature: _____