

**NORTH HAMPTON FACILITY USE POLICY**

1. Individuals and groups wishing to use a school facility must contact the Principal or designee at the school or by calling 964-5501 to obtain a Facility Use Permit.
2. Applicant **MUST** be a North Hampton resident. Other non-resident applicants will be considered on an individual basis.
3. Facility Use Permit must be completed and submitted with a minimum 48 hour advance notice. (see page 3)
4. If use is outside normal custodial working hours, a custodian(s) must be hired at a rate of \$30/hour per employee, with a two hour minimum requirement. Subject to employee availability. If an employee is not available, then the building cannot be used in which case applicant will be notified at least 24 hours in advance of requested date.
5. If the school kitchen is used, kitchen employee(s) must be hired for functions at a rate of \$30/hour per employee with a two-hour minimum requirement. Subject to kitchen employee availability. If a kitchen employee is not available, the building cannot be used in which case applicant will be notified at least 24 hours in advance of requested date.
6. A gym supervisor must be provided by any organization requesting use of the gym. The gym supervisor will be given a list of responsibilities and expectations by the facility representative. Absolutely no food or drink will be allowed in the gym.
7. A certificate of insurance is required naming the North Hampton School District as "an additional insured". The policy shall have a minimum of \$1,000,000 liability.
8. The presence of Police and/or Fire personnel may be required at applicant expense.
9. Alcoholic beverages, non-prescription drugs and smoking are **NOT** permitted in the building and on school grounds.
10. No dogs are permitted on school property with the exception of service dogs.
11. The responsible person assumes responsibility for any damage that is done to school property and will be billed for its repair or replacement. Any damage to the building or equipment will be charged to the applicant. Applicant agrees to pay all charges incurred for replacement of damaged property within ten (10) days of notification from the School District. Checks are to be made payable to: North Hampton School District.
12. Keys to the building will **NOT** be available to outside groups.

**Adopted:**                   **DATE:**  
November 15, 2007  
**Reviewed:**  
**Revised:**               **October 15, 2015**  
**Cancellation:**

**NORTH HAMPTON FACILITY USE POLICY**

(continued)

- 13. Use of the gym or multi-purpose room will be limited to no later than 10:00 p.m.
- 14. The North Hampton School Board may make special exceptions to this policy when it believes that it is in the best interest of the community (Board action at regularly scheduled meetings is required).
- 15. The primary and priority use of school facilities shall be for the district's student educational program, including (but not limited to) programs sponsored by the school. In the event that school is cancelled, any Facility Use Requests scheduled that day will also be cancelled. Facility Use Requests scheduled on weekends or other non-school days such as holidays may also be cancelled at the discretion of the North Hampton School due to weather or other unforeseen reasons. A Permit may also be cancelled due to fires, floods, earthquakes, labor disputes, epidemics, abnormal weather conditions or acts of God.
- 16. Any and all Permits may be rescinded at any time for any reason by the North Hampton School Board and/or the building Principal.
- 17. North Hampton School is not responsible for lost or stolen personal property.
- 18. The applicant requesting use of North Hampton School facilities is accountable for insuring that the North Hampton School grounds and fields are free of all trash and debris upon departure. Trash receptacles will be provided.
- 19. It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District. This policy of non-discrimination is applicable to all persons employed or served by the District including any and all organizations that use the school facility. (See North Hampton School District Policy AC Non-Discrimination).

**Adopted:** **DATE:** November 15, 2007  
**Reviewed:**  
**Revised:** **October 15, 2015**  
**Cancellation:**

**NORTH HAMPTON SCHOOL DISTRICT FACILITY USE PERMIT**

**\*\* 48 hour advance notice is required \*\***

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

Name of Responsible Person for Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Event Title \_\_\_\_\_

Event Description \_\_\_\_\_

Facility/Rooms Requested \_\_\_\_\_  
(i.e. gym, cafeteria/kitchen, field)

Date(s) Requested \_\_\_\_\_

Event Times: Start \_\_\_\_\_ End \_\_\_\_\_

Advance Set Up Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

*\*Rate charged for custodial and/or kitchen staff will include all necessary time required for preparation of event and clean-up time following event.*

Please enter a number for: Attendance expected: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Chairs \_\_\_\_\_ Folding Café Tables \_\_\_\_\_ 8' Tables \_\_\_\_\_ 6' Tables \_\_\_\_\_

Extensions Cords \_\_\_\_\_ Podium \_\_\_\_\_ Microphones \_\_\_\_\_

*\*Additional charges may be incurred for missing or damaged equipment.*

Please list other needed equipment or special requests \_\_\_\_\_

Insurance: Applicant must attach a current "Certificate of Insurance" naming the North Hampton School as an additional insured.

Signature of applicant \_\_\_\_\_

Kitchen Request form attached: (please circle one) YES NO

\*\*\*\*\*

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ Date \_\_\_\_\_

Anticipated Fee \_\_\_\_\_

Signature of Principal or building designee \_\_\_\_\_

**DATE:**  
**Adopted:** November 15, 2007  
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**NORTH HAMPTON SCHOOL DISTRICT KITCHEN REGULATIONS**

Any group or individual using the kitchen will be responsible for the following:

1. Premises must be left clean.
2. All foods, paper goods, etc. brought in by rental group/organization must be removed by the rental group/organization upon their departure. No leftover food or other items are to be left at North Hampton School.
3. Equipment must be left clean and in working order.
4. All property of North Hampton School is to remain at North Hampton School and is not to be removed from the kitchen/cafeteria area.
5. Due to safety concerns, at no time should anyone under the age of 18 be in the kitchen area.
6. Due to safety concerns, it is recommended that proper footwear (i.e. rubber soled, closed toe shoes) are to be worn when entering or working in the kitchen area.
7. Food items to be served must be reviewed by the School Nutrition Director. No peanut or tree nut foods may be brought into the kitchen area. This includes products containing peanut or tree nuts that are sold for events.
8. Individuals or the group are financially responsible for any breakage or damage to equipment.
9. Kitchen employee(s) must be hired for functions at \$30/hour per employee with a two hour minimum requirement. Subject to kitchen employee availability. If a kitchen employee is not available, the building cannot be used in which case applicant will be notified at least 24 hours in advance of requested date.

I, \_\_\_\_\_, have read and agree to the above conditions.

I am requesting to use the following kitchen space/equipment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*\*\*\*This form must be completed and submitted along with the completed page 3 of the North Hampton Facilities Use Permit.*

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Nutrition Director: \_\_\_\_\_

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**Cancellation:**