

**Newmarket School District
Application for Rental of School Facilities**

The Newmarket School District encourages the citizens of Newmarket to use the school facilities if the use does not interfere with the education program of the schools. Public use of the facilities by citizens of Newmarket must be for educational, recreational, social, civic, charitable, or similar purposes.

School(s) requested _____

Which part of the school (gym, band room, café, etc.) _____

Name of the organization requesting the buildings _____

Please check only one of the following boxes. This application is made on the behalf of:

- 1. A group related to the Newmarket School District or the Town of Newmarket for school sanctioned events
- 2. A regional/state organization or private organization benefiting only Newmarket residents
- 3. A regional/state organization or private organization benefiting Non-Newmarket residents

Please list date(s) requested _____

Please list the hours requested (include set up and tear down time) _____

Please briefly describe the use and/or activity _____

If requesting the gym, are bleacher needed? (Please circle) YES NO

Anticipated number of participant's _____ Admission charge? (Please circle) YES NO

If there is an admissions charge, will you be serving food or beverage? (Please circle) YES NO

If yes, please contact Linda Hopey, Food Service Director at 603-292-7934

Will Police or Firefighters/EMT be employed? (Please circle) YES NO

Any organization wishing to cancel its reservation must give at least 48 hours' notice. Please call the Business Office at 603-292-7984 before 4pm. Liability is the responsibility of the renting party and insurance coverage is required. A certificate of general liability with a minimum limit of \$1,000,000 naming the Town of Newmarket as an additional insured as their interests may appear covering the dates requested must be submitted to the business office with this application covering the time period for the entire rental period.

I have carefully read the rules and regulations governing the use of school buildings as printed on the reverse side of this sheet, and I hereby assume responsibility and guarantee that the organization which I represent will comply with them in full.

Please Print

Applicant _____ Date _____

Address _____

Email address _____

Day Phone _____ Evening Phone _____

Signature of Applicant _____

Payment Instructions: To be completed by the Business Office (please do not write here)

Fee if Box 1 is checked: _____ Employee Maintenance/Custodial Fee Amount

Fee if Box 2 is checked: _____ Individual Per use fee - Classroom (\$25); Gym, Band Room, Café, Library, (\$225); + Employee Maintenance/Custodial Fee; 2-25 Uses (\$450) Over 25 Uses (\$1,200) + Employee Maintenance/Custodial fee

Fee if Box 3 is checked: _____ Individual Per use fee - Classroom (\$75); Gym, Band Room, Café, Library, (\$300); + Employee Maintenance/Custodial Fee

The Employee Maintenance/Custodial fee will be the actual cost to the District.

Employee Fee _____

Building Fee _____

Total Fee _____

Principal Acknowledgement _____ Date _____

Facilities Director's Approval _____ Date _____

Newmarket School District
SAU # 31 186A Main St.
Newmarket, NH 03857
Telephone: 603-659-5020 Fax: 603-659-1287
www.Newmarket.k12.nh.us

Rules and Regulations for Use of School Facilities

Reservations and Arrangements

1. Certification of Liability in the amount of \$1,000,000.00 must be on file with the Superintendent's Office.
2. Applications for facility use/rental shall be made at least 14 days in advance of the event. Arrangements must be made in advance with the appropriate school principal if any preparations are to be made earlier than the day of the event.
3. After approval a copy of the application for facility use will be sent to all concerned.
4. Rental payment checks should be made payable to the Newmarket School District. Payment must be received at the School District Office five days prior to the event.

User Responsibilities

1. Users have the responsibility for maintaining aisles, doorways and exits free and clear of all obstruction to permit unimpeded emergency access.
2. Users are responsible for emergency evacuation of building and publicly announcing the provisions of that plan including the locations of the emergency exits to the attending prior to the commencement of any activity.
3. Users must be out of the building no later than 9:30 pm for both schools.

Regulations Governing the Use of Facilities

Persons or organizations violating these regulations may forfeit their rights to further use of school facilities. The responsibility for the enforcement and communication of these regulations shall rest with the person[s] or organization[s] using the facilities. The staff member in charge should ascertain that users are aware of policy and regulations governing use or school facilities.

1. A member of the School Staff [administrator, teacher, school board member, custodian, coach assistant coach, and aide] or an Authorized Program Leader [coach, assistant coach, activity director/coordinator] must be present while a school facility is being used.
2. Decorations are permitted, as long as they do not damage any surface or interfere with any educational program. No nailing or taping to the walls of any school will be allowed. Use, adjustment, or affixing to rigging is strictly prohibited.
3. If a school kitchen facility is included in a rental, the rental must be approved by the District Food Service Director.
4. The applicant assumes liability for **ANY** damage done to the school or property as a result of their occupancy.
5. Applicants are limited to using only those areas specified on the rental. If it is found the applicant used other areas, the schools may charge a fee and deny usage for the future.
6. Only Custodians in employ of the Newmarket School District may be engaged to control the heat and protect the building.
7. The Newmarket School District can reject or cancel any permit.
8. If the schools are closed due to snow or any other emergency, all events and activities will be cancelled, with the exception of before and after day program provider.
9. Smoking and Alcoholic beverages are strictly prohibited on school grounds or in any school building.