

School Administrative Unit #31
Newmarket School District
Facility Request form 2019-2020

School requested: NES or NJSH Space(s) requested: _____

Date(s) of use: _____ Times of use: _____ thru _____

What do you intend to use the requested space(s) for? _____

Who will be in attendance? _____ How many (approximately) _____

Will food or beverages be served? _____ Will Police or EMTs be employed? _____

What equipment and/or set-up does your request require? _____

Who will be the adult (over age 21) that will assume responsibility for facility security, appropriate activity, supervision, and adherence to all policies?

Name: _____ Phone #: _____

Address: _____ Email Address: _____

Insurance:

What Policy will insure this request (please include copy of certificate)? _____

I, as renter/user, understand that my signature below indicates my full understanding and agreement to comply with and ensure that all school rules and conditions listed on the attached Facility Use Guidelines & Procedures are abided by and met. I do hereby agree to pay any delinquent costs should the above listed person/organization be remiss in paying costs incident to use.

X _____ Date: _____

For Office Use

Principal Acknowledgement: _____ Date: _____

Facilities Director Acknowledgement: _____ Date: _____

Food Service Acknowledgement: _____ Date: _____

Fees Charged:

Facility: \$ _____ Based on Fee Schedule Impact: \$ _____ Based on Fee Schedule

Custodial: \$ _____ Based on requested hours of coverage Security Deposit: \$ _____ If required

Food Service: \$ _____ Based on requested hours of coverage

Payment made:

Deposit Amt: _____ Date: _____ Full Pmt: _____ Date: _____

Received By: _____ Received By: _____

Facility Use approved rates will be adopted on a gradual scale

FY 2019-2020 = 1/3 Listed Rates

FY 2020-2021 = 2/3 Listed Rates

FY 2021-2022 = Listed Rates

FACILITY FEE SCHEDULE

All rates listed are for one (1) hour of use (except as noted).

Area Types	Building	Non-Profit		Profit		Impact
		Resident	Non-Resident	Resident	Non-Resident	
Cafetorium	NJSHS	waived	\$30	\$45	\$75	\$25
Cafeteria	NES	waived	\$20	\$30	\$50	\$25
Classrooms	All Schools	waived	\$25	\$40	N/A	\$5
Computer Labs *	All Schools	waived	\$30	\$75	N/A	\$5
Conference Room(s)	All Schools	waived	\$25	\$20	\$32	\$5
Gymnasium ***	All Schools	waived	\$55	\$75	\$175	\$25
Kitchen Facilities **	All Schools	\$10	\$35	\$65	\$85	\$25
Library	All Schools	waived	\$20	\$30	\$40	\$5
Stage Area	NJSHS	waived	\$8	\$20	\$40	\$10

Notes

Day-long fees may be negotiated.

Groups with multiple reservations may be eligible for discounted fees.

Event Coverage fees are not included in the space rental fee listed. Event Coverage fees are based on the number of hours being booked.

* Requires event coverage

** Requires kitchen staff be present during use

*** Gymnasiums can be rented full gym or half gym. Half gym is 50% of the listed rate.

RESERVATION REQUESTS & PAYMENTS RETURNED TO:

Newmarket School District

Attn: Facilities Department

186 Main Street

Newmarket, NH 03857

USE OF FACILITIES GUIDELINES & PROCEDURES

It is the philosophy of the Newmarket School District that our schools are community facilities. These facilities are available to citizens, groups and organizations for use outside of school hours under the guidelines and procedures which follow. These guidelines and procedures are intended to balance the demand for uses, the need to maintain and upkeep the facilities and contents, and to provide a safe environment for general use with the needs of the school district.

GENERAL EXPECTATIONS FOR ALL FACILITIES:

- 1) **The use and possession of tobacco, alcohol, and/or drugs on grounds is prohibited. (Reference District Policy ADC)**
- 2) Respect for equipment and the facility is expected at all times, including room capacity and intended space use. If damage occurs, it should be reported to the School District via the renter or renting organization.
- 3) Groups shall be adequately and appropriately supervised by adult(s) at all times and until all participants have departed the premises. All accidents or injuries should be reported to the School District via the renter or renting organization.
- 4) Food and/or beverages are to be limited to the specified food and/or beverage areas and may require custodial coverage.
- 5) Clean-up is the responsibility of the renter/renting organization. The facility should look as good as, or better, than it looked when entered. All trash should be deposited in the appropriate trash receptacles. If custodial services are not part of the renter/renting organization requests, the renter/renting organization is responsible for removing the trash from the premises.
- 6) The renter/renting organization should make themselves aware of the appropriate means of emergency egress and make sure all in attendance are aware of it.
- 7) Occupancy limits are strictly regulated by National Fire Protection Association Life/Safety Standards 101 in conjunction with the Newmarket Fire Chief and the State of New Hampshire Fire Marshall's office. Occupancy rate limitations may be requested from the Newmarket Facilities Department.

PRIORITY ORDER OF USE of school buildings/facilities is: Status 1) School Emergencies/Elections; Status 2) School Department programmatic uses in accordance with intended purpose for which the space was acquired; Status 3) Newmarket Service Groups & Newmarket Non-Profit Organizations; Status 4) Private Newmarket Groups & Private Newmarket Resident Functions; Status 5) Special Interest Groups/Non-Profit Organizations/Non-Resident Groups; Status 6) Profit Groups & Businesses. All facilities are available on a first-come/first-served basis.

Bumping Order is according to Priority Use Order, Timelines, and Sports Seasons. Exceptions may occur due to extenuating circumstances upon the discretion of the Director of Facilities, in consultation with appropriate administrators, as needed.

Timelines: In an attempt to provide priority use, each space has timelines established for scheduling. Generally, school facilities schedule on a July through June timeline. For further clarification regarding scheduling timelines, contact the Newmarket Facilities Department.

Sports Season: In-season sports (refer to dates below) receive priority use in certain facilities. Out of season use must follow Use of Facilities Guidelines. Due to the number of Little League teams, individual teams will not be allowed practice time in the gyms.

Fall Sports – soccer, cross country, football

Winter Sports – basketball, indoor track, cheer, swimming, hockey

Spring Sports – track, baseball, softball

Non-sports season times will follow the NHIAA guidelines for HS Sports except for the competitive season for MS Sports. Non-sport specific open gyms may be sponsored through the Athletic Department following “Facility Use Guidelines”.

RESERVATIONS for usage must be confirmed through the Facilities Department, generally no later than **Thursday noon** for any requests the following week, Monday through Sunday. Shorter timelines may be accommodated with prior approval. Our timelines are established to allow for appropriate staffing and coordination of services. A “reservation” or booking implies that the following has been received and approved: detailed request, fees paid (when applicable), proof of insurance, and requests for set-up. The reservation must be submitted by a person at least 21 years of age who assumes responsibility for the appropriateness of the activity, supervision and adherence to all policies. All equipment usage must have prior approval by the Facilities Department. Equipment is not to be removed from any facility. ***Activities and spaces are limited to those specifically requested and approved.***

BUILDING AND EQUIPMENT SECURITY is the responsibility of the renter/renting organization. School/Municipal equipment and/or furnishings may be moved or used **only** with prior approval **and** must be returned to their original locations prior to departure. Any information on whiteboards and/or displays shall not be disturbed. Rentals do not include usage of lobbies unless those spaces are specified on the application! Hallways are to be used for entry and exit only. The use of school kitchen facilities and/or access in the school kitchen space requires a cafeteria staff person present at all times.

To ensure building security...

- 1) Exterior doors should not be propped open. If the doors are to be open, someone should be specifically designated and available to patrol all accessible areas.
- 2) At the conclusion of use, turn out all the lights and physically check **ALL** doors (whether you used them or not) to be sure they are latched before leaving.
- 3) Items should not be affixed to walls, floors, ceilings, and/or doors without prior approval. The use of tape, nails, tacks, etc. on floors, walls and/or ceilings is prohibited.

RESERVATION CANCELLATIONS:

Once you have placed your reservation, and it has been confirmed by the Facilities Department, the Facilities Department will staff your event, notify the appropriate agencies and people, and block off the space(s) requested from further rental consideration; therefore, the following refund policies are in effect:

General: If notified 2 weeks prior to your rental date, 100% minus a \$10 processing fee will be refunded to you. Notification of less than 2 weeks and more than 3 business days before your rental date will result in a 50% refund. If notified 3 business days or less prior to your rental date, no refund will be issued. If the school is closed due to inclement weather, we will notify you and attempt to reschedule your event.

All refunds are per the discretion of the Director of Facilities or his/her designee.

INSURANCE/SUPERVISION:

Facility use for hours outside of regular custodial shifts require the user to pay custodial fees and/or supervisor fees as determined by the Facility Policy Guidelines. Non-school activities are not covered by the school insurance policies. Groups/Organizations are required to obtain their own liability coverage for risks associated with said activity(ies) and must provide, upon application, a certificate of insurance (minimum of \$1,000,000) naming the Newmarket School District as the additional insured, as well as stating specific coverage for the intended activity/event. Newmarket School District's extra-curricular/athletic/co-curricular activities, where the coach, staff, and/or faculty are paid directly through the School Business Office, are exempted from this requirement.

AREA SPECIFIC POLICIES:

- Gymnasiums:**
- 1) User must provide own equipment
 - 2) Basketball hoops are not to be altered, or is hanging on the rims allowed.
 - 3) No moving or tampering with the gym dividing curtains or bleachers.
 - 4) Clean court shoes are the only acceptable footwear allowed on the gym floor.

Cafeteria/Kitchens: Access into the kitchen requires a cafeteria staff person to be present at all times.

USER/ORGANIZATION STATUS

Non-Profit: Non-profit and Not-For-Profit organizations are those having tax exempt status and are exempted from inform and other taxes.

For Profit: Businesses and organizations that generate revenue for the owners/operators as a source of income.

FEE CATEGORIES

Non-Profit Newmarket Resident: Facility Fees Waived (except for pool fees & lower field lights); Subject to Service Fees.

Non-Profit Non-Resident: Subject to Facility Fees as detailed in the Facility Fee Schedule; Insurance may be required.

During Normal Operational Hours: Site Supervisor or Custodian may be required (both in some instances)

During Non-Operational Hours: Site Supervisor or Custodian is required (both in some instances)

For-Profit Newmarket Resident: Subject to Facility Fees as detailed in the Facility Fee Schedule and Service Fees; Site Supervisor or Custodian is required during non-operational hours (both in some instances) and may be required during operational hours; Insurance is required.

For-Profit Non-Resident: Subject to Facility Fees as detailed in the Facility Fee Schedule and Service Fees; Site Supervisor or Custodian is required during non-operational hours (both in some instances) and may be required during operational hours; Insurance is required.

FEE & RATES

FACILITY USE RATES: Please refer to the Facility Fee Schedule. All rates are for one (1) hour of use (except as noted). Request should include time that the space will be entered, starting and ending times of the event, and the time that the space will be completely cleared/cleaned and should be locked. Fees for "special, day-long events" may be negotiated.

IMPACT FEE: Because the intended purpose of the Facilities operating budget is to support routine maintenance and custodial services, users may be assessed all costs associated with the impact of additional use of our facilities.

SECURITY DEPOSITS may be required at the discretion of the Director of Facilities (or his/her designee).

SERVICE RATES FOR FISCAL YEAR 2019-2020:

Custodial Staff: \$34 per hour (minimum of 2 hours)

Cafeteria Staff: \$28 per hour (minimum of 2 hours)

Requests requiring Cafeteria/Kitchen Staff should be identified at the time of reservation.

Requests requiring other services not listed shall be provided to the user(s) at an additional cost and will be quoted prior to the event for user(s) approval.