

Original - Facilities
Copies to: User
School
SAU Office

SANBORN REGIONAL SCHOOL DISTRICT
Serving Kingston and Newton

KF-E

APPLICATION FOR USE OF SCHOOL FACILITIES

School Requested: _____ Room/Area Requested: _____ Date Needed: _____

Arrival Time: _____ Event Time: _____ Departure Time: _____

Organization: _____ Address: _____

Name of Applicant: _____ Phone: _____ - _____ - _____

Estimated # of Participants: _____ Check one Certificate of Insurance Provided Need Special Event Insurance

School Sponsored School Related Community Outside District Profit Non-Profit

ADDITIONAL SERVICES - PLEASE SPECIFY (An extra charge may be required)

CUSTODIAL: SETUP DURING CLEANING From _____ to _____

Audio/Visual Equipment: _____

Lighting: _____ Tables/Chairs: _____

Kitchen: _____ Will be closed to the public unless a food service employee is hired and present.

*SECURITY: Police Officer Required Crowd Control Officer Required

*(Applicant **must** contact police and fire department when expecting 250 or more people.)

OTHER - PLEASE BE SPECIFIC _____

It is understood that this permit is not transferable and the holder is responsible for the maintenance of order and for any damage to the building or equipment. The holder must pay the tax on any admissions. The applicant agrees to pay for the cost of police or fire protection if it is required. All school equipment such as projectors, public address systems, etc. must be operated by an authorized district person and a fee will be charged for this service. All activities are to terminate no later than 11:00 pm unless approval is granted one week in advance to extend beyond 11:00 pm. *Alcohol and tobacco are prohibited on the grounds of or within a public education facility.*

Should conflict with school-related use arise after agreement for use is made, the school-related use will take priority. Exceptions and alternatives will be considered when undue or extreme hardships would result for the contracting organization.

A non-refundable deposit of 50% of the total cost for the rental agreement must be paid at the time of approval by the district. Billing for remaining fees will be sent to the applicant within 5 business days after completion of rental. Payment of these services will be expected within 10 business days from the billing date. Checks are to be made payable to the Sanborn Regional School District and forwarded to the SAU Office, 178 Main Street, Kingston, NH, 03848.

Groups or organizations using school facilities do so at their own risk and at the risk of their own materials and equipment. Each applicant must sign a covenant not to sue and indemnity agreement and be required to provide Certificates of Users Insurance Coverage documentation or purchase special event coverage from the Sanborn Regional School District. Disorderly conduct or abuse of the building may result in forfeiture of the right for future use.

SIGNED BY: _____ DATE: _____

THE ABOVE APPLICATION HAS BEEN DENIED

THE ABOVE APPLICATION IS HEREBY APPROVED UNDER THE CONDITIONS STATED

Date: _____

Superintendent Facilities Director Principal Athletic Director

Office Use Only

DATE: _____ BILLED: _____ PAYMENT REC'D: _____

TOTAL FEE: _____ OTHER CHARGES: _____ TOTAL: _____