

APPENDIX KF-R

Washington School District Facilities Use Request Form	
Facility Requested: (Check one) <u>WES</u>	
Room/Space Requested:	
Dates:	
Times:	
Name of Event/Activity:	
Name of Event/Activity Contact:	
Phone:	Email:
Address:	
Description of Activity:	
Set up requests: # of chairs _____ # of Tables _____ (attach any special configuration of chairs and tables)	
Technology/AV Requests (organizations must provide their own laptops, adaptors & power strips): Projector ____ Microphone _____	
Kitchen _____ (Will be closed to the public unless a district food service employee is present. See fees on page 2.)	
Estimated Attendance: _____	Will an admission fee be charged? Yes __ No __ Amount? _____
Check all that apply to this event/activity: __ School-sponsored __ School Related __ Community __ Outside District __ Profit __ Non-Profit	
Is Building Use Waiver requested? Yes __ No __	Is Custodial fee Waiver requested? Yes __ No __
PLEASE EXPLAIN REASON FOR WAIVER REQUEST. SCHOOL BOARD MUST APPROVE ALL WAIVERS.	

IT IS AGREED that in consideration for allowing the rental of the Washington School District’s owned 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 Washington 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 Washington School District as an Additional Insured. Certificate of Insurance attached _____
- Any flyers, social media or advertising of any kind must contain the following: “Not a school-sponsored event”
- It is understood that school events/functions have priority for the use of the school district’s facilities and as such, outside groups may be bumped or displaced.

Signature: _____

Printed Name: _____ **Date:** _____

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You will be contacted by the approving agent upon acceptance of this request at the above listed contact phone/ email. Do not assume this event is approved until you receive confirmation.

Approval Section:

1. Recipient: (WES Main Office)
Certificate of Insurance Yes No
Initial _____

2. Building principal: Confirm that facility in your building is available as requested

Building Facility Reserved on: _____
Room being used _____
Use approved (circle one) Approved Disapproved
Reason for Denial (if applicable) _____

Principal Signature:

3. Business Administrator: Set fees, approve event (Signer is responsible to confirm event with requestor)

Use of Building Fee (see fees on page 6) \$
Custodial Fees # Custodians
\$25/hr per custodian Hours per custodian \$
Kitchen Fees # Cafeteria Staff
\$25/hr per staff member Hours per person \$
Total Fees \$

Business Administrator Signature:

4. School Board:
Fee waiver Granted: Yes No
Amount of waiver requested: \$
Amount waived: \$

School Board Signature:

5. Scheduling (SAU Office)
Enter in Building Use Calendar _____

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I. Responsibility

- A. Principal 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.
- B. The Business Office will assess fees for facilities use.
- C. The School Board will evaluate requests for exceptions to this policy, including the reduction or waiver of fees.

II. Procedures

- 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 14 days in advance, to the principal of the building being requested. If a waiver of the rules or fees is requested, it is to be so indicated on the form with clear rationale why the exception should be granted. The SAU Administration will present the waiver to the Board with a recommendation for disposition.
- B. Principal will approve or deny the request (school events/functions take priority). The "Facilities Use Request" form will be used to approve usage.
- C. The Business Office will set fees and give or deny final approval for the event within the provisions of district policy. They will schedule custodial and maintenance coverage, and arrange with the Food Service Director for kitchen coverage as needed. Finally, they will inform the requestor whether the request has been approved or denied.
- D. Any person or entity using school premises shall be responsible for the safety and welfare of all persons related to such use. They shall protect the School Board against any claims; however, the same may be described or set, arising out of the use of the premises by such person or entity. To meet this obligation, such person or entity shall provide with their application for building use a copy of 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 make available for purchase event-specific coverage through its primary insurance carrier for organizations that do not carry such General Liability insurance to meet this requirement.
- E. 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.

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III. Regulations for Building Use:

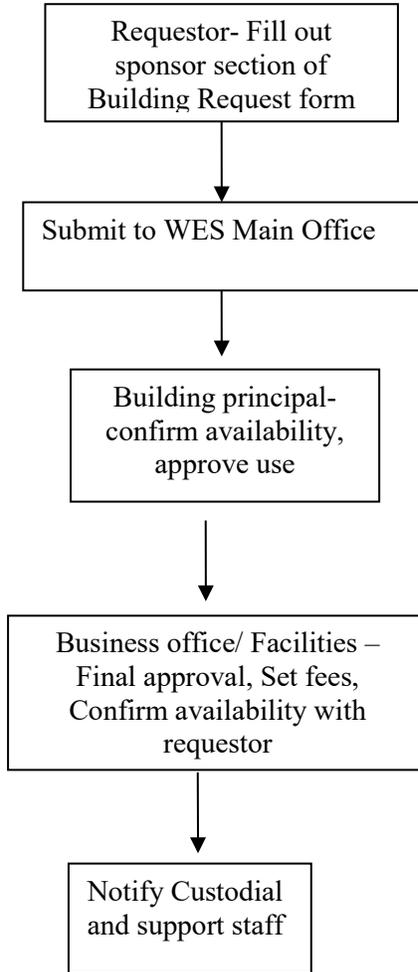
- A. Using organizations are limited to the areas they have requested for use. Organizations using the gymnasiums may have use of locker room space as well. Organizations using the building for events involving students or minors must supervise those students or minors at all times. Failure to do so may result in revocation of building use privileges.
- B. The kitchen areas may be used only when a cafeteria worker is hired to supervise the use of equipment.
- C. A custodian must be present when the school building is used by an outside group.
- D. In acknowledgement of the school's strictly maintained 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, Lessee 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.
- E. Using organizations are responsible for setting up rooms and areas to support their function. 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 facility.

IV. Fees

- A. Fees for building use will not be charged to established Washington community groups, groups that primarily benefit of Washington students, groups that exist primarily to support the school and its students such as booster clubs and Parent-Teacher organizations, community education and the Hillsboro Youth Athletic Association. Custodial fees may be charged to any group if an event requires additional custodial support beyond the District's budgeted amounts.
- B. Building use fees and hourly rates for custodial workers, cafeteria staff, and maintenance staff will be established annually by the School Board. The using organization will pay these fees directly to the Washington School District.
- C. 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.
- D. Requests for use of school facilities by individuals and groups that charge a fee for services and for groups from outside of Washington will be evaluated by the School Board and an appropriate usage fee will be assessed.

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Facilities Use Request Form Approval Flowchart



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**Washington School District
Public Schools Facilities Rental Information**

The facilities and rental fee schedule is as follows based on up to 4 hours of use:

Rental Space	Activity for WES, H-D students	Non- Profit Group	For Profit/ Personal Use
Gym	0	\$65	\$400
Classroom	0	\$30	\$80
Cafeteria	0	\$65	\$200
Kitchen Facilities	0	\$65	\$200
Library	0	\$65	\$200

Application for Use of a School Building: Applications are available in all school offices and on the web site at www.hdsd.org. Once the application is completed it is forwarded to the building principal, and if necessary, the Business Administrator for approval.

At least one food service staff member must be present when the kitchen facilities are used. The food service staff fee will be \$25/hr. A minimum of three hours is charged for kitchen staff.

For weekends and holidays, at least one custodian must be present to safeguard school property and to clean the facilities used. A minimum of three hours is charged for custodial services. The rate for custodial services is \$25/hr.

All groups must have on file a current **Certificate of Insurance** with a minimum of \$1,000,000 liability coverage.