

# NEWMARKET SCHOOL DISTRICT - FACILITIES USE REQ

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

Type: ☐ For Profit ☐ Non-Profit ☐ Federal Exemption No. \_\_\_\_\_

Individual in Charge: \_\_\_\_\_ Phone No: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Insurance: ☐ Yes ☐ No

If yes, please attach Insurance Certificate. This Insurance Certificate must show that the Newmarket School District is named as an **ADDITIONAL INSURED**.

Nature of Activity: \_\_\_\_\_

Date(s) of Facility Use: \_\_\_\_\_ Time(s) of Facility Use: \_\_\_\_\_

Time of Event to be posted on Calendar \_\_\_\_\_

School Building to be Used: ☐ Newmarket Elementary School ☐ Newmarket JR/SR High School

Police: The renter will hire police as needed directly through the appropriate Police Department.

INITIALS: \_\_\_\_\_

Crowd Control: The renter will ensure that a trained crowd control manager is on duty for public events of more than 50 people. INITIALS: \_\_\_\_\_

**Maximum Capacity:** NM JR/SR High Gym: 1240 people, Café 214 people, Media Center 50 People, Conference Rm 12 people  
NES: Gym 300 People, Café 241, Media Center 50, Conference Rm 12 People

## Facilities Requested:

- ☐ **Cafe/Auditorium** ☐ With Tables How Many? \_\_\_\_\_ ☐ Without Tables ☐ Benches How many? \_\_\_\_\_
- ☐ **Kitchen** ☐ Serving food ☐ Cooking ☐ Using Kitchen Equipment
- ☐ **Library/Media Ctr** ☐ Lights ☐ Sound ☐ Microphones, # \_\_\_\_\_ ☐ Podium ☐ Other \_\_\_\_\_
- ☐ **HS Conference Rm** ☐ Lights ☐ Sound ☐ Microphones, # \_\_\_\_\_ ☐ Podium ☐ Other \_\_\_\_\_
- ☐ **Gymnasium** Please list set-up needed (if any) \_\_\_\_\_
- ☐ **Classrooms** Room Number(s) \_\_\_\_\_
- ☐ **Outside** Please list areas needed: \_\_\_\_\_

**Equipment Requested:** ☐ Projector ☐ PA System (if avail.) ☐ Screen ☐ Other: \_\_\_\_\_

**Furniture Needed:** ☐ Tables Qty: \_\_\_\_\_ ☐ Chairs Qty: \_\_\_\_\_ ☐ Other \_\_\_\_\_  
☐ Special Set-Up Needs? (Please provide a diagram)

**Personnel Needed:** ☐ Custodian ☐ Food Service Staff ☐ Audio/Visual Tech ☐ Other \_\_\_\_\_

By signing below, I acknowledge that I have read **Policy KF-Use of School Buildings and Facilities** and agree to abide by the terms specified in Policy KF, as well as any terms listed on page 2 of this document.

\_\_\_\_\_  
(Responsible Party's Signature)

\_\_\_\_\_  
(Date)

\*\*\*\*\*

--To be completed by school personnel--

## APPROVAL

Principal \_\_\_\_\_

Date \_\_\_\_\_

Director of Facilities \_\_\_\_\_

Date \_\_\_\_\_

Director of Information Technology \_\_\_\_\_

Date \_\_\_\_\_

SAU/Business Office \_\_\_\_\_

Date \_\_\_\_\_

**TOTAL FEE CHARGED (Prepaid) \$** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

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## INCLEMENT WEATHER (or other factors which may cause school closing):

As a condition of using any facility, I hereby acknowledge the following:

1. If my event or activity is scheduled on a day or evening that school is closed, dismissed or postponed due to inclement weather (or other factor), the person in charge of the event will need to postpone or cancel the event.
2. If my event or activity is scheduled on a weekend or a school holiday and there is inclement weather, I will call the school to see if the facility will be open for the event. If there is no answer at the school, I will contact one of the following individuals to see if the facility will be open for the event. I acknowledge that I must have permission from one of the following individuals before I can use the facility.

Facilities Director: 603-770-0193

Superintendent: 603-659-5020

3. **Under no circumstances** will I, or any agent, coach, employee, or other individual associated with my organization, group or business enter the facilities at a time that has not been previously approved by the SAU Office and the Facilities Director. If my event needs to be rescheduled, or I wish to request additional times for my event(s), I will contact the SAU Office prior to scheduling.

**Access Cards:** Certain community organizations may be entrusted with access cards and/or keys to the facility due to the nature of their activities. I agree to safeguard these keys and cards, and if lost I will be assessed a fee as shown in Fee Schedule KF-R.

**TERM OF THIS AGREEMENT:** All Facility Use Forms expire on **June 30 of the current school year**. A new Facility Use Form must be completed each school year by all who use the facilities, and a new insurance certificate must be provided each year by all requestors.

**CUSTODIAL INFORMATION:** The Newmarket School District welcomes public use of our facilities. The custodial staff takes pride in the appearance of our buildings. The following list of policies and procedures will allow the custodians to keep our buildings clean and remain a pleasant environment for everyone to enjoy.

- A custodian may be required to be on duty for any and all activities for the duration of the event.
- If a custodian is required, the charge will be based on the Fee Schedule.
- The custodian on duty will be available for anything that you might need.
- **We ask that you restrict your activities to the areas that have been requested for use.**
- All fire regulations must be followed. Exits and hallways must be kept clear at all times. *If you have any questions regarding these regulations, please contact the Newmarket Fire Chief.*
- **No food or drinks (other than water) are allowed in the gym, libraries or conference rooms unless special permission has been provided in advance, and in writing, to the requestor.**
- **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 trash from the premises.**

## WAIVER OF LIABILITY AND INDEMNIFICATION

The requesting party, as a condition of signing this form, agrees to indemnify and forever hold the Newmarket School District, its officers and employees harmless and free from liability for the security of any and all materials, equipment or products used in conjunction with the use of district facilities or grounds. Said waiver of liability pertains to theft, vandalism, damage, or destruction of the aforementioned items and extends to all vendors, contractors, sub-contractors, participants, associates, assigns, attendees, competitors, visitors, customers and any other entities who are in the facility because of its use by the requesting party. Furthermore, the requesting party agrees to assume the full financial liability and responsibility for any and all claims of property loss of personal injury that occur and are, in any way, related to their use of the facility.

\_\_\_\_\_  
(Responsible Party's Signature)

\_\_\_\_\_  
(Date)

# NEWMARKET SCHOOL DISTRICT - FACILITIES USE REQ

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*See also policies: KF-Use of School Buildings and Facilities; KF-R Facility Use Rates and Tier Classifications*

## FACILITY FEE SCHEDULE

Area Types	Building	Resident	<u>Non-Profit</u>		<u>Profit</u>		Impact
			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

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

### 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

Required Form Distribution (please check off): SAU Office (original) \_\_\_\_\_ Building Principal \_\_\_\_\_ Facilities Director \_\_\_\_\_ Requestor \_\_\_\_\_  
If Additional Services are Requested: Technology \_\_\_\_\_ Food Service \_\_\_\_\_ Other Department: \_\_\_\_\_ (VERSION 7/11/2022)

# NEWMARKET SCHOOL DISTRICT - FACILITIES USE REQ

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:**

- The use and possession of tobacco, alcohol, and/or drugs on grounds is prohibited. (Reference District Policy ADC)
- 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.
- 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.
- Food and/or beverages are to be limited to the specified food and/or beverage areas and may require custodial coverage.
- 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.
- 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.
- 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 Marshal'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 with 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 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, spirit, swimming, hockey

**Spring Sports-** track, baseball, softball

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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 at 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 fewer 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, nor is hanging on the rims allowed.
3. No moving or tampering with the gym dividing curtains or bleachers.

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4. Clean court shoes are the only acceptable footwear allowed on the gym floor.

**Cafeteria/Kitchens:** Access into the kitchen requires a cafeteria staff member 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 2022-2023:

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.

Approved the School Board: July 7, 2021