

**NEW BOSTON CENTRAL SCHOOL
COMMUNITY USE OF TOM MANSFIELD GYMNASIUM**

Regulations

This policy contains specific guidelines and required forms for usage of the Tom Mansfield Gymnasium and other areas of the NBCS facilities.

Guidelines for Use of Facilities

Cleanliness

- All bleachers must be swept and cleaned underneath after use.
- Gym floor must be dustmopped and any piles of dust or paper picked up and placed in garbage receptacles. Any spills must be wetmopped.
- All equipment in the kitchen must be cleaned and returned to its proper place. All stainless steel fixtures must be wiped down and floors must be swept and wetmopped.
- Lobby, corridors, and entrances must be swept and dust and paper picked up and placed in garbage receptacle (weekends only).
- Bathrooms must be cleaned and waste receptacles emptied. Floors must be swept and wetmopped.

Rubbish Removal

- Garbage must be removed from the building and placed in the dumpster at the rear of the multi-purpose room. If required, garbage removal will be the responsibility of the user.
- Trash that accumulates on the outside grounds during the function must be picked up and disposed of.

Security

- All exits must be secured after use.

NEW BOSTON SCHOOL DISTRICT

KF-R

INDEMNIFICATION AGREEMENT (WAIVER)

NEW BOSTON SCHOOL DISTRICT

Date _____

To Whom It May Concern:

In consideration of the New Boston Central School and the New Boston School Board permitting me to use the Tom Mansfield Gymnasium at the New Boston Central School for the purpose of

I/we hereby assume all the risks associated with the use and agree to hold the New Boston Central School and New Boston School Board collectively and individually, its employees, agents, representatives harmless from any and all liability, actions, causes of actions, debts, claims or demands of any kind whatsoever which may arise by or in connection with my/our participation in any activity related to the use above first referenced. The terms hereof shall serve as a release and assumption of risk for my/our heirs, estate, executor, administrator, and assignees.

Sincerely yours,

Date _____

NEW BOSTON CENTRAL SCHOOL
15 Central School Road
New Boston, New Hampshire 03070

To: Principal, New Boston Central School

The following describes my/our concern about the condition in which the facilities were found:
(check one):

___ Prior to my/our use of the facilities for a scheduled activity

___ After the completion of the activity sponsored by the group/organization listed below.

Complete description of the conditions in question:

Group or Organization: _____

Date(s) of Use: _____

Signed: _____ Date _____

This section to be completed by Principal

Date Received _____

Resolution: (Describe steps taken to resolve this concern.)

Date contacted: _____

Person spoken to/contacted: _____

Follow up action required: (Describe specific follow-up required by user and/or school)

RESERVATION FORM FOR USE OF SCHOOL FACILITIES and/or
TOM MANSFIELD GYMNASIUM

The _____ is requesting the use of the Tom Mansfield
 (Name of Organization)
 Gymnasium on _____ from _____ until _____ for the
 (Date) (Time) (Time)
 purpose of _____. Estimated Attendance is: _____
 (Event/Meeting)

Detailed explanation of use: _____

We request the use of the following: (check the appropriate box(es))

- _____ 1. Bleachers
- _____ 2. Chairs
- _____ 3. Tables/Benches
- _____ 4. Kitchen Facility
 - _____ Counter use only
 - _____ Full Food Preparation
- _____ 5. Gym
- _____ 6. Schoolyard (including outdoor play equipment)
- _____ 7. Classrooms
- _____ 8. Library
- _____ 9. Parking Facilities

Use of Alcohol at the event:

- _____ No alcohol will be served or sold.
- _____ Alcohol will be either served or sold. (If this line is checked, you must obtain the approval of the Board of Selectmen for the activity, and notify the New Boston Police.)

As a condition of use of the school facilities, _____
 shall provide to the School Board a Certificate of Insurance and Letter of Indemnification (waiver) providing protection to the School District from all claims that might arise as a result of the use of the premises by _____ in an amount acceptable to the District (minimum \$1,000,000.00). (The requirement for a certificate of insurance may be

RESERVATION FORM FOR USE OF SCHOOL FACILITIES and/or
TOM MANSFIELD GYMNASIUM
(Continued)

waived by the District in cases of minimal use and risk to the District, and upon receipt of an indemnification agreement (waiver) by the applicant).

We hereby accept responsibility for the use of the Tom Mansfield Gymnasium and will designate an adult supervisor(s) for the activity taking place. We have acquired all permits or licenses necessary for the activity and have made arrangements for appropriate rubbish removal.

Deposit/Fee Paid _____

Name of supervisor(s) _____

Phone _____

Phone _____

Signature of Applicant _____

APPROVALS

PRE-APPROVAL OF PRINCIPAL _____ DATE _____

COMMENTS: _____

The New Boston Police Department has been asked to provide an officer (at the user's expense) for the following:

_____ Parking

_____ Traffic Flow

_____ Coverage of event due to: _____

Signed: _____ DATE _____

(Chief of Police)

Final Approval Of Principal: _____ Date: _____

Custodial Initials: _____

Key(s) Signed Out by: _____ Date Returned: _____

PER TOWN WARRANT

DATE RECEIVED _____

"No person shall possess an open container of any alcoholic beverage as defined in the statutes of New Hampshire relating thereto in or on any of the following places in the Town of New Boston: Town Common, School Grounds, Bailey Pond Picnic Area, Town-owned Property and Public Ways. An exception to the above may be granted by the Board of Selectmen upon application. Whoever violates a provision of this ordinance shall be fined not more than Two Hundred Fifty Dollars (\$250.00), nor less than one Hundred Dollars (\$100.00), for each such violation, or action relating thereto."

The _____ is requesting the sale and/or consumption of
(Name of Organization)
alcoholic beverages on _____. It is understood that police officers must
(Date)
be in attendance and that a certificate of insurance is required.

The above request to sell and/or consume alcoholic beverages in the Tom Mansfield Gymnasium has been:

_____ APPROVED _____ DENIED

(SELECTMAN) Date _____

(SELECTMAN) Date _____

(SELECTMAN) Date _____

Proposed: 05/08/03
Adopted: 06/11/03
PRC Reviewed: 09/25/19

NHSBA Review: 01/23/14