

NEWMARKET SCHOOL DISTRICT - FACILITIES USE REQUEST FORM

Name of Organization _____

Organization Status: ☐ For Profit ☐ Non-Profit ☐ Federal Exemption No. _____
User Status: ☐ Newmarket Resident ☐ Non-Resident

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 Use: _____ Time(s) of Use: _____ Time of Event to post 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: **Newmarket Jr./Sr. High:** Gym 579 people, Café 442 people, Media Center 52 people, Conference Room 12 people
Newmarket Elementary: Gym 464 people, Café 584 people, Media Center 50 people, Conference Room 12 people

Facilities Requested:

☐ **Café/Auditorium** ☐ With Tables How Many? _____ ☐ Without Tables ☐ Benches How many? _____
☐ **Kitchen** ☐ Serving food ☐ Cooking ☐ Using Kitchen Equipment ☐ Need Access to Water/Sink Area
☐ **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: ☐ Facilities Technician ☐ 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 **Policy KF-R Use of Facilities and Guidelines** 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)

APPROVAL --To be completed by school personnel--

Principal _____ Date _____

Director of Facilities _____ Date _____

SAU/Business Office _____ Date _____

TOTAL FEE CHARGED (Prepaid) \$ _____ **Date Received:** _____

Required Form Distribution (please check off): SAU Office (original) _____ Building Principal _____ Facilities Director _____ Requestor _____
If Additional Services are Requested: Technology _____ Food Service _____ Other Department: _____ (UPDATED 1/28/2025)

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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 30th 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 staff to keep our buildings clean and remain a pleasant environment for everyone to enjoy.

- A facilities technician may be required to be on duty for all activities for the duration of the event.
- If a facilities technician is required, the charge will be based on the Fee Schedule.
- The facilities technician 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 always kept clear. 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 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 full financial liability and responsibility for 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)

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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					
<i>All rates listed are for one (1) hour of use (except as noted).</i>					
		Non-Profit		For Profit	
Area Types	Building	Resident	Non-Resident	Resident	Non-Resident
Cafetorium	NJSHS	waived	\$30	\$45	\$75
Cafeteria	NES	waived	\$20	\$30	\$50
Classrooms	All Schools	waived	\$25	\$40	N/A
Computer Labs*	All Schools	waived	\$30	\$75	N/A
Conference Room	All Schools	waived	\$25	\$20	\$32
Gymnasium***	All Schools	waived	\$55	\$75	\$175
Kitchen Facilities**	All Schools	\$10	\$35	\$65	\$85
Media Center	All Schools	waived	\$20	\$30	\$40
Stage Area	NJSHS	waived	\$8	\$20	\$40
Lost Access Card/Badge		\$10	\$10	\$10	\$10

Additional Notes:

- Day-long fees may be negotiated.
- Event Coverage fees are not included in the space rental fee listed. Event Coverage fees are based on the number of hours being booked and current employee rates of pay.
- *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