



SUNAPEE
SCHOOL DISTRICT

Request to Use School Property/Facilities

Name: _____

Facility/Building: _____ Date of Event: _____

Recurring: Yes No Time of Event (Including Set-up): _____

Purpose: _____

Proof of Insurance Coverage: _____

NAME OF COMPANY (COPY SUBMITTED)

Supervisor of the Event: _____

TELEPHONE #

Special Preparation Needed: _____

Will police be needed? Yes No If so, how many? _____

FEES: There is no rental fee for a community sponsored event (school or town). Non community fees: Room \$10/hr or \$50/day; Cafeteria/kitchen \$15/hr or \$75/day; Gym \$15/hr or \$75/day.

Please note that District facilities are only available after school hours. Users must abide by all District policies and will be liable for any damage incurred during building use. No alcohol, drugs or tobacco products are allowed on school property.

If an organization requires the use of lights or sound equipment after normal hours of operation or other special services, it must be indicated on the form. Users will be billed for the special services and for any AV/custodial/Kitchen overtime for use after hours.

Temporary signs or posters may be erected. Temporary signs or posters must have the administrator's approval. Activity approval is contingent upon fire and safety codes.

Supervisors who need a key must pick it up in the school office and return it on the next school day. Supervisors who run events without a custodian must take the responsibility for proper control and the securing of the space when finished including any restrooms that have been made accessible (ie: lights off, doors locked, etc.). Events are to be held on agreed times only.

Hold Harmless Clause – signed and returned to the building office (see attached).

Custodial Hours (Minimum 4 hours)

Mon. – Fri. ____ Hrs. @ \$20.00/Hr. \$ ____
Evening/Sat. ____ Hrs. @ \$30.00/Hr. \$ ____
Sun. ____ Hrs. @ \$40.00/Hr. \$ ____

Food Service Staff (Minimum 4 hours)

Mon. – Fri. ____ Hrs. @ \$20.00 /Hr. \$ ____
Evening/Sat. ____ Hrs. @ \$30.00 /Hr. \$ ____
Sun. ____ Hrs. @ \$40.00 /Hr. \$ ____

Audio / Visual Services Needed (Minimum 4 hours)

Technician:

Mon. – Fri. ____ Hrs. @ \$20.00/Hr. \$ ____
Evening/Sat. ____ Hrs. @ \$30.00/Hr. \$ ____
Sun. ____ Hrs. @ \$40.00/Hr. \$ ____

Lights _____ Sound _____

Other Needs such as tables, chairs etc. (please specify)

Custodial staff will be paid ½ hour *minimum* for set up, for entire event and for a minimum of ½ hour to clean up and lock up *after* the event. Number of custodians required to clean up facility after event will be determined by several factors including (but not limited to) the number of people attending the event and if concessions are sold (or food served) at the event. In this case the lessee will be charged a minimum of 4 Hrs. for the number of custodians required for cleanup of facility.

The above fees will be used to calculate the fees for labor to cover an opening of the facilities designated above. Application of these fees is at the sole discretion of the District. In addition to these fees and submitting this completed form, the group **MAY** also be required to submit a signed waiver of liability and supply the appropriate certificate of Liability insurance.

SIGNATURES:

Event Supervisor Date

Facility Director Date

Athletic Director Date

SMHS Administrator Date

SCES Administrator Date

Food Service Director Date



HOLD HARMLESS CLAUSE

FOR AND IN CONSIDERATION OF the use by _____
(name of group/organization)

_____ (Indemnitor) of the facilities and/or

equipment of the Sunapee School District _____
(name of group/organization)

_____ Indemnitor hereby agrees to save,

indemnify and HOLD HARMLESS the Sunapee School District and its agents,

representatives, members, and employees from any and all liability, claims,

demands, damages, attorneys' fees, expenses or costs of, or arising out of

(describe use and building/facility to be used)

On _____, whether it be caused by or as a result of the
(date of use)

negligence of indemnitor of the Sunapee District, or either party's agents or

representatives, employees or otherwise.

(Signature)

(Title)

(Date)