

**GWRSD Facility Use Contract for Elementary School**

**Please read the information on page 2 before completing this contract.**

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

For Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Federal Exemption No. \_\_\_\_\_

[School Board policies allow district non-profit organizations to use the school facilities for the cost of salaries of required school personnel.] All required rental fees will be paid in advance.

Individual In Charge: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

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

Insurance: Yes \_\_\_\_\_ No \_\_\_\_\_ *If "Yes" attach insurance certificate.*

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

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

School to be Used: \_\_\_\_\_

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

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

What areas of the school will you need for this event?

- \_\_\_\_ Cafeteria → With tables \_\_\_\_\_ Without tables \_\_\_\_\_ Chairs \_\_\_\_\_ How many? \_\_\_\_\_
- \_\_\_\_ Kitchen → Serving \_\_\_\_\_ Cooking \_\_\_\_\_ Using Kitchen Equipment \_\_\_\_\_
- \_\_\_\_ Auditorium → Lights \_\_\_\_\_ Sound \_\_\_\_\_ Microphones # \_\_\_\_\_ Podium \_\_\_\_\_
- \_\_\_\_ Gymnasium → Please list set-up needed (if any) \_\_\_\_\_
- \_\_\_\_ Classrooms → List Room Number(s) \_\_\_\_\_
- \_\_\_\_ Outside → List area(s) to be used \_\_\_\_\_

Will you need audio-visual equipment for your activity? *If "Yes" please note the number of each below.*

TV# \_\_\_\_\_ VCR# \_\_\_\_\_ Overhead Projector# \_\_\_\_\_

Other# \_\_\_\_\_

What other furniture do you need? If you have special set-up needs please provide a diagram. Do you need:

- a custodian on duty? Yes \_\_\_\_\_ No \_\_\_\_\_ [Custodial fee is tabulated on the back of this page.]
- food service staff? Yes \_\_\_\_\_ No \_\_\_\_\_
- audio/visual technician? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes" the estimate is: \_\_\_\_\_
- Library Media equipment? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes" what do you need? \_\_\_\_\_

**READ PAGE 2 BEFORE SIGNING:** I understand and agree to abide by the terms specified in this document.

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

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

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--To be completed by school personnel--

**APPROVAL (Sign and Date)**

Principal Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_  
(Signature) (Date)

Custodial Supervisor Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_  
(Signature) (Date)

**TOTAL FEE CHARGED (Prepaid) \$ \_\_\_\_\_ (Please read page 2)**

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

As a condition of the use of any facility at any Elementary School, I hereby acknowledge the following:

1. If my event or activity is scheduled on a day or evening that school is dismissed or postponed due to inclement weather (or other factor) the person in charge of the event will have to postpone the activity.
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 people to see if the facility will be open for the event. I know that I must have permission from one of these people before I can use the facility.

Carpenter School Principal	569-3457	Ossipee Central Principal	539-4589
Crescent Lake School Principal	569-0223	Tuftonboro Central School Principal	569-2050
New Durham School Principal	859-2061	Effingham Elementary Principal	539-6032

**CUSTODIAL INFORMATION**

The Governor Wentworth Regional School District welcomes public use of our schools. 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 must be on duty for any and all activities for the duration of the event.
- A rate of time and one-half per hour will be charged.
- The custodian on duty will be available for anything you may 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 appropriate Fire Chief.*

**No food or drinks are allowed in the gym or the auditorium.**

Anyone who may have lost or left behind an item should check with the main office as these items are usually held for a period of time.

Anyone having a yard sale, dance, craft fair, etc. should be aware that the duties listed below will usually require two custodians three or four hours to complete following the event:

- a. All floors are dust mopped, washed and burnished.
- b. All bathrooms are cleaned and sanitized.
- c. All carpeted areas will be vacuumed.
- d. All glass will be spot cleaned.
- e. All trash will be emptied.
- f. If necessary, the floors in the cafeteria will be scrubbed and re-coated with finish.

The amount of custodial time depends on the event. If you wish to have an estimate on time, you may contact the school and ask for the head custodian. Your cooperation will ensure a clean and safe environment for all who use our schools.

**WAIVER OF LIABILITY AND INDEMNIFICATION**

**The renting party, as a condition of signing this form, agrees to indemnify and forever hold the Governor Wentworth Regional 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 the school facility. 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 renting party. Furthermore, the renting party agrees to assume the full financial liability and responsibility for any and all claims of property loss or personal injury that occur and are, in any way, related to their use of the facility.**

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~~--To be completed by custodial supervisor or designee--~~

**ESTIMATE FOR CUSTODIAL COVERAGE**

This is an estimate for the custodial coverage and the clean-up of the activity you have scheduled at (indicate school) \_\_\_\_\_ on \_\_\_\_\_. If you would like to reduce the cost for the custodial fee, it is very helpful if you have a clean-up crew to help the custodians return the facility to the conditions it was when you arrived. If you have any questions, please do not hesitate to contact the school.

ESTIMATE \_\_\_\_\_

\_\_\_\_\_  
(Signature of custodian giving the estimate)

Approved 7/10/00  
Updated: 4/17/06  
Revised: 3/3/09