HOLLIS BROOKLINE MIDDLE SCHOOL
APPLICATION FOR FACILITY USE
25 MAIN STREET
HOLLIS, NH 03049
Telephone 603-324-5997 Fax 603-465-7523
Website: holllisbrooklinems.org
Follow us on Twitter: HBmiddleschool

Please complete and submit this form to the Hollis Brookline Middle School. Upon approval of the request, the school will send you a Facilities Use Permit. *In the rare event of a natural disaster, civil defense occurrence, or adverse weather, the principal retains the right to cancel and/or reschedule the event.*

Request Use of the Following Facilities (check all that apply):

____Gymnasium*****

____Cafe / Multi-Purpose Room (MPR)*****

____Kitchen

____Library

____Classroom (specify)_____

____Other (specify)_____

****Do not use masking tape on floors. Please use vinyl gym tape only.***

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Full Name of Organization_____

Address_____

Contact Person_____

Telephone Number (s)_____

Billing Address_____

Activity to be Held_____

Dates(s) Requested (for events)_____

_____

Rehearsal Dates Requested _____

_____

Time(s) of Event(s) (include set-up and break-down)_____

Doors will open at_____

REGULATIONS GOVERNING FEES

A. SAU #41 School-affiliated organizations (Booster Club, PTSA, S-TEAM, etc.) and departments/branches of the municipal government in the Towns of Hollis and Brookline.
B. Established Youth Organizations (from an approved list) serving the youth of Hollis and Brookline with 50% or more youth from Hollis and Brookline. Hollis and Brookline Community groups, such as religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations when no admission is charged and/or other profit-making activity engaged in.
C. Established Youth Organizations with less than 50% youth from Hollis and Brookline. Hollis and Brookline Community groups, such as religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations when admission is charged and/or other profit-making activity is engaged in.
D. Private promoters receiving a percentage of the profit and sponsored by groups identified in Categories A and B.

1. Category A & B - On School Days - No Charge
2. Category A & B - Non School Days - Utility, Personnel, and Equipment Charges as deemed applicable by building principal.
3. Category C, D, & E fees are outlined in the following fee schedule.
4. A 50% Booking Fee is required for all Category C, D, and E Events to guarantee reservation. If canceled prior to 60 days before the event all monies will be refunded. If canceled 60-30 days prior to event 50% of deposit will be retained. Cancellation 30 days or less prior to event will result in loss of deposit.
5. Category D & E fees must be paid in full five days in advance of the event.
6. Category D & E - When there are two events held, one in the afternoon and one in the evening, a separate fee will be charged for each event.
7. The number of personnel and personnel fees to be assigned to each event are determined by the principal.
8. Custodians and other required personnel may be hired above and beyond the regular custodial staff for banquets and other functions as deemed necessary by the Building Principal.

FEE SCHEDULE

Facility	C	D	E	Utility Charge
Gymnasium	75.00	150.00	300.00	10.00 per hr.
Cafeteria	50.00	100.00	200.00	10.00 per hr.
Kitchen	50.00	100.00	200.00	
Library	50.00	100.00	200.00	
Classroom	25.00	50.00	100.00	
Boys Locker Room *	75.00	75.00	75.00	
Girls Locker Room *	75.00	75.00	75.00	

* When rented separately/not in conjunction with the Gym or Auditorium

Other Fees:
Custodial/Kitchen - Monday through Saturday - $15.00 per hour
Sunday and Holidays - $20.00 per hour (minimum of three hours).
Technical Crew - $8.00 per hour per person.
Pianos - Upright Piano - $25.00 per event
Steinway Piano - $50.00 per event (approval by building principal required)
Police Coverage – Rate charged by Police

REGULATIONS GOVERING USE OF FACILITIES:

1. All applications must be made in writing to the office of the Building Principal (see attached application).
2. The user shall provide any necessary police and fire protection as per town ordinances, or as required by the building principal.
3. Only such facilities as have been recorded on the application shall be made available to the user.
4. The Cafeteria, Auditorium, or other school room shall not be made available on school days to the user for any preparation before 4:30 PM without the consent of the building principal.
5. The Gymnasium shall not be made available on school days to the user for any preparation before 6:30 PM without the consent of the building principal.
6. Arrangements must be made in advance with the office of the building principal if preparations are to be made earlier than the day of the event.
7. Anyone considering the possibility of renting the cafeteria, gymnasium, auditorium, or other room and who wished to enter the building to take measurements or survey other arrangements, shall obtain permission from the building principal.
8. Decorations must be of fireproof nature as required by law. No decorations shall be attached to the walls, ceiling or stage draperies in any manner whatsoever, except by special permission of the head custodian.
9. THERE SHALL BE NO SMOKING OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND IN THE BUILDING OR ON THE GROUNDS.
10. There shall be no refreshments sold or consumed on the premises except in the areas designated by the building principal.
11. In the Auditorium, there shall be no changes in lighting, sound or stage equipment arrangements, unless permission has been granted by the Technical Crew Director. The Technical Crew shall supervise the set up and use of the sound booth, lighting, and all sound and stage equipment.
12. During a school day, facilities may not be used until 4:30 PM; the gymnasium may not be used until 6:30 PM. People or organizations renting the facilities shall clear them of their equipment by 7:15 AM the following day if the day following is a school day or by noon if the day following is not a school day. Exceptions may be granted by the building principal.
13. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application. In the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the Superintendent of Schools or his/her designee and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained. Additional custodial charges may be incurred if a custodian is assigned to supervise the clearing away on the following day.
14. District cafeteria help are only on duty to supervise the kitchen.
15. Category C, D & E users must submit a CERTIFICATE OF INSURANCE LIABILITY. Category A & B must submit a similar document upon specific request of the building principal.
16. All applicants for use of the Hollis Brookline Middle School facilities shall hold the Hollis Brookline Cooperative School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of these facilities.

Specifications and capacities allowed for the Cafeteria, Gymnasium and Auditorium and Stage are as follows:

Middle School Gym: Bleacher seating capacity – 470 seats and 326 seats, Room size – 99’ x 112’, Room capacity – 1485 persons.

Middle School Cafeteria Capacity - 300

Stage: Rigging – regular stage, Proscenium opening – 38’ wide x 18’ high, stage depth – 26’, Wings – 18’ x 26’, At-grade stage loading area, Lighting catwalks.

Choral Room (dressing, green room): 41’ x 42’ with monitor/paging system, intercom systems, room capacity 84 persons.

All spaces are handicap accessible.

We expect_____ persons. We will need_____ chairs. We will need _____tables.

Will food/drink be served? _____ If yes, please describe extent (snacks/meal, etc.)

_____

** Please note - **NO food or drink is allowed in the GYMNASIUM.**

____We will charge admission. ____ We will not charge admission.

Tickets may not be sold or admission granted in excess of the approved capacity of the facility as recorded on the attached fee schedule.

INSURANCE: It is agreed that in consideration for allowing the rental of school facilities and in full recognition of the school board's fiduciary responsibility to protect school property and assets, the Organization/Event Sponsor hereby covenants and agrees at all times to indemnify and hold harmless the School District, its school board, officers and employees to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to reasonable attorney's fees and legal costs arising out of the use of these rental premises and all school facilities by the Organization/Event Sponsor, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

____ The Organization/Event Sponsor maintains Commercial General Liability coverage of at least $l million per occurrence. A Certificate of Insurance endorsed to name the School District as an Additional Insured will be provided before any use of the facility.

Person Responsible during the event(s)____

Telephone Number of above____

Only those facilities or equipment specifically designated in this application may be used.

Please be aware of the following rules and regulations for use of any Hollis Brookline Cooperative School District Facility.

NO SMOKING, ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ON SCHOOL PREMISES (IN OR OUT OF THE BUILDING).

RENTERS ARE RESPONSIBLE FOR ALL CLEAN UP COSTS.

On behalf of the above organization, I hereby certify that I have read and understand the REGULATIONS AND FEE SCHEDULE GOVERNING RENTAL AND USE OF SCHOOL FACILITIES in the Hollis Brookline Middle School. I agree to provide adequate adult supervision at all times during the use of the facilities and will assume responsibility for all fees, charges, and damage claims resulting from such use of school facilities.

Signed____ Date _______________

Address ____

Telephone ____

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APPLICATION REVIEWED BY:

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Senior Secretary

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Building Principal

HOLLIS BROOKLINE MIDDLE SCHOOL
FACILITY USE PERMIT

This form will be filled out by the Hollis Brookline Middle School and returned to you as a Facility Use Permit.

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For Office Use Only: Category: A B C D E

Application for Use of School Facilities requested is:

( ) Approved ( ) Disapproved

Area/Room Requested: _____

_____

FEES:
Rental _____
Custodial _____
Cafeteria / MPR _____
Kitchen _____
Technical Crew _____
Piano _____
Utilities _____
Other _____
Damage/Repair Charges _____

Insurance Certificate Required _____
Proof of Insurance Presented _____

Total Estimate of Charges _____

Checks should be made out to: ***HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT***

Senior Secretary _____ Date _____

Principal _____ Date _____

Comments: _____

_____

_____

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Please sign and return with any deposit required to insure your dates are secured for your use.

Signature of Applicant _____

Please sign the original copy of this permit and return it to Hollis Brookline Middle School, 25 Main Street, Hollis, NH 03049. Keep one copy for your records.