HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
SAU #41
4 Lund Lane
Hollis, NH 03049

COMMUNITY USE OF SCHOOL FACILITIES

First priority for all facility, grounds, and field use will be given to all Hollis Brookline Cooperative School District official clubs, organizations, teams and functions, SAU District #41 official clubs, organizations, teams, and function have second priority, Hollis and/or Brookline town youth recreation leagues have third priority, and Hollis and/or Brookline town adult leagues shall have fourth priority, Fifth priority will go to teams or organizations with a substantial number of Hollis and/or Brookline members, All groups requesting use of the facilities, grounds, or fields must submit a completed application to the office of the building principal and/or athletic director, The Administration and Athletic Director shall strictly enforce the Facilities, Grounds and Fields Use Policy and may cancel any permit for use if the policy is violated,

The building principal or their designee reserves the right to cancel or reschedule events at any time.

FEE CATEGORIES:
Category Description (The Principal shall make the final determination of category placement) of Groups A -E for Fee setting purposes and shall determine the cost for use of the facility,

A. Hollis/Brookline Cooperative School District official teams, clubs and organizations, SAU #41 School-affiliated organizations (Booster Club, PTSA, etc.) and departments/branches of the municipal government in the Towns of Hollis and Brookline,
B. Non-school Youth Organizations 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, no enrollment fee for participants is charged, and/or other profit-making activity engaged in.
C. Non-school Youth Organizations, Hollis and Brookline Community groups, such as religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations when admission is charged, an enrollment fee for participation 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.
E. Private promoters for their own exclusive profit.

FEE SCHEDULE FOR HOLLIS BROOKLINE HIGH SCHOOL

All Fees Charged in 3 Hour Increments

Facility	C	D	E
Auditorium	300	600	1200
Gymnasium	300	600	1200
Mini Gym	300	600	1200
Cafeteria	100	200	400
Kitchen	100	200	400
Library	100	200	400
Classroom	50	100	200
Boys Locker Room	150	150	150
Girls Locker Room	150	150	150

FEE SCHEDULE FOR HOLLIS BROOKLINE MIDDLE SCHOOL

All Fees Charged in 3 Hour Increments

Facility	C	D	E
Gymnasium	150	300	1200
Cafeteria	100	200	400
Kitchen	100	200	400
Multi-Purpose Room	100	200	600
Library	100	200	400
Classroom	50	100	200
Boys Locker Room	150	150	150
Girls Locker Room	150	150	150

FEE SCHEDULE for HOLLIS/BROOKLINE COOP SCHOOL DISTRICT GROUNDS & FIELDS

All Fees Charged in 3 Hour Increments.

Fields	C	D	E
HS Baseball Field	300	600	1200
HS Softball Field	300	600	1200
HS Practice Field	300	600	1200
HS Track	300	600	1200
HS Turf Field	300	600	1200
MS Baseball Field	300	600	1200
MS Soccer Field	300	600	1200
Camp/Summer Programs	300	600	1200

<u>Additional fees include but are not limited to:</u>

Staffing fees include but are not limited to, Kitchen Staff, Custodial Staff, and/or Technical crew $30 per hour per staff member (3 hr. minimum)

Musical Equipment: $50 per event (must be approved by building principal)

Police Charge: Rate Charged by Police (building principal may require police coverage)

Additional Fees may be applied at the discretion of the building principal or their designee

An Additional Charge of $50 per hour will be assessed for the use of lights when available. External Groups May Not Use Portable Lights

REGULATIONS GOVERNING FEES:

All fees are charges in 3 hour increments.

1. Category A & B -Utility, Personnel, and Equipment Charges as deemed applicable by building principal.
2. Open Gym Program -This program is intended for informal athletic activities for youth in grades 7-12 under appropriate adult supervision. It is not intended for organized team play or league activities. Groups wishing to hold Open Gym must have prior approval of the Athletic Director and the Administration.
3. Category C, D, & E fees me outlined in the following fee schedules.
4. A 50% Booking Fee may be 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 related fees to be assigned to each event are determined by the principal.
8. Cafeteria Use requires a Food Service Personnel be hired.
9. 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.

REGULATIONS GOVERNING USE OF FACILITIES:

1. No one may use the facilities, grounds or fields until all forms have been completed, approved, and a permit has been issued. The user must have the permit in his/her possession when using the facilities, grounds, or fields.
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, grounds, or fields and times as have been recorded on the application shall be made available to the user.
4. The Cafeteria, Gymnasium, Auditorium, or other school room shall not be made available on school days to the user for any preparation before 4:30PM without the consent of the building principal.
5. 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.
6. 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.
7. 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 building principal. If tape is used on the stage, it must be gaff, glow, or painter's tape, and must be removed at the end of the performance. Do not use duct or masking tape, which will harm the surface of the stage floor.
8. NO TOBACCO, VAPING, ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ON SCHOOL PREMISES (IN OR OUT OF THE BUILDING) at any time. Any consumption of alcoholic beverages or other substances outlined above, by a member of the organization, audience, team, or fan shall forfeit the right of that organization or team to use school property for at least the remainder of the season.
9. There shall be no refreshments sold or consumed on the premises except in the areas designated by the building principal or athletic director.
10. 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. There shall be no movement of existing props used for HBHS ongoing productions. Props are clearly marked accordingly and must remain in their designated location at all times.

11. During a school day, facilities may not be used until 4:30 PM. People or organizations renting the facilities shall clear them of their equipment by 7:15AM 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.

12. 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 and stated on the permit. In the event that property loss or damage is incurred during such use or occupancy of district facilities, grounds, or fields, the amount of damage shall be decided by the Superintendent of Schools or his or her designee and a bill for damages will be presented to the group using or occupying the facilities, grounds, or fields during the time loss or damage was sustained. Additional custodial charges may be incurred if a custodian is assigned to supervise associated cleaning and repairs the following day.
13. All non-school organizations granted a permit to use Hollis Brookline Cooperative School District facilities, grounds, or fields shall do so at their own risk. Coaches, directors, or event managers shall be responsible for the conduct of all members, teams, and fans that attend their scheduled event and shall actively and continually enforce good conduct and all school rules on all school property.
14. Event Managers, Directors, or Coaches of the permitted user shall remit to the main office or athletic director any serious injury occurring on school property by the following school day or earlier if possible.
15. Permit holders shall assure that all trash, refuse, and team gear is picked up at the conclusion of any event, placed in trash receptacles, or removed foam the property.
16. Fields shall not be used during inclement weather where there might be danger to any person, or there might be damage caused to school property or field playing surface.
17. The building principal, athletic director, in conjunction with the building and grounds supervisor, may withhold use of any facility, grounds, or field for purposes of conducting maintenance, repair, or refurbishing activity at any time. The athletic director shall particularly take appropriate measures to ensure the quality of game fields and shall report any known field issue to the building and grounds supervisor.
18. District cafeteria help are only on duty to supervise the kitchen.
19. Category B 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.
20. All applicants for use of the Hollis Brookline High School facilities shall hold the Hollis Brookline Cooperative School District tree 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

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
APPLICATION FOR FACILITY USE
24 CAVALIER COURT HOLLIS, NH 03049
TELEPHONE: 603-821-4477 FAX: 603-465-2485

Please complete and submit this form to the appropriate school. Upon approval of the request, the school will send you a Facilities Use Permit.

The building principal or their designee reserves the right to cancel or reschedule events at any time.

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

____Auditorium

____Green Room/Rehearsal Room

____Gymnasium

____Mini Gym

____Weight Room

____Cafeteria

____Kitchen

____Library

____Classroom (specify)_____

____Other (specify)_____

Full Name of Organization _____

Address:_____

Contact Person:_____

Billing Address:_____

Activity to be Held (Please describe in detail)_____

_____

Date(s) Requested (for events):_____

Rehearsal Dates Requested:_____

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

Doors will open:_____

Participation Fee charged (Please specify):_____

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

High School Gym: Bleacher seating capacity-470 seats and 326 seats, Room size- 99' x 112', Room capacity -1485 persons.
High School Mini Gym: No Bleachers Room Capacity 300- Regulation Court
Middle School Gym: 550
High School Cafeteria Capacity - 200
Middle School Cafeteria Capacity- 140
Auditorium: Seating capacity - 500 persons, Theater systems -Strand stage lighting system, monitor/paging system, intercom, wireless microphones, effects playback system, sound system, hearing assist system, air conditioned.
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.
Additional Information Required:

Technical Requirements (Check all that are needed)

____Stage lighting

____Sound

____Upright Piano

____Steinway Baby Grand Piano

____Orchestra Pit

____Audio Visual Requirements (specify)_____

____Other (specify)_____

We expect_____# persons. **We will need**_____# chairs. **We will need**_____# tables.

Will food/drink be served? YES NO If yes, please describe extent (snacks/meal, etc.):____

_____

****PLEASE NOTE: NO food or drink is allowed in the Auditorium. ****

____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 $1 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 High School Facility.

- NO TOBACCO, VAPING, 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 COOPERATIVE SCHOOL DISTRICT. 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_____

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
FACILITY USE PERMIT

This form will be filled out by the Hollis Brookline High School and returned to you in duplicate as a Facility Use Permit. Please sign one and return with deposit if applicable (see below). You must have this permit with you when using our facilities.

****

For Office Use Only: Category: A B C D E Application for Use of School Facilities described above is:
( ) Approved ( ) Disapproved

FEES:

Rental: $_____

Custodial: $_____

Kitchen: $_____

Technical Crew: $_____

Piano: $_____

Utilities: $_____

Other: $_____

Damage/Repair Charges: $_____

TOTAL ESTIMATE OF CHARGES: $_____

Insurance Certificate Required:_____

Proof of Insurance Presented:_____

Principal Signature:_____ Date:_____

Comments:_____

_____

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Please sign and return with any deposit required to ensure your dates are secured for your use. Make checks payable to **HOLLIS BROOKLINE HIGH SCHOOL or HOLLIS BROOKLINE MIDDLE SCHOOL.**

Signature of Applicant:_____ Date:_____

Please retain a copy of the permit for you records and return to: Hollis Brookline High School, 24 Cavalier Court, Hollis, NH 03049 OR Hollis Brookline Middle School, 25 Main St., Hollis, NH 03049.

Facility Use Agreement Acknowledgement:

I/we, _____ , the requester, acknowledge, have read, and agree to review the emergency responses with our organization leaders. In the event of an emergency during the period of facility use, we will comply with the appropriate emergency response.

***Organizations scheduled to utilize the facility on a regular basis should practice at least two different emergency response drills throughout the year.**

All emergency responses are located at all room location doors, however here is a direct link to our 8 Emergency Responses

Failure to comply with emergency procedures will forfeit the right to future use of the facility.

_____

Signature of Requestor

_____

Date

Drop, Cover and Hold

Activated to protect students and staff from falling objects or items that may become "projectiles".

• Face away from windows - Drop to the floor • Cover by getting under a sturdy table, desk or other piece of furniture. If there is not suitable furniture available, cover head with arms, and face an interior wall.	• Hold on to furniture until directed to stop or when it is safe to do so. • Staff may have to evacuate or implement another Response Actions as the situation dictates.

Secure Campus

Activated when it is necessary to protect staff and students from a threat from outside the school building.

When indoors, students and staff should:	When outdoors staff and students should:
• Staff should close all windows and curtains • Check that all exterior doors are closed and locked • If necessary assigned staff to monitor all exits • Continue normal academic functions unless informed to take another action • Depending on the situation all entry and dismissals should only be allowed through one point of entry which is monitored	• Activate Reverse Evacuation (See Reverse Evacuation) • Cancel all outdoor activities • Portable or temporary classrooms should be Reverse Evacuated into the primary school building, if they cannot be properly secured and/or communications cannot be maintained with the primary building.

Shelter-In-Place

Activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke or nuclear material.

• Staff should close all windows • Check that all exterior doors are closed and locked • Shut off heating/air-conditioning fans and equipment • Close all vents that can potentially carry outside air into a building • Prepare for evacuation or other response action	• Vents that cannot be secured may be covered by utilizing duct-tape and plastic • Escort all students to secure room(s) • Depending on situation, all entry and dismissals should only be allowed through 1 point of entry which is monitored • Await further information

Avoid/Deny/Defend (Lockdown)

Activated when it is necessary to protect staff and students from a violent intruder or any other situation that would entail securing staff and students in their classrooms if unable to avoid by leaving the building:

Indoor Procedure - When indoors, students and staff should:

- If possible, an announcement via phone or walkie with the location of threat if known will be made. For example, "Avoid, Deny, Defend, Avoid, Deny, Defend, intruder in the main lobby".
- Pay attention to your surroundings.
- Have an exit plan.
- Move away from the source of the threat as quickly as possible.
- The more distance and barriers between you and the threat, the better
- **Avoid**: If your location is NOT near the threat, please avoid the area and evacuate as far away as possible and call 9-1-1.
- **If unable to avoid**: Remain calm; report to the nearest room, look quickly into the hall and gather any students/staff into your classroom. Instruct students to get as low as possible and move to safe zone designated with a "Blue Jay" sign.
- **Deny**: Lock classroom door - pull out the magnet strip
- **Deny:** Shut/Lock windows if outside threat
- **Deny:** Barricade door with furniture.
- **Deny:** Use belt, straps or elastic fitness bands to grasp handle.
- **Deny**: Turn off lights. Check, lock, and/or barricade adjoining classroom door.
- **Deny**: DO NOT allow anyone to leave/enter the location - do not answer the door.
- **Deny:** BE SILENT!

● **Avoid:** If you are outdoors, and the threat is inside, evacuate as far away as possible and call 9-1-1.	● **Deny**: If the alarm sounds, DO NOT evacuate unless there is an actual fire ● **Deny:** Wait for release from law enforcement. ● **Defend:** If you cannot Avoid or Deny, be prepared to defend yourself. ● **Defend**: When appropriate, arm students w/ items that can be used for defense. ● **Defend:** Be prepared to institute other response actions, as necessary.

Evacuation

Activated when it is necessary for staff and students to exit the school building. When the school Fire Alarm system activates students and staff should:

• Exit school by nearest & safest exit • Gather at designated meeting area • Staff will take attendance	• Staff will observe students for signs of heat/cold exposure • Await further instructions

In some cases it may be necessary to evacuate a school one room at a time for an internal hazardous material spill or a hostage situation. Staff and students should:

• Evacuate the immediate area of danger • Call 911 • Staff should notify office of situation • Evacuate adjacent rooms away from danger area • If Fire or Police are on site, follow their instructions • Gather at designated meeting area, if safe	• Use secondary meeting area if primary is not safe • Staff will take attendance • Staff will observe students for signs of heat, cold exposure or signs that they were exposed to the hazardous material; report any issues to the Command Post • Await further instructions

Reverse Evacuation

Activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school. If directed by school administration Reverse Evacuation immediately:

• First person aware of a situation directs students and staff to enter the building • Walk quickly into nearest entrance • Notify principal/office as soon as possible	• Report to a designated meeting area • Check for injuries • Staff will take attendance • Remain quiet for further instructions

Scan

Activated when it is necessary for staff to look around their area for any item which doesn't belong there. Scan will be activated primarily in the case of a Bomb Threat, but could be utilized for any situation that requires the staff to look for an item which may cause harm. Scan starts High, Middle and then Low. When notified, staff should:

• Look around your room for anything you are unable to identify • If something is found, evacuate to a safer area • Do not use radios/cell phones if incident is a Bomb Threat • Remain quiet and await instructions	• Do not move, open or touch a suspicious object; EVACUATE the area or room • Notify office of location and description of suspicious item or that your area is clear

Clear Hallways

Activated when it is necessary for staff to keep the hallways clear and restrict movement of students and staff around the inside of the school. Normally used for medical type events or de-escalation type events that are not considered immediate threats but require limited movement internally such as a disruptive person or stray animal inside the building. Upon notice of an event that requires the hallways to be clear, notify the office (if action was not initiated by the office). When notified, staff should:

• Lock classroom doors if needed • Continue normal academic functions within the classroom or secured area unless informed to take another action	• Do not move between classes or dismiss classes until instructed by school administration • Maintain calm and await instructions