

SAU-39
Facility Use Procedure Manual
Amherst, Souhegan & Mont Vernon
School Districts

Consolidated Plan 4/3/07
Revised 8/24/07

SAU 39 FACILITY USE PROCEDURE OVERVIEW

Facilities in SAU 39, may be used by community groups and organizations, as well as other non community based groups, provided that the application process has been completed and receives the necessary approval. The application process begins with completion of a written application, submission of the application and proof of insurance to the Facility Use Coordinator at each site. The Facility Use Coordinator will review the application, estimate charges for the facility, if applicable, and provide an estimate of charges to the applicant. The Facility Use Coordinator will consult with the building administrator as necessary before confirming the facility reservation. Questions or concerns regarding any aspects of this procedure should be directed to the Facility Use Coordinator, at each school.

This package includes: an application, fee schedule, facility use confirmation form, and organization classification.

GUIDELINES :

1. Applications shall be submitted 10-14 days prior to event to permit approval and necessary scheduling of areas and personnel.
2. Police coverage for events will be arranged by the applicant and will be at the applicant's expense.
3. Space used may not be changed in any way without prior approval in writing from the facility use coordinator.
4. The renter will be responsible for any vandalism/damage occurring during their use of the facilities.
5. It is the responsibility of the renter to ensure that there will be NO SMOKING in the building or on the premises.
6. There will be no use of drugs or alcohol in any form during these activities.
7. When necessary, a member of the facility custodial staff or Food Service must be hired at the rate presented in the fee schedule, as determined by the facility use coordinator.
8. Dogs and other animals are not permitted in the facilities, except for service animals.
9. SAU 39 is not responsible for equipment, supplies, or items left at a facility. Any items left are done so at the renter's expense and responsibility.
10. The SAU Superintendent has the authority to alter or cancel any event or permit if it becomes necessary to use the facility for school purposes or for other justifiable reasons.
11. The approved applicant cannot transfer or otherwise sublet this use approval to any other organization or group directly or indirectly. All user groups must complete the application process and satisfy the approval requirements individually.

Events directed or sponsored by Amherst, Souhegan, or Mont Vernon School Districts or non-profit organizations whose mission is to directly support and benefit the Amherst/Souhegan/Mont Vernon schools and their students shall not incur any rental use fees. Personnel and/or utility fees shall be assessed as described herein.

SAU 39 Facilities Usage Application

Date of Application: _____ Person Assuming Responsibility: _____
Name: _____
Address: _____
Home Telephone: _____ Work Telephone: _____
Name of Sponsoring
Organization: _____
Will admission be charged? _____

Location(s) to be Used: (check all that apply)

Clark School:

Multipurpose Room _____ Classroom _____ Other(specify) _____

Wilkins School:

Multipurpose _____ Kitchen _____ Library _____ Conference room _____ Sports
field(specify) _____ Other (specify) _____

Amherst Middle School:

Cafeteria _____ Gym _____ Kitchen _____ Library _____ Sports Field(specify) _____
Classroom _____ Other(specify) _____

Mont Vernon Village School:

Gym _____ Library _____ Kitchen _____ Other(specify) _____

Souhegan High School:

Cafeteria _____ Gym _____ Mini Gym _____ Kitchen _____ Information Center _____ Conference
Room _____ Theater (theater reservation form must also be completed) _____
Sports Field(specify) _____ Other(specify) _____

* If Souhegan Theater is requested, contact Souhegan High School Theater Manager, at ext. 302.

Brick School

Community Room _____

*If Kitchen is to be used, you must contact the Food Services Director to make arrangements prior to the execution of this contract.

Date(s) of rental: From: _____
To: _____

Total Rental hours (include set-up and clean
up): _____

Type of
Activity: _____

Classification of Organization: _____ FED. Tax I.D.# _____

Number of Participants: _____ Number of Chaperones (if
applicable): _____

Police protection required Yes _____ No _____

Requirements: Chairs (how many) _____ Tables (how
many) _____ Audio/Visual needs _____

Other (please
specify) _____

Certification of Insurance

Insurance: Certificate of Insurance must be on file at SAU 39 before approval for the rental may be granted.

Name of Insured Organization _____
Name of Insurance Company: _____
Agent: _____
Liability limits: _____
Property damage: _____

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 Sponsoring Organization 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 attorneys' fees and legal costs, arising out of the use of these rental premises and all school facilities by the Sponsoring Organization, its officers, employees, agents, representatives, contractors, customers, guests and invitees. The Sponsoring Organization 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.

****OR****

The Sponsoring Organization hereby applies and pays the premium fee for \$1 million Commercial Grant Liability coverage from the Special Events Liability Insurance Program (SELIP) for the described use of the facility. Contact Primex, Risk Advisory Services for an application. (603)-225-2841

Person responsible during event: _____
Phone #: _____

PROCEDURE ACCEPTANCE

On behalf of the Sponsoring Organization, I hereby certify that I have read and shall abide by the regulations governing the use of school facilities which are owned by school districts in SAU 39. I agree to provide adequate adult supervision at all times during the use of the facilities and will assume full responsibility for all fees, charges, and damage claims resulting from such use of school facilities. I understand that the Superintendent has the authority to alter or cancel this event at any time if it becomes necessary to use the facility for school purposes or for other justifiable reason.

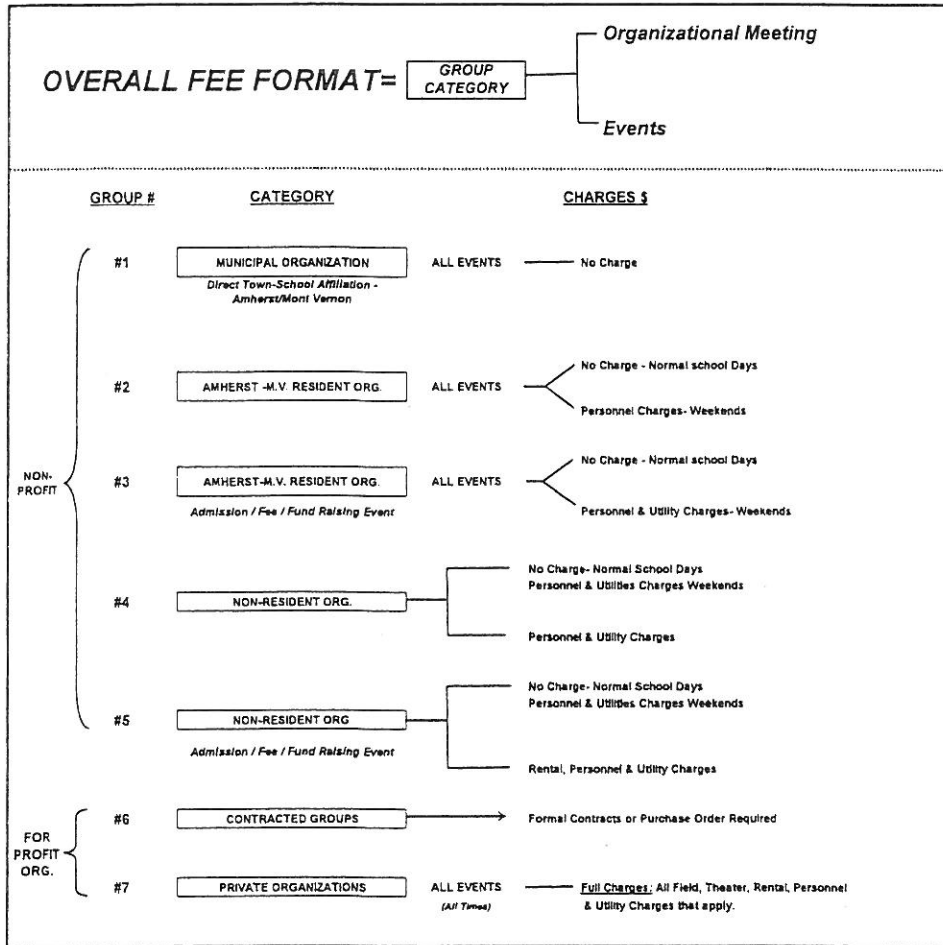
PRINTED Name of Event Sponsor: _____
Signature of Event Sponsor: _____
Phone #: _____

SAU 39 Facility Use Fee Schedule				
Facility	Rental Fees			Utility (Groups 3-7)
	Group 5	Group 6	Group 7	
Gym	\$150.00	\$300.00	\$600.00	\$ 20.00/hr
Auditorium/Theater	\$150.00	\$300.00	\$600.00	\$ 25.00/hr
Cafeteria /Mini Gym	\$ 50.00	\$100.00	\$200.00	\$ 10.00/hr
Kitchen	\$ 50.00	\$100.00	\$200.00	\$ 10.00/hr
Library	\$ 50.00	\$100.00	\$200.00	\$ 10.00/hr
Classroom	\$ 10.00	\$ 25.00	\$100.00	\$ 5.00/hr
Brickschool Community Room/Kitchen	\$ 25.00	\$ 25.00	\$ 25.00	
Varsity Stadium	\$150.00	\$300.00	\$600.00	Night Use \$ 20.00/hr
Other Sport Fields	\$100.00	\$200.00	\$400.00	Night Use \$ 15.00/hr.
Pesonnel Charges (Groups 2-7)				
Custodial / Food Service Charges				
\$25.00 per person, per hour Monday - Saturday				
\$32.00 per person, per hour Sundays and Holidays				
Technical Crew				
\$50.00 per person, per hour (Manager)				
\$10.00 per person, per hour (student assistant)				
As needed:				
Public Address System / Audio				
Visual				
\$25.00 per performance event, maximum \$60.00				
Piano				
\$25.00 per piano, performance, maximum \$75.00				

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GROUP & FEE DEFINITION

FACILITY USE PROCEDURE



SAU 39

Facility Use Confirmation Form

The form below will be filled out by the SAU 39 Facility Use Coordinator and returned to you to provide an estimate of costs if any, and document your request for facility use. Please sign and return this form prior to the event and retain a copy for your records. A copy of this form and an invoice will be sent to you once the event has taken place. Please keep this form on hand at all times while using our facilities.

For office use only: _____ Group: 1 2 3 4 5 6 7
School District: Amherst _____ Souhegan _____ Mont Vernon _____
Application is: () Approved () Denied

Fees:

Rental: _____

Custodial: _____

Kitchen: _____

Theater: _____

Technical Crew: _____

Piano: _____

Utilities: _____

Sport Field _____

Other: _____

Damage/Repair Charges: _____

Insurance Certificate required before event: _____

Proof of Insurance Presented: _____

Total charges for this Event: _____

Principals' Approval: _____ Date: _____

Director of B&G Approval _____ Date: _____

Comments: _____

If you are renting space at Clark School, Wilkins School, or Amherst Middle School please make checks payable to: **Amherst School District**
(P.O. Box 849, 1 School St. Amherst, NH 03031)

If you are renting space at Souhegan High School please make checks payable to: **Souhegan Cooperative School District**
(P.O. Box 849, 1 School St. Amherst, NH 03031)

If you are renting space at Mont Vernon Village School please make checks payable to: **Mont Vernon School District**
(P.O. Box 849, 1 School St. Amherst, NH 03031)

If you are renting space at the Brick School please make checks payable to:
SAU 39 (P.O. Box 849, 1 School St. Amherst, NH 03031)

Please retain a copy of this form for your records