

REQUEST FOR USE OF SCHOOL FACILITIES GUIDELINES

Below you will find instructions regarding access to the school's calendar located on this website to confirm the date you are requesting is a non-scheduled date for your event. Please note that school events/sports events on our calendar take priority over all other community events. Once you have determined a day/time when the required facility is available to be used, you can utilize the information and forms below to complete the booking.

Also below, is the School's Use of Facility by Community Organizations (Policy KFB), Rules for Use of Facility for Non-School Sponsored Events (Policy KFB-R), and the Use of School Facilities Agreement (Policy KFB-E).

Please read and review the policies and rules carefully. Failure to comply with policy and/or rules may result in future non-use. The agreement can then be downloaded and printed and dropped off at the school office or emailed to mhanley@mybes.org and submitted for approval by School Board/Superintendent or Administration. Please remember to include all contact information including email address. You will be notified shortly thereafter of the status of your request.

If you are a non-profit organization or would like to request a rental fee waiver, please indicate your request in writing on the agreement form for consideration by the school board.

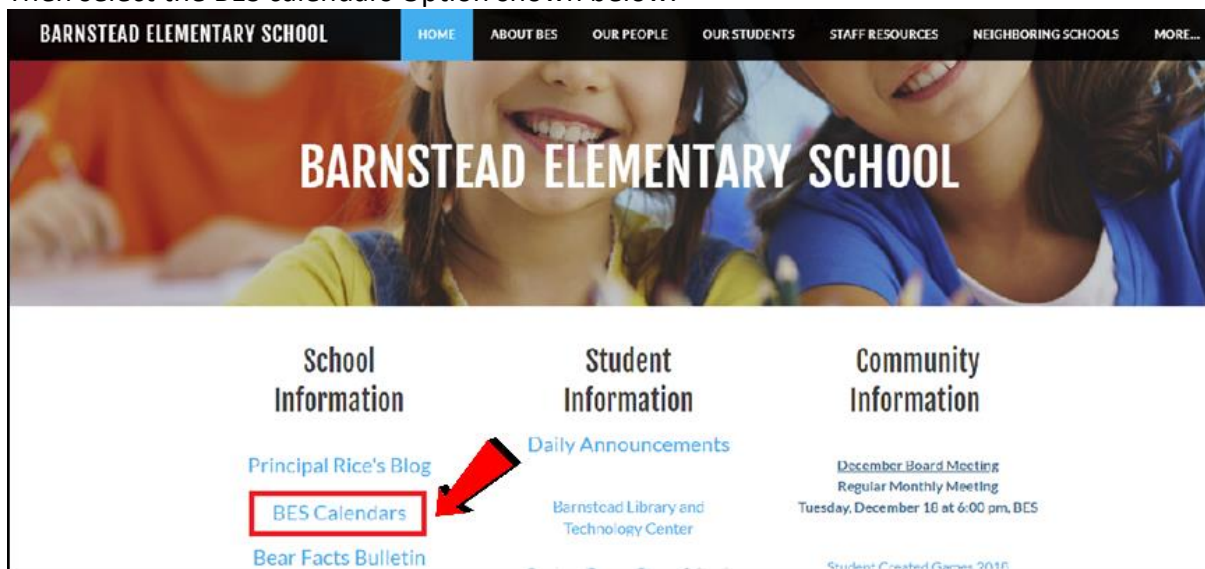
If you have any questions regarding the above information, please call the school at 269-5161 ext. 300.

ACCESSING INFORMATION ON THE BES CALENDAR

Open a web browser and navigate to the Barnstead Elementary School Website at:

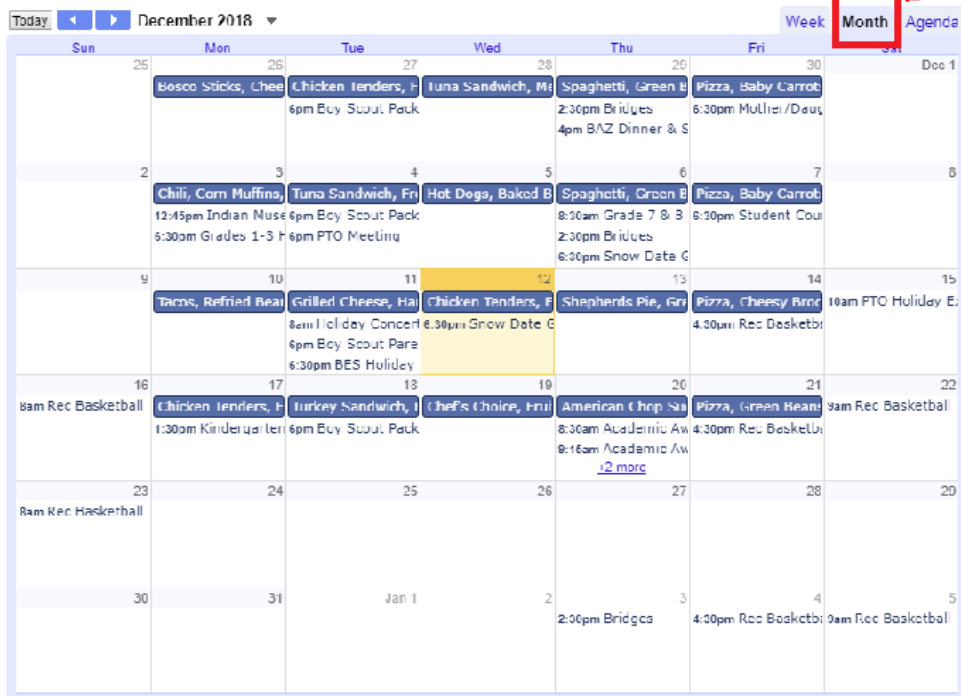
<http://www.barnstead.k12.nh.us/>

Then select the BES calendars Option shown below.



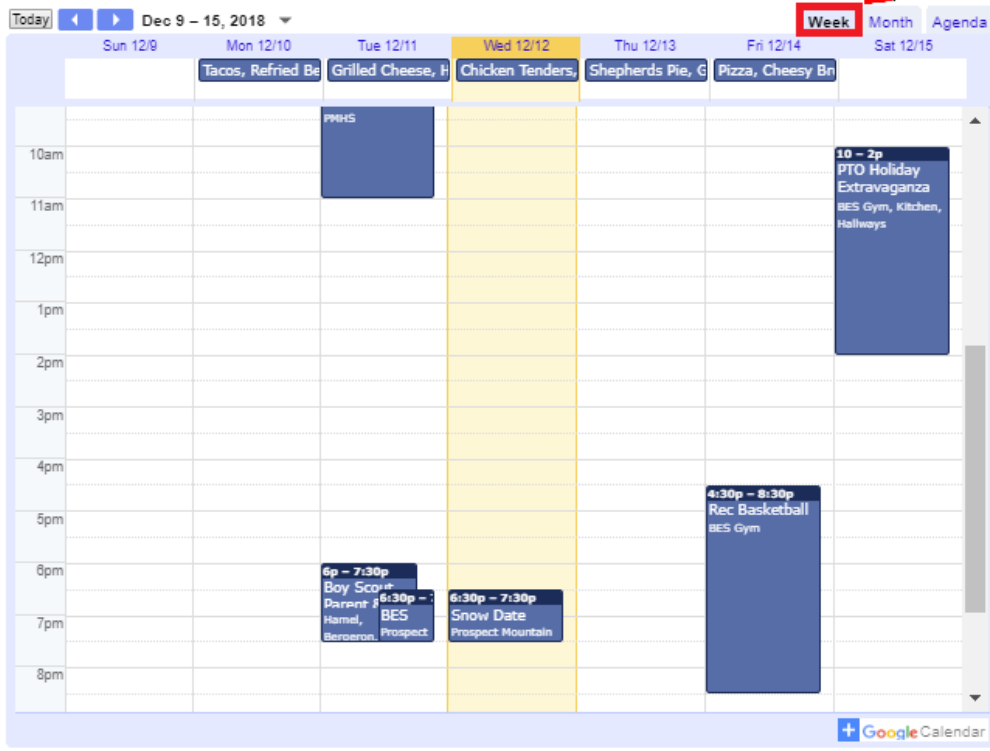
The default view is for the MONTH.

Events At Barnstead Elementary School



The WEEK view allows the viewer to access the detail easier.

Events At Barnstead Elementary School



BARNSTEAD SCHOOL DISTRICT**Use of Facilities by Community Organizations**

When not in use for regular purposes, buildings and grounds or portions thereof may be used for adult education, discussion, religious, civic, social, recreation, entertainment purposes, and such other purposes that promote the welfare of the community, including use as registration and polling places for voters.

No person, group, or organization has any vested right to use the school; but the right to use the property for any lawful purpose is subject to approval by the School Board.

Accordingly, the Board will establish detailed regulations, including rental fees, pertaining to the public use of facilities.

The use of school buildings, grounds, equipment and facilities will be authorized by the Superintendent (or other named administrator) in conformity with the following regulations governing their use as approved by the Board:

1. Facilities may not be used for individual, private, or commercial purposes.
2. The use of school buildings for government purposes, meetings of pupils, community meetings, local community group entertainment for the community, clubs, alumni associations, parent-teacher associations, and other organizations affiliated with the school or town have precedence over all others. Requests for use of member facilities for programs must be cleared with the designated school should the nature of the request so justify.
3. School-related groups, as indicated in (2) above, will be permitted reasonable use of school facilities.
 - A) Review all requests on a monthly basis, and assign facility usage according to priorities that are established. Suggested prioritization:
 - BES Activities and Events: All school scheduling for academics, sports, clubs, etc., to take priority.
 - Barnstead Town-related activities: Town meetings, voting, emergency response, etc.
 - Barnstead Community Activities: Specifically those Barnstead organizations offering programs that improve the overall welfare of our town, affording equal access to all (Parks & Rec, BYBSA, 4-H, scouting, etc.)
 - Other Organizations: Example: AAU teams that serve a select group of athletes (often comprised of children from other towns, in addition to Barnstead).
 - B) Scheduling needs that extend beyond 1 month need to be reconsidered monthly to ensure that higher priority requests have not surfaced.

- 4) All activities must be under competent adult supervision approved by the Principal of the building involved. In all cases, an assigned member employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
- 5) Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Principal.
- 6) Groups receiving permission are responsible for the observance of all fire and safety regulations at all times.
- 7) The use of alcoholic beverages, profane language, or gambling in any form is not permitted in school or municipal buildings. Smoking is not permitted on any school property.
- 8) The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
- 9) Liability insurance in the amount of \$1,000,000 will be required for all outside groups given permission to use the facilities. Organizers of any activity not under the direct supervision of an employee must provide a Certificate of Insurance endorsed to name the school district as an additional insured.
- 10) The Board will approve and periodically review a fee schedule for use of facilities.
- 11) In situations where there is no cost to the member, or in situations where a mutual exchange of facilities is possible between the school and the event sponsor, rental fees may be modified or eliminated by the Board/Superintendent. In situations where extended use for a long period of time is required, rental fees may be set at a contract price.
- 12) The Board reserves the right to cancel any permission granted.

(Proposed: 08/04/87)

(Adopted: 08/04/87)

(Revised: 01/17/89)

(1st Reading: 06/06/00)

(Adopted: 06/20/00)

(Revised: 04/12/05)

(Revisited/Reading: 04/18/13)

(Reading: 05/22/13)

(Reading/Final/Approved: 05/28/13)

Date of Request: _____

Date Approved: _____

Date: _____

**BARNSTEAD SCHOOL DISTRICT
USE OF SCHOOL FACILITIES AGREEMENT**

It is agreed that the Barnstead School Board, Center Barnstead, NH contracts for the use of the **SCHOOL FACILITIES** as follows:

1. SPONSORING ORGANIZATION: _____

2. A. PURPOSE: _____

B. TIME EVENT WILL BEGIN: _____ TIME EVENT WILL END: _____

C. DATE EVENT WILL BEGIN: _____ DATE EVENT WILL END: _____

3. DESCRIPTION OF EVENT: _____

4. FACILITIES TO BE USED: _____

5. EQUIPMENT TO BE USED: _____

6. NUMBER OF PEOPLE ANTICIPATED: _____

The sponsoring organization agrees to abide by the rules/regulations for the use of the school gymnasium and/or the school facilities as set forth by the School Board of Barnstead. **Consumption of alcoholic beverages in any form on school grounds is strictly prohibited.** **Smoking in the building or on school property is also prohibited.**

The sponsoring organization agrees that in consideration for the use of the school’s facilities that it agrees to release and hold the Barnstead School District and its representatives harmless from any liability incurred during the use of school facilities. The sponsoring organization will assume financial responsibility for any claims, damages, losses, and expenses, including but not limited to reasonable attorney’s fees and legal costs, arising out of the use of the school’s facilities.

Liability insurance will be required of all sponsoring organizations who are given permission to use the school facilities. **A Certificate of Insurance must be provided prior to use of the facilities, endorsed to name the District as an additional insured with liability limits as follows:**

Commercial General Liability \$1,000,000.00

Non-organized groups or individuals who are given permission to use the school facilities must sign a waiver releasing the Barnstead School District from any liability incurred during the use of the school facilities.

The sponsoring organization understands that the School District cannot ensure the safety of the individuals participating in/attending this event and acknowledges that the participants/attendees themselves have a responsibility for their safety and the safety of others. The sponsoring organization further agrees to compensate the School District for the replacement cost of any equipment, materials, etc., which are damaged/lost during the use of the facility during this event. A copy of this contract and a copy of the Rules For Use of Facility have been provided to the sponsoring organization and a duplicate copy is on file at the Principal's office.

Rental fees, as indicated, have been paid in advance.

Received: _____ Waived: _____ Date: _____

Name of Organization: _____

Signature of Person Responsible on Behalf of the Organization

Daytime Telephone Number

Evening Telephone Number

Email address

SCHEDULE OF RENTAL FEES:

Each 5-hour Rental Includes: one hour for sponsoring organization preparation, five hours for use by sponsoring organization, one hour for clean-up by School District Custodians and Sponsoring Organization.

WAIVER: Waiver of rental fees may be granted by the Principal or Superintendent on a case-by-case basis for non-profit or charitable organizations. Waiver of rental fee does not set aside the rules or regulations established by the School Board or the conditions noted above.

AUDITORIUM: \$75.00 plus \$12.00 for each additional hour beyond 5 hours.

KITCHEN: \$50.00 plus \$12.00 for each additional hour beyond 5 hours.

GYM & KITCHEN: \$125.00 plus \$24.00 for each additional hour beyond 5 hours.

(Proposed: 07/05/94)

(Reading and Approved: 05/28/13)

(Adopted: 07/19/94)

(Reconsidered: 04/21/98)

(Adopted: 05/05/98)

(Revised: 06/06/00)

(Adopted: 06/20/00)

(Revised: 04/12/05)

(Reading: 05/22/13)

BARNSTEAD SCHOOL DISTRICT
Rules for Use of School Facilities for Non-School Sponsored Events

The following rules have been developed to insure proper maintenance of the Barnstead Elementary School facility during use by the community organizations and/or individuals.

GENERAL RULES

1. Children who attend and/or participate in non-school sponsored events must be supervised at all times.
2. Areas which have been used must be returned to their original condition before leaving the school:
 - a. All furniture should be returned to its original position.
 - b. Floors must be picked up and rugs vacuumed.
 - c. Chalkboards must be erased. (Please do not disturb educational material on boards.)
3. Unless otherwise specified in the application for facility use, the library and office area will be off limits.
4. Monday-Friday, on days that school is in session, there will be a custodian on duty in the building from 7:00 A.M. - 9:00 P.M. and events should generally end by 9:00 P.M. to allow him/her an opportunity to secure the building by 10:00 P.M. On days that school is not in session, such as snow days/emergency cancellation days and school vacation weeks (during Christmas week, in February and in April), the custodial staff will leave the building at 3:00 P.M. and any Use of Facility normally scheduled for those evenings will be canceled. The building is closed on legal holidays and is not available for use. During the summer, the custodial staff is on duty from 7:00 A.M. - 3:00 P.M. Any request for the use of facilities during summer months should go through the normal channels. A request for evening use of the facility during the summer or use on a weekend at any time during the year will require either payment for custodial services or a waiver from the School Board. Upon your arrival the custodian will assist you and/or explain how to use the facility properly.
5. Any breakage of unusual circumstances should be immediately reported to the custodian on duty.
6. Students' and teachers' work and materials should not be touched for any reason.
7. There will be no smoking inside the school building.
8. Under no circumstances will alcoholic beverages be allowed on school grounds.

GYM RULES

1. Children should NOT be allowed to take down/put up gym tables and benches attached to the wall. Tables and benches must be held as they are lowered so as not to bang the floor.
2. After the event, the gym floor must be swept and dirt picked up and put in garbage cans.
3. Outside litter which is a result of the non-school sponsored event should be picked up (i.e., cups, cans, cigarette butts.)
4. The gym lights should be turned off at the circuit breaker box on the left hand side of the school stage. Circuit breakers numbered 22 to 24 will turn the gym lights on and off.
5. In addition, for large events, the following must be completed before leaving the school:
 - a. Lobby bathrooms must be washed
 - b. Gym and bathroom floors must be washed.
 - c. Lobby rug must be vacuumed.
6. If the application includes use of the kitchen, it is to be left as clean as you found it. All floors must be washed before leaving.

(Proposed: 08/04/87)

(Adopted: 08/04/87)

(Amended: 07/19/94)

(Revisited/Reading: 04/18/13)

(Reading: 05/22/13)

(Reading and Approved: 05/28/13)