

**Laconia School District  
Facility Use Form**

**Event Information**

|  |  |
|--|--|
| <b>Name of Organization</b>  |  |
| <b>Name of Contact Person</b>  |  |
| <b>Contact Address</b>   |  |
| <b>Contact Email</b>   |  |
| <b>Contact Phone #</b>   |  |
| <b>Contact Fax #</b>   |  |
| <b>Name of School Requested</b>  |  |
| <b>Location in School Building</b>   |  |
| <b>Billing Address if Different</b>  |  |
| <b>Certificate of Insurance</b> ( <i>naming the Laconia School District as an additional insured</i> ) |  |

**Event Details**

|  |  |
|--|--|
| <b>Date of Event</b>                                   |  |
| <b>Set Up Time</b>                                     |  |
| <b>Time of Actual Event</b>                            |  |
| <b>Description of Event</b>                            |  |
| <b>Event Set Up Details</b>                            |  |
| <b>Kitchen Needs</b>                                   |  |
| <b>Custodial Needs</b>                                 |  |
| <b>Technology Needs</b>                                |  |
| <b>Approximate Number of People Expected to Attend</b> |  |

**Billing Information**

|  |  |
|--|--|
| <b>Custodial</b><br>Minimum 2 Hrs. @ \$25 Per Hour |  |
| <b>Kitchen</b><br>Minimum 2 Hrs. @ \$25 Per Hour   |  |
| <b>Electricity Usage Fee</b><br>\$15 Per Hour      |  |

|   |              |
|---|--------------|
| <b>Principal Signature:</b>                       | <b>Date:</b> |
| <b>Facility Manager Signature:</b>                | <b>Date:</b> |
| <b>Kitchen Manager Signature (If applicable):</b> | <b>Date:</b> |
| <b>Business Administrator Signature:</b>          | <b>Date:</b> |

*I acknowledge that I have read and agree to the Laconia School District's Facility Use Policy KFB*

## **COMMUNITY USE OF SCHOOL FACILITIES**

The Laconia School Board believes that such school facilities should serve the community for educational, recreational, and/or cultural activities. It is the Board's policy that District buildings and facilities should be available to the community when not in use for school activities, as described by the following guidelines to govern short term use of school facilities. Groups desiring recurring continuous use shall develop a contracted agreement with the District.

Groups using the facilities will be assessed appropriate fees to use the facility/grounds as determined by the fee schedule. The Board will require the renting organization to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the School Board, District, and its employees from any loss or damage. The renting organization will observe all federal, state, and local regulations including District policies. This applies to both building and grounds overseen by the District.

### **REGULATIONS GOVERNING COMMUNITY USE OF SCHOOL FACILITIES**

The Laconia School District will not make any facility available for any use that is inconsistent with the educational function of the school or that involves the use or display of inherently dangerous items.

1. All applications must be made in writing addressed to the Building Principal.
2. Pending or pre-confirmation reservations by telephone will not be accepted.
3. Only such facilities as have been recorded on the application shall be made available to the renter.
4. The renter shall provide any necessary police and fire protection as determined by the building Principal in consultation with the Laconia Police at the renters expense.
5. Auditoriums and gymnasiums shall not be made available for preparation and set-up prior to 4:30 PM on school days.
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 an auditorium, gymnasium, or cafeteria and who wishes to enter the building to take measurements or survey other arrangements, shall make prior arrangements and schedule a time with the Principal (or his/her designee).
8. No decorations shall be attached to the walls, ceilings, or stage drapes in any manner whatsoever, except by special permission of the head custodian.
9. There shall be no smoking in any facility or on School District grounds.
10. There shall be no serving of intoxicating beverages of any kind in the building or on grounds.

11. There shall be no refreshments sold or consumed on the premises, except in areas designated by the Building Principal.
12. With respect to the auditorium, there shall be no changes in lighting arrangements, unless permission has been granted by the head custodian (maintenance director). Access to the control board shall be limited to an appropriately trained person and contingent upon the approval of the Building Principal.
13. Persons or organizations renting gymnasiums or auditoriums shall clear them of their equipment by 7:30 AM the following day – if the day following is a school day or by noon (12:00 PM) if the day following is not a school day. They shall be held responsible for any damage to school property. Additional custodial charges may be incurred if a custodian is assigned to supervise the clearing away on the following day.
14. A District Food Service employee is required to be on duty to supervise the kitchen area if equipment in this area is to be used (i.e. stove, dishwasher).
15. The renter, beginning one half-hour prior to arrival time, will incur extra charges/technical fees. This fee will also apply to clean-up/breakdown work completed after departure time.
16. All charges will be forwarded to the Laconia School District Office (SAU #30) within thirty days. Organizations will be billed directly with remittance going directly to the SAU office. Payments should not be made directly to employees.
17. The Laconia School District shall be named as “additional insured” under the policy. Before the contract will be considered valid, it must be signed by the building administrator and a representative from the sponsoring agency. Proof of liability insurance must accompany the contract in order for the contract to be binding. All groups using the Laconia School District facilities will be held responsible for all damages incurred during the facility use time.
18. Private promoters must pay fees five days in advance of the event, and in case of cancellation after payment of fee, 25% of that fee will be retained.
19. When there are two events held, one in the afternoon and one in the evening, a separate fee will be charged for each event.
20. The number of school personnel and police to be assigned to each event is at the discretion of the Building Principal in consultation with the Laconia Police Department and shall be so stated in writing to the lessee.
21. Special consideration and exceptions to these articles are at the discretion of the School Board.

### **FEE SCHEDULE**

Categories:

- A. Branches of Laconia municipal government and Laconia schools (no charge).
- B. Community and established Youth Organizations i.e., scouts, youth sports, musical, and theatrical, etc. (no charge if held during a time when the school is open).

- C. Local groups including religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations where no admission is charged and/or no other profit-making activity is engaged in (no charge if held during time when the school is open. Level D when activity requires custodians).
- D. Organizations which are cultural in nature and which have School District approval for on-going use of the facility i.e., for profit theater, musicals, speakers, singing groups etc.
- E. Profit making activity where admission is charged and sponsored by or part of one of the groups identified in Categories B or C.
- F. Private promoters receiving a percentage of the profit and sponsored by or part of one of the groups in Categories B, C & D.
- G. Private promoters for their own exclusive profit.
- H. Group B (when applicable) and C - G must pay utilities and custodial charges.

| <b>SCHOOL FACILITY</b> | <b>A/B/C</b> | <b>D</b> | <b>E*</b> | <b>F*</b> | <b>G*</b> | <b>Utilities Charged Per Hour</b> |
|------------------------|--------------|----------|-----------|-----------|-----------|-----------------------------------|
| AUDITORIUM             | N/C          | \$150    | \$300     | \$400     | \$500     | \$15.00                           |
| GYMNASIUM              | N/C          | \$150    | \$300     | \$400     | \$500     | \$15.00                           |
| CAFETERIA              | N/C          | \$75     | \$125     | \$200     | \$325     | \$15.00                           |
| KITCHEN                | N/C          | \$60     | \$100     | \$150     | \$200     | \$15.00                           |
| AUDITORIUM REHEARSALS  | N/C          | \$30     | \$100     | \$123     | \$150     | \$15.00                           |
| LECTURE ROOMS          | N/C          | \$50     | \$100     | \$150     | \$200     | \$15.00                           |
| CLASSROOM (PER ROOM)   | N/C          | \$15     | \$30      | \$45      | \$60      | \$15.00                           |
| LOCKER ROOM            | N/C          | \$15     | \$30      | \$45      | \$60      | \$15.00                           |

\*Rate may be adjusted in specific cases by the Laconia School Board.

EXTRA FEES/CHARGES (Apply to Categories C-G):

- Custodial Fees: \$25 per hour, per custodian (minimum of 2 hours)
- Food Service Employees: \$25 per hour, per employee (minimum of 2 hours)
- Public Address System: \$25 per event/performance, for a maximum of \$60
- Pianos: \$25 per piano, per event/performance
- Facility fees are a daily rate.

TECHNICAL ASSISTANCE FEE (Apply to Categories A-G):

- \$25 per hour, per technical director (minimum of 2 hours)
- \$10 per hour for student assistant (minimum of 2 hours)

**Adopted: June 22, 1976, September 24, 1985, April 11, 1989**  
**Revised: 5/10/77, 9/26/89, 9/28/96, April 19, 2016**