

EXETER REGION COOPERATIVE SCHOOL DISTRICT
Application for facilities use
Office of the Director of Operations
Tuck Learning Center, 30 Linden Street Exeter, NH 03833
Tel. 603-775-8451 Fax 603-775-8987

Procedure of Facility Rental Agreement:

1. No reservation for rental use of facilities may be assumed until written application "Building Use Form" is made and has been approved.
2. The district requires a current certificate of insurance naming the Exeter Region Cooperative School District as the additional insured. A minimum coverage of one million 1,000,000.00 dollars required.
3. The priority of school use is as follows:
 - a. School sponsored activities
 - b. Municipal use - by SAU16 towns: Meetings which involve SAU16 town departments, voting, Or State of NH department of education.
 - c. School Related - Any educational activity sponsored by a nonprofit organization which has a direct benefit to schools within SAU 16
 - d. Community groups- Nonprofit groups that sponsor activities of culture or recreational use for its citizens
 - e. Non community and for profit groups - any organization or individual desiring to rent a school facility for any nature or use the facility for its own non public entertainment.

General Guidelines for Facility Usage

1. School facilities will be made available to eligible groups when request are not in conflict with school sponsored activities.
2. Should a conflict with a school sponsored activity arise after an agreement for use is made, the school sponsored activity shall take priority. Exceptions will be considered by the Director of Operation/Superintendent or his/her designee when undue hardship might result to the contracting organization.
3. The person whom signs the facility rental agreement "building use form" shall be held responsible personally for financial restitution for any and all damages to the facilities as a result of its use.
4. Use of any kitchen equipment must receive written approval from the school district Director of Food and Nutrition. "Food Service Director" The renter will be responsible to employ a food service worker as deemed necessary by the food service director.
5. Rental of school district facilities does not include the use of athletic equipment, music equipment, sound systems, and audio/visual or any school owned equipment unless otherwise agreed upon by the school district in writing.
6. The school department may request a police or fire department detail to protect school property and to provide crowd control. The renter may contact the police or fire department directly in the town in which the school is located to provide event coverage. The renter shall be responsible to make payment to the local police or fire department.
7. Rental fees are to be paid to the Exeter Region Cooperative School District.
8. The school district, at its sole discretion, may cancel an event due to inclement weather or for unforeseen circumstances beyond its control. The school district shall not be held financially responsible for any cancellations.
9. The renter may request permission for off hour snow removal however all cost will be the responsibility of the renter.
10. The school district reserves the right to waive or adjust rental fees at its discretion.
11. The use of any heat producing equipment chemical agent or the use of pyrotechnics is forbidden at any indoor facility.

FEES:

1. All rental fees are due immediately upon billing after the completion of the rental event.
2. All checks should be made payable to the Exeter Region Cooperative School District.
3. The school department may request a deposit based on an estimated amount of services prior to the event.

Liability Coverage:

1. A certificate of insurance is required naming the Exeter Region Cooperative School District as the additional insured. Policy coverage in the amount 1,000,000.00 dollars minimum.
2. **Indemnification:** In consideration for allowing the rental of school facilities and in full recognition of the school board's fiduciary responsibility to protect owned property and assets, the renter hereby covenants and agrees at all times to indemnify and hold harmless the school district its board officers and employees, to the fullest extent permitted by law, from any claims damages losses and expenses, including but not limited to, reasonable attorneys fees and legal cost arising out of the use of these rental premises and school district facilities, by the renter its officers, employees, representatives, contractors, customers, guest, and invitees.
3. **Insurance:** As evidence of its financial ability to indemnify the Exeter Region Cooperative School District during the term of the rental agreement, the renter shall obtain and pay premiums for commercial general liability insurance protecting the parties hereto, their agents officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this rental agreement such policy to provide limits not less than \$1 million per occurrence. A certificate of insurance naming the Exeter Region Cooperative School District as the Additional Insured shall be provided. Such insurance contracts shall be with companies acceptable to the school district and they shall require ten (10) days prior written notice to both parties hereto of any cancellation.

Policies for Facilities and Athletic Fields

Maintenance/Custodial Services

1. **Custodial Services:** Any organization (including in-district non-profit youth organization) using school facilities must agree to the assignment of custodial personnel for continuous duty during the time stated on the rental agreement. This requirement includes the time needed to set up prior to the event as well as the time needed to clean up after the event. The district will charge a service fee to the renter for this service. Facility or equipment shall be charged appropriately for its repair or replacement.
2. **Event Manager:** The district reserves the right to assign or designate a school official to be present at any event. The renter would be notified of this requirement in advance and will be charged accordingly.
3. **Rubbish/Recycle:** The Exeter Region Cooperative School District strongly encourages all groups which rent school district owned facilities to recycle. The district reserves the right to charge renters custodial fees if rubbish is left other than within the trash containers provided.
4. **Field Conditions:** A rental agreement includes the use of district owned athletic fields but does not guarantee to the renter that a field will be in perfect condition. At no time shall a renter use a field that is too wet for safe play or cause damage a field.
5. **Misuse of Facilities or Equipment:** Any renter who damages or misuses any district facility or equipment shall be charged appropriately for its repair or replacement. The district reserves the right to cancel or suspend any further rental agreements with a renter as a result of the damage or misuse.
6. **Stadium/Press Box /Score Clock/ Lighting:** If a renter wishes to use district equipment the renter will be charged in accordance with the attached fee schedule.
7. **All facility rentals are per event:** An event represents four (4) hours of time. The cost to rent school owned facilities per event is outlined in the (FEE SCHEDULE FOR FACILITIES)
8. **Cancellations:** A written request for cancellation must be received at least 3 days prior to the event. Any cancellation made with less than a 3 day notice may result in a charge to the renter.
9. **Drinking, Drugs, Profane Language, Smoking:** Incompliance with State of New Hampshire regulations, the use of alcoholic beverages, drugs, tobacco products, weapons, profane language or gambling in any form is strictly forbidden on all school owned property. Food and beverages are not allowed in the auditorium or gymnasiums.
10. **Parking:** All vehicles must park in a designated parking space. Vehicles may not be parked in, or obstruct, fire lanes around any school building. Illegal parking may result in vehicles receiving tickets, or towing at the owners expense.
11. **Snow removal:** The District will not plow or provide additional snow removal for rental events which are not school sponsored activities. Non school sponsored events may request snow removal to be provided at their expense.
12. All School sponsored activities shall be required to have a school assigned supervisor or administrator present.
13. A \$15.00 application fee/or any changes to the application shall be charged for all non school sponsored activities.
14. No event shall be scheduled at the Exeter High School in the month of June until that year's graduation date has been set.