

GWRSD Facility Use Contract for Kingswood Complex

Please read the information on page 2 before completing this contract.

Name of Organization: _____
For Profit _____ Non-Profit _____ Federal Exemption No. _____

School Board policies allow district non-profit organizations to use the school facilities for the cost of salaries of required school personnel. All required rental fees will be paid in advance.

Individual In Charge: _____ Telephone No.: _____

Complete Mailing Address: _____

Insurance: Yes _____ No _____ If "Yes" attach insurance certificate.

Nature of the Activity _____

Date(s) of Facility Use: _____ Times of Use: _____

School to be Used: _____

Police: *The renter will hire police as needed directly through the Wolfeboro Police Department.*

What areas of the school will you need for this event?

Will you need audio-visual equipment for your activity?

- ____ Cafeteria → With tables _____ Without tables _____ Chairs _____ How Many? _____
- ____ Kitchen → Serving _____ Cooking _____ Using Kitchen Equipment _____
- ____ Auditorium → Lights _____ Sound _____ Microphone # _____ Podium _____
- ____ Gymnasium → Please list set-up needed (if any) _____
- ____ Classrooms → List Room Number(s) _____
- ____ Outside → List area(s) to be used _____

Will you need audio-visual equipment for your activity? *If "yes" please note the number of each below.*

TV# _____ VCR# _____ Overhead Projector# _____ Other# _____

What other furniture do you need? If you have special set-up needs please provide a diagram. Do you need:

- a custodian on duty? Yes _____ No _____ [Custodial fee is tabulated on the back of this page.]
- food service staff? Yes _____ No _____
- audio/visual technician? Yes _____ No _____ If "Yes" the estimate is:
- Library Media equipment? Yes _____ No _____ If "Yes" what do you need?

READ PAGE 2 BEFORE SIGNING: I understand and agree to abide by the terms specified in this document.

(Responsible Party's Signature)

(Date)

--To be completed by school personnel--

APPROVAL (Sign and Date)

- | | | | |
|-----------------------------|----------------|-----------------|------------|
| Assistant Principal | Yes ___ No ___ | Signature _____ | Date _____ |
| Custodial Supervisor | Yes ___ No ___ | Signature _____ | Date _____ |
| Others: | | | |
| ____ Athletic Director | Yes ___ No ___ | Signature _____ | Date _____ |
| ____ Audio Visual Director | Yes ___ No ___ | Signature _____ | Date _____ |
| ____ Food Service Director | Yes ___ No ___ | Signature _____ | Date _____ |
| ____ Library Media Director | Yes ___ No ___ | Signature _____ | Date _____ |
| ____ Music Director | Yes ___ No ___ | Signature _____ | Date _____ |
| ____ Vocational Director | Yes ___ No ___ | Signature _____ | Date _____ |
| ____ Classroom Teacher | Yes ___ No ___ | Signature _____ | Date _____ |

TOTAL FEE CHARGED (Prepaid) \$ _____

(Please read page 2)

INCLEMENT WEATHER

(or other factors which may cause school closing)

As a condition of the use of any facility at Kingswood Regional High School or at Kingswood Regional Middle School, I hereby acknowledge the following:

1. If my event or activity is scheduled on a day or evening that school is dismissed or postponed due to inclement weather (or other factor) the person in charge of the event will have to postpone the activity.
2. If my event or activity is scheduled on a weekend or a school holiday and there is inclement weather, I will call the school to see if the facility will be open for the event. If there is no answer at the school, I will contact one of the following people to see if the facility will be open for the event. I know that I must have permission from one of these people before I can use the facility.

Kingswood Regional High School	569-2055	Kingswood Regional Middle School	569-3689
Custodial Supervisor	445-0226		

CUSTODIAL INFORMATION / SEATING CAPACITIES

The Governor Wentworth Regional School District welcomes public use of the high school. The custodial staff takes pride in the appearance of the building. The following list of policies and procedures will allow the custodians to keep the building clean and remain a pleasant environment for everyone to enjoy.

- A custodian must be on duty for any and all activities for the duration of the event.
- A rate of time and one-half per hour will be charged.
- The custodian on duty will be available for anything you may need.
- We ask that you restrict your activities to the areas that have been requested for use.
- All fire regulations must be followed. Exits and hallways must be kept clear at all times.
- There are limits as to the number of people allowed in certain areas. These limits must be strictly adhered to. The limits are:
 - ***Cafeteria** - seats 250 people. No tables. Walkways must be left clear.
 - ***Auditorium** - seats 625 people. People must be seated, not on steps or standing in doorways.
 - ***Gym** - 1,200 total people. Seats 800 people in the bleachers.

If you have any questions regarding these regulations, please contact the Wolfeboro Fire Department.

No food or drinks are allowed in the gym or the auditorium.

Anyone who may have lost or left behind an item should check with the main office as these items are usually held for a period of time.

Anyone having a yard sale, dance, craft fair, etc. should be aware that the duties listed below will usually require two custodians three or four hours to complete following the event:

- | | |
|--|--|
| a. All floors are dust mopped, washed and burnished. | d. All glass will be spot cleaned. |
| b. All bathrooms are cleaned and sanitized. | e. All trash will be emptied. |
| c. All carpeted areas will be vacuumed. | f. If necessary the floors in the cafe will be scrubbed & re-coated with finish. |

The amount of custodial time depends on the event. If you wish to have an estimate on time, you may contact the Custodial Supervisor at the high school. Your cooperation will ensure a clean and safe environment for all who use the high school.

AUDITORIUM (SOUND & LIGHTING)

We do not, at present, have someone to run the lights or sound for outside agencies. The lighting system does require some knowledge to run for a production, therefore, you will have to hire someone to run the system unless you have a qualified individual.

The sound system consists of a board, speakers, and microphones. If you plan to use our system, you will need to hire someone to run it or make sure you have someone qualified to do it.

We can provide you with the names of a few individuals who know how to operate both systems so that you may contact them directly.

WAIVER OF LIABILITY AND INDEMNIFICATION

The renting party, as a condition of signing this form, agrees to indemnify and forever hold the Governor Wentworth Regional School District, its officers and employees harmless and free from liability for the security of any and all materials, equipment or products used in conjunction with the use of the school facility. Said waiver of liability pertains to theft, vandalism, damage or destruction of the aforementioned items and extends to all vendors, contractors, sub-contractors, participants, associates, assigns, attendees, competitors, visitors, customers and any other entities who are in the facility because of its use by the renting party. Furthermore, the renting party agrees to assume the full financial liability and responsibility for any and all claims of property loss or personal injury that occur and are, in any way, related to their use of the facility.

--To be completed by custodial supervisor or designee--

ESTIMATE FOR CUSTODIAL COVERAGE

This is an estimate for the custodial coverage and the clean-up of the activity you have scheduled at Kingswood Complex on _____. If you would like to reduce the cost for the custodial fee, it is

Governor Wentworth Regional School District Policy

very helpful if you have a clean-up crew to help the custodians return the facility to the conditions it was when you arrived. If you have any questions, please do not hesitate to contact Custodial Supervisor.

ESTIMATE _____

(Signature of custodian giving the estimate)

(Updated: 4/17/06)
(Revised: 3/3/09)
(Updated: 4/17/13)