

FACILITY USE CATEGORIES & RENTAL SCHEDULE

BUILDING USE CATEGORIES:

**Category 0: No charge for facility rentals or custodial service during regular custodial hours:** This category is limited to school curricular and co-curricular activities, school district sponsored meetings, and town sponsored meetings and elections (when these meeting or elections are scheduled within the regular custodial work week). Examples: Youth in-Action events; athletic events; school concerts, school dances, school car washes; town meetings and elections.

**Category 1: No charge for facility rental, but charges will be made for custodial services beyond the regular custodial work week and for technical support for the rental of the auditorium:** This category includes taxpayer supported activities, and activities which are judged by the appropriate school principal to be purely charitable or exclusively public service oriented for the benefit of Hanover and/or Norwich residents.

**Category 2: Facility use charges as listed below, plus charges for custodial service beyond the regular custodial work week:** This category includes not-for-profit education, service, religious, and non-local charitable organizations, as well as individuals, both resident and non-resident. This category also includes Category 1 organizations that charge admission fee, require a participation fee or require a donation for entry. Organizations may be asked to provide proof of non-profit status, such as a 501:c:3 certificate of tax-exempt status. Examples: Lebanon College; College for Lifelong Learning; driver education classroom training; 5-college book sale; church services/Sunday school; Dartmouth College or Medical School events; HASP.

**Category 3: Facility use charges as listed below, plus charges for custodial service:** This category includes all private, for-profit organizations. Example: private tutoring services.

**NOTE:** If an organization believes it has been placed in an improper category by the school principal, that organization may appeal that decision to the superintendent of schools.

FACILITY RENTAL SCHEDULE:

Rental Rate per Use  
 Category 2    Category 3  
 Min    Daily    Min    Daily

HANOVER HIGH SCHOOL:

Gymnasium	190	320	320	560
Auditorium***	190	320	320	560
Special Room (Library/Art)	35	75	75	125
Regular Classroom	20	35	35	60
Parking Lot	50	100	100	200
Cafeteria (not kitchen)	95	160	160	280
Lobby Area	50	80	80	150

RICHMOND MIDDLE SCHOOL:

Gymnasium	95	160	160	280
Special Room (Library/ /Art/Ind Arts)	35	75	75	125
Regular Classroom	20	35	35	60
Parking Lot	40	75	75	100
Playing Field	30	60	60	100
Auditorium***	75	150	150	250
Cafeteria (not kitchen)	95	160	160	280
Lobby	50	80	80	150

BERNICE RAY SCHOOL:

Gymnasium	80	160	160	280
Large Rooms (Library/Music/Multi/)	40	80	80	140
Regular Classrooms	20	35	35	60
Parking Lot	40	75	75	100

MARION CROSS SCHOOL:

Gymnasium	80	160	160	280
Multi-Purpose Room	40	90	90	160
Library	30	60	60	100
Regular Classroom	20	35	35	60
Grounds	25	50	50	80
Parking	25	50	50	80

\*\*\* See "Technical support Services" section of this policy

**NOTE: Rates for the rental of high school fields will be determined in Summer 2006**

Additional charges may be assessed to any group in Categories 1, 2, or 3 for any special needs. These charges will be specified at the time of facility use application and approval. Classrooms are typically equipped with student desks or chairs. Some classrooms have tables. The renter is responsible for providing special equipment. If requested, the school will provide portable television sets, VCRs, and overhead projectors. Renters will not be allowed to use data projectors without the approval of the building administrator.

When facilities are used by any organization (including Category 0) for the purpose of fund raising, and additional custodial charges are incurred, those costs must be paid by the user group. In the case of a school activity, the custodial costs will be deducted from the amount raised before a net amount is credited to a school account.

In situations where there is no cost to the district, or in situations where a mutual exchange of facilities is possible between the school district and the organization, rates may be modified or eliminated by the Superintendent or designee.

Facility rental rates apply to infrequent use (up to two times per week); fees for more frequent use will be negotiated with the Superintendent or designee.

Minimum rate applies to usage up to four hours in any given twenty four hour period; daily rate applies to usage between four hours and twenty four hours in any given twenty four hour period.

#### CUSTODIAL BILLING RATES (as of 1/24/06):

Straight Time (up to 8 hrs/day)	\$26.00/hour
Time and One Half (after 8 hrs/day or 40 hrs/week)	\$39.00/hour
Double Time (Sundays or Holidays)	\$52.00/hour

Custodial billing rates are subject to change without notice.

If the planned use creates unusual set up and/or clean up work for custodians, additional charges will be billed after the facility use has occurred.

If use of the facilities by an outside organization requires a special "call back" for custodial services, that organization may be billed for a minimum of three hours of custodial time, even though their use of the facilities may be less than three hours.

#### TECHNICAL SUPPORT SERVICES

Auditorium use at Richmond Middle School and Hanover High School requires a minimum of four hours of technical support services. The billing rate for technical support services is \$30.00 per hour. This rate is subject to change without notice.

## GENERAL CONDITIONS:

1. School facilities shall not be used during school hours by groups or individuals who are paid privately to perform services for students (such as tutors, music lesson instructors, etc). After school hours use will be permitted for such private providers of services, in accordance with the rental schedule and other conditions described herein.
2. There shall be at least one custodian (or other responsible school employee) present at all times when the facilities are being used. That custodian may also perform routine work for the District.
3. When the facilities are used for general public attendance, at the discretion of the administration, at least one police officer will be in attendance. The scheduling and cost of such police service will be the responsibility of the user. Proof of the provision of police services will be required before the rental agreement is signed.
4. When the facilities are being used, nothing will be nailed or screwed to the floors, walls, stage, etc. Tape is not to be applied to painted walls or to gymnasium floors.
5. Organizations renting the facilities are required to provide adequate supervision, and will be liable for any damages. Applicants must agree to replace or restore to original condition any destruction of property or equipment. The decision of the school principal in assessing damages and approving restitution will be final.
6. 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 facility user 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 facility user, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.
7. As evidence of its financial ability to indemnify the school district, during the term of this agreement the facility user shall obtain and pay premiums for Commercial General Liability insurance protecting the parties hereto, their agents, officer, 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 agreement, such policy to provide limits not less than \$1 million per occurrence. A Certificate of Insurance naming the school district as Additional Insured shall be provided. This requirement, however, may

be waived by the Asst Supt for Business/Personnel or the School Board. Organizations without insurance may be able to purchase coverage through the Special Events Liability Insurance Program (SELIP), offered by the NH School Boards Insurance Trust (NHSBIT). Information on SELIP coverage is available from the Asst Supt for Business/Personnel. If applicable, the facility user must provide evidence of Workers, Compensation insurance and Automobile Liability insurance.

8. In acknowledgment of the school district's strictly maintained policy against the sale, possession, use, abuse, or consumption of alcohol or of controlled drugs as defined in NH RSA 318-B:1, VI, or of a controlled drug analog as defined under NH RSA 318-B:1, VI-a, facility user covenants and agrees to vigorously enforce said policy during the use of the school facilities and school premises by the facility user, its officers, employees, agents, representatives, contractors, customers, guests and invitees.
9. Use of alcohol, tobacco or tobacco products is prohibited on school property at all times.
10. Refreshments may be allowed in school buildings only in those areas designated by the principal. No food or beverages are allowed in school auditoriums or gymnasiums at any time.
11. Parking will be allowed only in designated areas. Vehicles illegally parked will be towed at the owner's expense.
12. Groups using any school facility without a properly approved "Rental of School Facilities" form will be asked to leave. The custodian is authorized to seek police assistance in removing unauthorized persons from the premises.
13. The Superintendent or designee reserves the right to:
  - a. Require and specify supervision.
  - b. Make exceptions based on exceptional circumstances.
  - c. Deny facility use to groups who do not abide by facility use guidelines.
  - d. Cancel any permission granted.
14. Reservations for a facility cannot be made more than sixty (60) days in advance.
15. Groups using any school facility must announce the locations of fire exits to participants and vacate the building in the event of a fire alarm.

Effective: 1 July 1999

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3/11/05  
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