

**SUNAPEE SCHOOL DISTRICT
Request to Use School Property/Facilities**

Name: _____ Date of Event: _____
 Facility/Building: _____ Custodian Needed: _____
 Time: _____
 Purpose: _____

Proof of Insurance Coverage: _____
 NAME OF COMPANY (COPY SUBMITTED)

Supervisor of the Event: _____ Tel. # _____

Special Preparation Needed: _____

Will police be needed? _____ If so, how many? _____

FEES: There is no rental fee for a community sponsored event (school or town). Non community fees: Room \$5/hr or \$25/day; Cafeteria/kitchen \$10/hr or \$50/day; Gym \$10/hr or \$50/day.

If in the event that police, custodial, kitchen service or special school personnel is needed, arrangements for coverage and payment must be made by the party renting the facilities at a rate of \$20/hr.

It is agreed that the school will be reimbursed for any damages to the property and that all rules and regulations as set by the Sunapee School Board will be carried out. No alcohol or foreign substances will be allowed on school property.

Temporary signs or posters may be erected. Temporary signs or posters must have the administrator's approval. Activity approval is contingent upon fire and safety codes.

Supervisors who need a key must pick it up in the school office and return it on the next school day. Supervisors who run events without a custodian must take the responsibility for proper control and the securing of the gym when finished (ie: lights off, doors locked, etc.). Events are to be held on agreed times only.

SIGNATURES:

Event Supervisor	Date	Custodial Staff	Date
Athletic Director	Date	SMHS Administrator	Date
Kitchen Director	Date	SCES Administrator	Date