

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