ASHLAND ELEMENTARY SCHOOL

16 Education Drive • Ashland, New Hampshire 03217
Telephone (603)968-7622
Fax (603)968-3167

Carrie Sanborn
Principal

Erin Guinan
Assistant Principal

John McDonough
Athletic Director

Thank you for your interest in using Ashland Elementary School for your meeting or event. I hope you find the following information helpful:

1. Please submit your completed request form and copy of Certificate of Insurance at least 7 days prior to your event. Please make sure to review and sign BOTH sides of the form. If your organization is a non-profit group, please also include proof of your non-profit status.

2. If you have requested to reserve a room for a series of meetings or events, please attach a list of your anticipated dates to the request form. Also, please contact the school ASAP if you cancel a meeting/event as our custodial staff will be expecting you.

3. A member of our custodial staff will be available to let you into the building. Please do not peg the outside doors, but rather have someone available to open the doors for your meeting attendees.

4. Availability is very limited during school vacations due to custodial schedules.

5. In the event of an early release or school cancellation, the school building is usually not available. It is your responsibility to monitor weather related early release or cancellations on local media.

6. If your request requires payment, please make checks payable to Ashland Elementary School. Payment should be made within 3 days of the event. Please feel free to contact me if you have any additional questions.

Katie Jones
Office Manager
603 968-7622

Ashland Elementary School –Use of Facilities Request Form

Please complete and return to Ashland Elementary School. All facility requests much include a certificate of insurance as described on page 2.

Name of Organization: _____

Date of Use:_____**Set up time:**_____**Start Time:**_____**End Time:**_____

If the event is a regularly scheduled meeting, please attach a complete list of requested dates.

( ) Auditorium ( ) Cafeteria ( ) Classroom ( ) Field
( ) Gymnasium ( ) Kitchen per restrictions on page 2 ( ) Library ( ) Other: _____

Reason Facility is being used: _____
Will admission be charged?_____YES_____NO If yes, how much? _____
For what purpose will profits be used? _
Will public be admitted? YES _____NO_____If no, who will attend? _____

Is your organization a non–profit organization? YES_____NO_____
You must show proof of non-profit status to be considered for waivers on the fee structure below.

Requested Equipment: (Please note: we will be accommodate these requests if equipment is available.

Prior authorization is required when using any AES equipment. We strongly recommend that you arrange to test equipment prior to your events. AES staff will not be available/responsible for equipment compatibility.)

( ) Chairs ( ) Risers ( ) Sound System ( ) Projector ( ) WiFi Access
( ) Tables ( ) Lectern ( ) Microphones ( ) Screen ( ) Other: _____

Contact Person (name, address, phone number:

_____

_____

Signature: _____ Date: _____

For school use only:

The following fees may be charged:

Gymnasium @_____**hr. X**_____**hrs. =** ___ **Custodian @**_____**hr. x**_____**hrs. =** _____
Cafeteria @_____**hr. X**_____**hrs. =** **Café Staff @**_____**hr. x**_____**hrs. =** _____
Classroom @ _____**hr. x**_____**hrs. =** **Police @**_____**hr. x**_____**hrs. =** _____
Kitchen @_____**hr. x**_____**hrs. =** _____ **Other**

SUBTOTAL _____**Less Deposit**_____**BALANCE DUE**_____

The above application is ( ) Approved ( ) Denied ( ) Partially approved (see below)

Please note the following dates will not be available: _____

_____

_____ _____
AES Representative Name and Title **Date**

CC: Master Calendar Administrator_____
Maintenance Manager_____

Hold Harmless Certificate for Facility Request for Special Events

----------Pleaseread this statement carefully and sign below in the designated area ----------

INDEMNIFICATION

Inconsideration for allowing the rental of Ashland Elementary School Facilities and in full recognition of the school board's fiduciary responsibility to protect school property and assets, the lessee (organization or individual) 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 attorney's fees and legal costs, arising out of the use of these rental premises and all school facilities, by the lessee its officers, employees, agents, representatives, contracts, customers, guests, and invitees.

INSURANCE

As evidence of its financial ability to indemnify the Ashland School District, during the term of the agreement, lessee 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 lease, such policy to provide limits not less than $1million per occurrence. A Certificate of Insurance Naming the Ashland Elementary School District as an additional insured shall be provided three business days prior to use of facilities. Such insurance contracts shall be with companies acceptable to the Ashland School District and they shall require ten (10) days prior written notice to both parties hereto of anycancellation.

TOBACCO

In acknowledgment of New Hampshire state statute (RSA 126-K7, 1) which states that, "No person shall use any tobacco product in any public educational facility or on the grounds of any public educational facility, "the lessee covenants and agrees to vigorously enforce said law during the use of the school facilities and school premises by the lessee, its officers, employees, agents, representatives, contractors, customers, guest and invitees.

ALCOHOLIC BEVERAGES & CONTROLLED DRUGS

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 RSA 318-B:1, V1, or of a controlled drug analog as defined under RSA 318-B:2, V1-a, lessee covenants and agrees to vigorously enforce said policy during the use of the school facilities and school premises by the lessee, its officers, employees, agents, representatives, contractors, customers, guest and invitees.

OTHER

1. No Modifications to school district facilities are permitted without prior approval of the Ashland School Board.
2. No animals are allowed on school grounds with the exception of certified service animals.
3. Use of a school's Kitchen will require district food service personnel, at the expense of the lessee.
4. Lessee is responsible to provide portable toilets for outdoor activities, if deemed necessary by the school district.
5. Lessee further agrees to reimburse the Ashland School District for any damage caused by their use for the facilities.
6. The lessee agrees to observe all regulations (both state and Federal) relating to the use of the school facilities

FEES

The applicant agrees to pay one-half of the total estimated charges no later than three days prior to the activity. Checks should be made payable to the Ashland School District.

I/We, the undersigned, have received, read and agreed to the above aforementioned information and the School Board's Community Use of School Facilities policy and accompanying administrative rules and procedures.

_____**Certification of Insurance (as described above) is attached or on file with AES. Facility Use Requests will not be approved until we have received a copy of the Certificate of Insurance. It is the lessee's responsibility to provide AES with up to date Certificates of Insurance.**

Signature _____ Date _____

Additional Gym Usage Protocols when requesting use of the gym

- Locker rooms are not available for use
- Use is limited to the gym floor area only
- No street shoes on the gym floor
- No chairs on the gym floor (mats only)
- Bathrooms must be checked before your group leaves for the day (make sure toilets are flushed, etc)
- All trash must be removed from the bleachers
- **Note:** Mask requirements may change based on current conditions. Please verify with AES staff what the current mitigation level requires.