

TIMBERLANE REGIONAL HIGH SCHOOL

Atkinson, Danville, Plaistow, Sandown
New Hampshire

APPLICATION FOR USE OF SCHOOL FACILITIES

School Requested: _____ Facility Requested: _____ Event: _____

Date Needed: _____ / _____ / _____ Arrival - Departure: _____ Event Start - End: _____

Organization: _____ Address: _____

Name of Applicant: _____ Phone: _____

Estimated # of Participants: _____ Check One: Certificate of Insurance Provided: ____ Need Special Event Insurance: ____

☐ School Sponsored ☐ School Related ☐ Community ☐ Outside District

ADDITIONAL SERVICES – PLEASE SPECIFY (An extra charge may be required)

Audio/Visual Equipment: _____

Stage: _____ Lighting: _____

Kitchen: _____ (Will be closed to the public unless a food service employee is present)

Custodial: ☐ Setup ☐ During ☐ Cleaning

OTHER PLEASE BE SPECIFIC:

It is understood that this permit is not transferable and the holder is responsible for the maintenance of order and for any damage to the building or equipment. The holder must pay the tax on any admissions. The applicant agrees to pay for the cost of police or fire protection if it is required. All school equipment such as projectors, public address systems, etc., must be operated by authorized personnel and a fee will be charged for this service. All activities are to terminate no later than midnight unless approval is granted one week in advance to extend beyond midnight. Persons using the building on Friday or Saturday must be responsible for rubbish disposal.

Should conflict with school related use arise after agreement for use is made, the school related use will take priority. Exemptions and alternatives will be considered when undue or extreme hardships would result for the contracting organization.

Rental fees are to be paid to the Principal of the building being used. Checks are to be made payable to the Timberlane Regional School District. Disorderly conduct or abuse of the building may result in forfeiture of future use of the building.

Persons or organizations using school facilities do so at their own risk and at the risk of their own material and equipment, which may be used or stored on school premises. Each applicant must sign a convenient not to sue and indemnity agreement and be required to prove Certificates of Users Insurance coverage documentation or purchase special event coverage from the Timberlane School District.

SIGNED BY: _____ DATE: _____

THE ABOVE APPLICATION IS HEREBY APPROVED UNDER THE CONDITIONS STATED

District Coordinator

Principal

Date: _____ Permit Number: _____

Rental Fee: _____ Other Charges: _____ Total: _____

Payment Received: _____