

**USE OF SCHOOL FACILITIES REGULATIONS**

The use of school facilities will be authorized by the Building Principal, in cooperation with the Director of School Facilities, in conformity with the following regulations and District Policy KF.

**Requests Procedure**

1. All applicants will be given an Application Packet which will include the following:  
Policy KF, KF-R, crowd control management form (for events that exceed 200 people), annual donation request letter and application forms.
  - a. Applicants are responsible to read and comply with policy KF and KF-R.
2. All applications for use of Goffstown School District facilities must be made in writing on the prescribed forms and submitted to the Building Principal preferably not less than four (4) weeks prior to the intended date of use. Giving less than a 4 week notice or not completely filling out the application form may result in the school facility not being available or approvals not being granted.
3. A copy of the Certificate of Liability insurance, naming the Goffstown School District as additional insured, will be required along with the application form.
  - a. The District will provide school facility usage applicants with the required minimum insurance limits.
4. Use of school facilities are by approval of the Building Principal.
5. Scheduling of school facilities must be renewed on an annual basis with priority given to the Goffstown School District sponsored/sanctioned and Municipal sponsored activities and events.
6. The original applicant copy stays in school file, a copy goes to the building Custodial Supervisor, to the Director of School Facilities, to the Superintendent's Office and to the applicant.
7. The applicant may cancel use of the school facility with written notice. A cancellation fee may be levied for District expense.
8. No school facility will be used when it interferes with the educational program or has not been specifically approved.
9. A master schedule of the use of all school facilities shall be maintained by the Director of School Facilities. Each school shall maintain their own master schedule.
10. Use of alcoholic beverages, drugs, tobacco products, profane language, or gambling (excluding charitable gambling) is strictly prohibited in or on school property.

-Smoking in schools or on school grounds in New Hampshire is **TOTALLY PROHIBITED** per RSA 155:64 through 76, with a fine of \$100 per offense. (see Policy JICG).

-Possession or sales of dangerous weapons (including but not limited to knives, guns, firecrackers, and brass knuckles) on school property is strictly prohibited per the Safe School Act and Policy JICI.

**USE OF SCHOOL FACILITIES REGULATIONS  
(Continued)****TYPES OF ORGANIZATIONS**

Any Goffstown group and/or organization requesting use of Goffstown school facilities will fall into one of the following categories:

1. School District sponsored \* school groups, organization, or committees appointed by the Board.
  2. School sanctioned \*\* activities (such as PFT, PTA, MVP)
  3. Municipal (includes Parks and Recreation Department programs and events)
  4. Non-profit Goffstown organization, groups, or committees serving the Goffstown community will fall under two categories: Fundraising and non fundraising.
  5. Out of town, non-profit organizations, such as N.H.D.I. Regional Competition, Yankee Thespian Festival, and Music Festival.
  6. For profit, industrial, commercial, professional, or other private organizations or groups located or doing business in the Town of Goffstown; or any other group approved by the Superintendent of Schools or his/her designee.
- \* Sponsored means an activity specifically financed by the Goffstown School District and of which the Goffstown School District assumes responsibility for.
- \*\* Sanctioned means having been given authoritative permission, support and encouragement by the District.

**RESPONSIBILITY OF THE APPLICANT**

1. It is the responsibility of the applicant to familiarize themselves with Policy KF & KF-R.
2. The applicant is responsible to put their request for school facility use in writing on the prescribed form and must supply a copy of their Certificate of Liability Insurance along with the completed application.
3. The applicant is responsible for the payment of any assessed fees prior to use of the school facility. Checks are payable to the Goffstown School District. Fund raising activities may pay 50% before use of school facilities and 50% within 10 days after date of fund raising, revenue generating and/or admission charging event.
4. The applicant and the organization shall be held responsible for the proper use of the school facility and for the conduct of the persons attending. They shall see to it that the activities are confined to the areas requested and the hours agreed to on the application. No persons will be allowed in unauthorized areas.
5. The applicant is responsible to fully clean up the area used. Failure to do so may result in additional custodial fees assessed.
6. Sponsoring organizations shall provide the required adult supervision as determined by the Building Principal

**USE OF SCHOOL FACILITIES REGULATIONS**  
**(Continued)**

7. Certain activities on school property, or use of a school facility, may require the presence of one or more police officers. This decision will be made by the school administrator, after consultation with the Chief of Police, who has final authority on such matters (RSA 105:9). Requests for such police officer will be made by the school. The applicant is responsible for payment of police fees, in accordance with the fee schedule established by the Board of Selectmen.
8. All applicants for use of school district facilities shall hold the Goffstown School District free and without harm from any loss, damage liability or expense that may arise during, or be caused in any way by, such use or occupancy of school district facilities. Also, in the event of property loss or damage resulting from such use or occupancy of school district facilities, the amount of damage shall be decided by the Superintendent of Schools and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained, if the applicant is found to be at cause. This includes, but is not limited to, AV equipment and furniture, fixtures and technology equipment.
9. School equipment may be used under the following guidelines:
  - a. Equipment is requested on initial application and approval granted
  - b. Equipment is used only on school property unless special permission is granted by the Superintendent or designee.
  - c. All costs of repairs, due to damage done to equipment during use, must be assumed by the individual or group
  - d. When a custodian is on duty, on duty fees may be assessed when custodial services are needed to set-up or breakdown area of use or if additional clean up is required as a result of use. (Please note: Municipal events and programs are exempt, see policy KF-R, pages 7 and 8, Fee Structure and School Facility Capacity)
10. Users of school facilities must assume responsibility for the safety and protection of the participants, audience, and workmen to the extent required by law. Users of the facility will be required, in large group gatherings of 200 or more participants, to make specific announcements about emergency evacuations. In these instances the "crowd control management" form must be completed, signed and submitted with initial request for building use.
11. The applicant shall be required to provide the minimum limits of public liability and property damage insurance and present evidence in the form of a certificate of insurance before use of the school facility is permitted, naming the Goffstown School District as an additionally insured. Minimum insurance is \$1,000,000 for property and liability.

**USE OF SCHOOL FACILITIES REGULATIONS**  
**(Continued)**

12. Any and all use of school district facilities shall be totally free from obscure and controversial purposes of a disruptive nature. Should an objection be lodged against a specific use of district facilities by any group, such objection is to be made in writing to the Superintendent of Schools and bear the signature of the individual and/or group of individuals lodging the complaint. At such time as a valid complaint is lodged, the following shall apply:
- a. Use of the school facilities by the applicant shall be suspended temporarily to afford the Superintendent of Schools sufficient time to meet with all concerned parties to hear both sides of the issue. The applicant shall be notified in time to contact the members of the group regarding the temporary suspension of use and the pending hearing.
  - b. Within five (5) days of temporary suspension, the Superintendent and the applicant shall convene at a specified time and location to determine the validity or non-validity of the complaint. Should the Superintendent of Schools be unable to resolve the difference, the school board shall be the deciding authority. The board's decision may be obtained, upon request, by either the complainant(s) or the applicant.

**Prohibitions**

The following are prohibited during the use of school facilities by any group:

1. Having and/or consuming illegal drugs or any alcohol.
2. Having and/or participating in a non-charity gambling activity.
3. Sales or possession of any weapon on school property is strictly prohibited per the Safe School Act and Policy JICI.
4. Smoking in or on school property is prohibited per RSA 155:64 - 76. (see policy JICG)
5. Having and/or consuming food or beverages in any gym facility, technology rooms or in the Theater.
6. Participating in any athletic event at a gymnasium without light-soled sneakers
7. Sub-letting the school facility to any other person or group by the person or group granted initial use.
8. Storing materials without prior approval of the Building Administrator.
9. Moving of school furniture and/or equipment from one area to another without the knowledge of the custodian is strictly prohibited.
10. Use of trampolines are strictly prohibited.
11. Loud outdoor noises before 10:00 am (i.e. Loud speakers, music, Public Address systems...)

**USE OF SCHOOL FACILITIES REGULATIONS  
(Continued)**

**Areas of Usage –**

Permitted Use Areas:

Cafeteria, Kitchen \*, Media Center, Theatre, Gymnasium, Multi-purpose room, Standard Classroom \*\* Athletic Fields, Parking lots, General Grounds.

\* Use of Kitchen: If a kitchen is utilized, and in order to be in compliance with the Food and Nutrition Manual for NH Schools, 1992 Revised Edition, pg. 23, a school lunch worker employed by the Goffstown School District must be on duty for the time rented and paid according to a fee schedule established by the school district and made payable to the Goffstown School District.

PLEASE NOTE: Children, under 16, are strictly prohibited in the kitchen area. Failure to comply to this rule will result in denial of future kitchen use.

\*\* Standard Classroom use: Use of classrooms is with specific prior approval only. Request for Classroom use must be made at time of application.

**Use of the Gymnasium:**

- a. The use of the gym does not generally include the use of the shower room. Use of showers must be specifically requested with the application. Additional charges may be accessed.
- b. The Physical Education office is off-limits to everyone except the school staff unless authorized by the Building Administrator.
- c. Groups using the gym must provide their own equipment, and athletes must wear sneakers with light colored soles.
- d. The gym floor must be covered if used for activities other than athletic activities.
- e. The custodian on duty or designated school representative will open and secure the gym.
- f. Keys will not be given to members of groups using school facilities unless otherwise authorized by the Board.
- g. If custodial service is required for special arrangements (i.e. room setup, AV setup) clearance must be with the Director of School Facilities and any and all custodial fee reimbursement made to the Goffstown School District according to the fee schedule. (see fee schedule KF-R page 7 and 8)

Any authorized school district employee may be used in place of a custodian upon approval by the building principal and notification to the Director of School Facilities.

The Board reserves the right to cancel any permission granted. Use of school facilities shall be denied to:

- a. Any group that teaches or suggests any doctrine or theory subversive to the Constitution and laws of either the United States or the State of New Hampshire.
- b. Any group that advocates social or political change by violence or revolution.

**USE OF SCHOOL FACILITIES REGULATIONS**  
(Continued)

**FEE STRUCTURE AND SCHOOL FACILITY CAPACITY**

1. Goffstown School District sponsored/sanctioned activities and Goffstown Municipal activities will not *normally* be charged a fee for staff or school facility usage. However, should staffing be required that is outside the normal staffing hours there may be a staffing fee charged in accordance with this policy and regulation, at the discretion of the building principal.
2. Goffstown Nonprofit organizations will not be charged for the use of school facilities for non-fundraising events. Custodial fees will be assessed when custodial services are needed to set up or break down area of use or when additional clean up is required due to use. Nominal fees will be assessed Goffstown nonprofits for fundraising events. See Policy KF-R, page 7 & 8, Fee Schedule.

When staffing is required or requested, a custodial or kitchen staffing fee will be assessed. Custodial fees are \$10 per hour for on-duty (if needed for room set-up breakdown/clean-up) and \$21.50 for off-duty hours (required). Fees for Kitchen staffing is \$11 per hour for on-duty and \$23.64 per hour for off-duty hours (required). See Policy KF-R, page 7 & 8, Fee Schedule for more detail.

These fees may be adjusted as needed from time to time to defray district expense. The Board reserves the right to review any request for the use of school facilities on a repetitive and/or long term basis.

**FIELD AND GROUNDS USAGE FEES GUIDELINES**

Goffstown nonprofit organizations which sponsor an activity that provides a direct service to school-age children, the majority of whom are domiciled in the Goffstown School District, will not be charged a monetary sum for field or school facility usage but will be requested to consider providing a "donation" toward the use of said fields or school facility to help offset cost attributed to the maintenance and upkeep of said areas of usage.

1. In-Kind donations are preferred.
  - a. An In-kind donation list is to be created annually by the Director of School Facilities.
  - b. Where a fee has been assessed, failure to comply with an in-kind donation agreement will result in assessment of a fee in accordance with the fee schedule.
  - c. All donations are to be coordinated through the Director of School Facilities and are to be used to offset the maintenance lines for the facility being used.
2. The following should be considered when assessing fees not covered on the fee schedule:
  1. Current fee schedules
  2. Cost Impact to District
  3. Wear and Tear of school facilities
  4. Staffing needs
  5. Groups potential for fund raising
  6. Consistency in fee should be maintained

**USE OF SCHOOL FACILITIES REGULATIONS  
(Continued)**

**In-Town non-profits NOT charging admission or fund raising shall NOT be assessed a school facility fee. Staffing fees still apply as per policy KF and regulation KF-R. When staffing is required or requested, custodial or kitchen staffing fee will be assessed. Fees will be assessed for room set-up, break-down or when additional clean up is needed.**

**STAFFING FEES Custodian \$10/Hr for On-Duty, \$21.50/Hr for Off-Duty. Kitchen Staffing \$11/Hr for On-Duty, \$23.64/Hr for Off-Duty.**

**GHS**

Facility	Capacity	In-Town Nonprofits Not Fundraising	In-Town Nonprofits Charging Admission/ Fund Raising.	Out of town Non-Profits	For Profit
		Room Fee	Room Fee/Function	Room Fee/Day/Use	Room Fee/Day/Use
HS Café	215	\$0	\$25	\$50	\$200
Media Ctr	150	\$0	\$25	\$50	\$150
Main Gym	1184	\$0	\$50	\$150	\$600
Back Gym	315	\$0	\$50	\$75	\$300
Classroom	30	\$0	\$0	\$10	\$50
Kitchen		\$0	\$50	\$75	\$200
Theatre	400	\$0	\$50	\$150	\$600

**MVMS**

Facility	Capacity	In-Town Nonprofits Not Fundraising	In-Town Nonprofits Charging Admission Fund Raising	Out of Town Non-Profits	For Profit
		Room Fee	Room Fee/Function	Room Fee/Day/Use	Room Fee/Day/Use
Café	735 Seated 350 at Tables	\$0	\$50	\$75	\$300
Media Cntr	150	\$0	\$25	\$50	\$150
Gym	1200	\$0	\$50	\$50	\$600
Classroom	30	\$0	\$0	\$10	\$50
Kitchen		\$0	\$50	\$75	\$200

USE OF SCHOOL FACILITIES REGULATIONS  
(Continued)

In-Town non-profits NOT charging admission or fund raising shall NOT be assessed a school facility fee. Staffing fees still apply as per policy KF and regulation KF-R. When staffing is required or requested, custodial or kitchen staffing fee will be assessed. Fees will be assessed for room set-up, break-down or when additional clean up is needed.

**STAFFING FEES** Custodian \$10/Hr for On-Duty, \$21.50/Hr for Off-Duty.  
Kitchen Staffing \$11/Hr for On-Duty, \$23.64/Hr for Off-Duty.

**Bartlett**

Facility	Capacity	In-Town Nonprofits Not Fundraising	In-Town Nonprofits Charging Admission Fund Raising	Out of Town Non-Profit	For Profit
		Room Fee	Room Fee/Function	Room Fee/Day/Use	Room Fee/Day/Use
Gym/Café	200 seated 150 tables	\$0	\$25	\$50	\$100
Library	55	\$0	\$25	\$50	\$100
Classroom	30	\$0	\$0	\$10	\$50
Kitchen		\$0	\$25	\$50	\$100

**Maple Avenue**

Facility	Capacity	In-Town Nonprofits Not Fundraising	In-Town Nonprofits Charging Admission Fund Raising	Out of Town Non-Profit	For Profit
		Room Fee	Room Fee/Function	Room Fee/Day/Use	Room Fee/Day/Use
Gym/Café	495 Seated 230 tables	\$0	\$50	\$100	\$200
Library	120	\$0	\$25	\$50	\$100
Classroom	30	\$0	\$0	\$10	\$50
Kitchen		\$0	\$50	\$75	\$200



**Goffstown School District  
School Facilities Use Application Form**

This application must be completely filled out prior to submission for approval. **A copy of the Certificate of Liability Insurance must be submitted with this application.** If more than 200 people will attend this event, the "Crowd Control Management" form must also be completed.

Date of application: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Application's name and contact information (address and phone): \*Note: this is the person responsible for the premises during the event.

\_\_\_\_\_

Sponsoring organizations name:

\_\_\_\_\_

This activity falls under the following category:

- School sponsored
- School sanctioned (such as PFT, PTA, MVP)
- Municipal (includes Parks and Recreation Programs and Events)
- Non-Profit Goffstown Organization
  - Fundraising
  - Non-Fundraising
- Out of Town Non-profit organization
  - Fundraising
  - Non-Fundraising
- For Profit, industrial, commercial, professional, or other private organization

Please provide a brief description of the activity: \_\_\_\_\_

\_\_\_\_\_

Building requested for use:

- Goffstown High School
- Mountain View Middle School
- Glen Lake School
- Bartlett Elementary School
- Maple Avenue Elementary School

Area of building being requested: (please check all that apply)

- Gymnasium
- Multi-purpose room
- Classroom (identify specific classroom number): \_\_\_\_\_
- Library/media center
- Athletic fields (identify specific field): \_\_\_\_\_

**Goffstown School District  
School Facilities Use Application Form (continued)**

- Cafeteria
- Kitchen (Note: if kitchen is used, District Staff must be present)
- Other: \_\_\_\_\_

Request time of use:

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Time of Activity (if different from requested use time):

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Equipment requested:

- Tables                       chairs                       Easels
- AV equipment: please be specific \_\_\_\_\_
- Other equipment: \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Note: if more than 200 people in attendance, a "crowd control management form" must also be completed.

Please be aware that additional fees (in addition to room rental charges) may apply. Please indicate if the following conditions exist:

District Cafeteria Staff are required because we will be using the kitchen facilities  
Start time: \_\_\_\_\_ End time: \_\_\_\_\_

District Custodian staff is required because event will occur outside of normal hours and/or additional support from custodian staff is necessary for:

- Set up
- Break down
- Clean up

The above named organization or person hereby agrees to Indemnify, hold harmless and defend the Goffstown School District, the District's employees and officers, against any legal action brought as a result of the organization's use of the building.

The applicant hereby agrees to supply the District with a copy of its liability insurance policy and also to name the Goffstown School District as a named insured on that policy.

The members of the above named organization agree that the person signing this waiver/release form has authority to act on behalf of the organization and binds all members to the terms of this waiver as if they had individually signed.

**Goffstown School District  
School Facilities Use Application Form (continued)**

The above named organization agrees to comply with the Goffstown School District Facility Use Policy KF and KF-R, copy provided.

Applicant signature indicating receipt of policy: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant signature for application: \_\_\_\_\_

Date: \_\_\_\_\_

**Goffstown School District  
School Facilities Use Application Form**

**To be completed by Administration only:**

Request:

- Approved
- Denied

Fees:

1. Room Fee Total: \_\_\_\_\_

Check here if fee has been waived:

2. Custodial Fee estimate: (On duty: \$10.00 per hour, Off duty: \$21.50 per hour)

Number of hours \_\_\_\_ X fee per hour \_\_\_\_ X number of custodians \_\_\_\_ = \_\_\_\_\_

3. Kitchen Staff Fee estimates: (On duty: \$11.00 per hour, Off duty: \$23.64 per hour)

Number of hours \_\_\_\_ X fee per hour \_\_\_\_ X number of kitchen staff \_\_\_\_ = \_\_\_\_\_

4. Police coverage required: (if coverage is required), the sponsoring organization must arrange such coverage and must pay the fee as per the Police Department's policy. This fee is paid directly to the Goffstown Police Department)

Yes  No Number of officers required: \_\_\_\_\_

Estimate of Total Fees assessed and due: \_\_\_\_\_

(Note: Fund raising activities may pay 50% of fee before activity and 50% within 10 days following activity. If in-kind donations for facility fee is agreed to, arrangements are to be made through the Director of Schools Facilities prior to use)

Information regarding payment:

Date initial payment made: \_\_\_\_\_

Amount: \_\_\_\_\_

Check Number: \_\_\_\_\_

Building Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Facilities Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please provide the following persons with copies of this completed form:

- School Building (original)
- Building level Custodial Supervisor
- Director of School Facilities
- Superintendent's Office
- Applicant

**Goffstown School District  
In-Kind Donation Agreement**

If a facility fee is assessed and an In-Kind donation agreement is met, please complete the following:

Description of In-Kind Donation:

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Estimated value based on Policy KF-R: \_\_\_\_\_

Time frame for completion of In-Kind Donation:

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As the Director of Facilities, I agree that this In-Kind donation is being made in lieu of a facility fee payment. This In-Kind donation meets the expectations of Policy KF and KF-R.

Director of Facilities Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Goffstown School District  
Crowd Control Management**

For events that will have more than 200 participants, a crowd control manager must be identified. By signing this form, this person assumes responsibility and agrees to participate in and conform to all expectations.

Name of person acting as Crowd Control Manager: \_\_\_\_\_

Organization they are representing: \_\_\_\_\_

Contact information for Crowd Control Manager: (phone number and address) \_\_\_\_\_  
\_\_\_\_\_

As the Crowd Control Manager, I will perform the following duties:

1. Provide the Goffstown Fire Department detailed information regarding the event and number of participants. Contact information pertaining to how the Crowd Control Manager may be reached during the time of the event is also required. This information is to be provided at least 2 business days prior to the scheduled event.
2. Announce at the beginning of the event the location of all emergency exits and emergency exit procedures.
3. Have on hand and available, written emergency exit information and access points.
4. All exits must remain cleared. It is the duty of the Crowd Control Manager to continuously inspect all exits.
5. All parking must be in designated areas only. There should be no parking in fire zones.
6. If the event involves a frequent changing of participants, the Crowd Control Manager must, on a periodic basis (as established by the fire department), announce emergency exits and emergency procedures.
7. Contact the Fire Department to determine if a "life safety permit" is required. (Note: there may be additional charges for this permit)

I agree to abide by all responsibilities as outlined above for the event as stated in the Facilities Use Form.

Signature of Crowd Control Manager: \_\_\_\_\_

Date: \_\_\_\_\_