

TIMBERLANE REGIONAL SCHOOL DISTRICT
Atkinson, Danville, Plaistow, Sandown

APPLICATION FOR USE OF SCHOOL FACILITIES

School Requested: _____ **Facility Requested:** _____ **Date Needed:** _____

Arrival Time: _____ **Event Time:** _____ **Departure Time:** _____

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 the 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 Sunday or Saturday must be responsible for rubbish disposal. *Alcohol and tobacco are prohibited on the grounds of or within a public education facility.*

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

General 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 the right for future use.

Groups or organization using school facilities do so at their own risk and at the risk of their own materials and equipment which may be used or stored on school premises. Each applicant must sign a covenant not to sue and indemnity agreement and be required to provide 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

Office Use Only

DATE: _____ PERMIT NO. _____ PAYMENT REC'D _____

TOTAL FEE: _____ OTHER CHARGES: _____ TOTAL: _____