



APPLICATION FOR USE OF SCHOOL FACILITIES

COMMUNITY USE OF SCHOOL FACILITIES – REGULATIONS

1. In the event of a conflict, non-profit organizations of Pittsfield will be given first priority.
2. The program must be either educational in nature and/or beneficial to the general public.
3. If police service is required, the sponsoring organization must furnish police detail at its own expense.
4. If custodial service is required, the sponsoring organization will reimburse the District the cost thereof.
5. The sponsoring organization must apply for use at least fourteen (14) days in advance.
6. The sponsoring organization must make all arrangements with the school principal, acting as the representative of the School Board, and the sponsoring organization must sign a contractual agreement.
7. The sponsoring organization agrees to pay for the use of equipment.
8. The sponsoring organization agrees to pay the cost of damage to the facilities and equipment other than damage caused by normal wear.
9. An adult designated by the school principal, shall be present during the event contracted for and shall be in complete charge.
10. The School Board reserves the right to take exception to any of these rules when, in its opinion, it is in the best interest of the District.
11. Schedule of Fees
 - A. Basic charge for gym or cafeteria \$25.00
 - B. Custodial/Kitchen staff charge per hour \$25.00 (2 hour minimum charge = \$50)
12. The kitchen facility of the cafeteria is not available for use by outside groups except by special permission of the principal and food service manager; use must include at least one district food service employee.
13. Requests for the use of Drake Field must be submitted in writing to the School Board through the Business Administrator of SAU #51. To be considered and approved, a request must provide the board with reasonable assurance that the field will not be damaged, adequate liability insurance is provided, clean-up measures are assured, and that the event will not conflict with previously scheduled events.
14. No person or group using Pittsfield School District Facilities will allow the presence or use of alcohol, tobacco or any illegal substance on school property.

#6



PITTSFIELD SCHOOL DISTRICT
Pittsfield, NH 03263
www.pittsfield-nh-com/sau

APPLICATION FOR USE OF SCHOOL FACILITIES

Facility requested:

Pittsfield Middle High School
23 Oneida Street
Pittsfield, NH 03263
Tel. 603-435-6701
Fax 603-435-7087

Pittsfield Elementary School
34 Bow Street
Pittsfield, NH 03263
Tel. 603-435-8432
Fax 603-435-7358

Drake's Field
7 Barnstead Road
Pittsfield, NH 03263
Tel. 603-435-6701
Fax 603-435-7087

Please select (v) one:

- Cafeteria Gymnasium Lecture Hall (PMHS only) Library/Media Center Other _____

Sponsoring organization: _____

Organization representative: _____

Daytime telephone: _____

Email address: _____

Requested date(s): _____

Start/End time of
Event: _____

Start/End Time
of Facility Use

Describe function: _____

CPR/First Aid Certified _____ Date of Expiration _____

Certification on file at SAU (circle one) YES NO

Special equipment requests (PA system, tables, etc.): _____

Events scheduled during the school year should start and end during non-school hours when custodians are on duty. Priority use will be given to school sponsored organizations. The athletic facilities (gym) cannot be scheduled for use during school sponsored athletic contests or team practices.

As the representative of the above organization, I agree to provide that all persons in attendance at the above proposed function will abide by the rules, policies and laws governing the use of public school facilities. State law and Pittsfield School Board Policy prohibit the use or possession of controlled substances (alcohol, tobacco products, and illegal drugs) within the school building or on school grounds.

Signature/Organization Representative

Address

Date

All applications should be forwarded to the principal's office at least 14 days in advance of the scheduled event.

OFFICE USE ONLY

Admin. Assistant to Principal:

Approved

Denied

Reason _____

Signature: _____

Date: _____

Space charges \$ _____ Service charges \$ _____ Total charges \$ _____

Special considerations: _____

Principal:

Approved

Denied

Reason _____

Signature: _____

Date: _____

Event Notification:

Athletic Director

Facilities Manager

Media Specialist

Cafeteria Manager

Other _____

Facility Usage Calendar of Events