

WILTON-LYNDEBOROUGH SCHOOL DISTRICT
Application for Use of School Facilities

Please complete and return this application to the school principal. The principal shall approve or disapprove all applications and provide a copy to the applicant and the superintendent's office.

Date of Application _____

1. Name of Applicant: _____

2. Name of Organization: _____

3. Date and Time of Use: _____ Hours: From _____ To _____

4. Facilities to be Used: _____

Gym/Multi-Purpose Room _____ Cafeteria _____ Kitchen _____ Library _____ Classroom _____

Other _____

5. Will the General Public be admitted? _____ Yes _____ No

6. Estimated Number of People: _____ Estimated Number of Vehicles: _____

7. Will chairs be required? _____ Yes _____ No How many? _____

8. Will Tables be required? _____ Yes _____ No How many? _____

9. Will food be served? _____ Yes _____ No Approved area: _____

10. Is police protection required? _____ Yes _____ No

11. Classification of Organization: _____ (see procedure manual)

12. General Description of the Planned Activity:

13. Rental and/or use of the school facility or any portion thereof is subject to the renting party obtaining comprehensive general liability insurance for the function which will hold the School District harmless from any and all claims for liability which might arise there from. The applicant will provide a certificate of insurance as evidence of Commercial General Liability coverage, naming the School District as an Additional Insured, with limits of at least \$1 million per occurrence. You will need to provide proof of coverage to the school principal or his/her designee not less than two weeks prior to the time school facilities are needed. If you do not have liability insurance you may purchase it by going to Entertainment Brokers International website <http://www.ebi-ins.com/> . For additional information, contact the Business Office.

Applicant acknowledges receipt of a copy of the Wilton-Lyndeborough Cooperative School District policy and procedure manual on "Use of School Facilities" and agrees to abide by all regulations relating to the use of the school facilities. The applicant agrees to provide adequate adult supervision at all times during the use of the facilities and will assume full responsibility for all fees, charges, and damage claims resulting from such use of school facilities.

Signed: _____ Home phone: _____

Address: _____ Work Phone: _____

This section is to be completed by school personnel only.

Method of payment is check only, made payable to Wilton-Lyndeborough Cooperative School District.

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|-----------------------------------------------------------------------------|-------------|
| 1. Fees to be charged: \$ _____ | Paid: _____ |
| 2. Security deposit required: \$ _____ | Paid: _____ |
| 3. Balance due: \$ _____ | Paid: _____ |
| 4. Certificate of Insurance submitted: YES NO | |
| 5. Custodial fee waived (applicant doing own custodial work): WAIVED YES NO | |
| 6. Extraordinary expenses incurred: \$ _____ | Paid: _____ |

Application is Approved _____

Not Approved _____

Lyndeborough Central School Facility Coordinator-School Secretary
 Florence Rideout Facility Coordinator-School Secretary
 Wilton-Lyndeborough Cooperative M/H School Facility Coordinator-School Secretary

Principal's Signature: _____ Date: _____

Daily Fee Schedule

Facility Room	Category A	Category B	Category C-1	Category C-2	Category D	Category E
Gym/Multi-Purpose Room	N/C	N/C	N/C	\$100.00	\$200.00	\$300.00
Cafeteria	N/C	N/C	N/C	\$100.00	\$200.00	\$300.00
Kitchen	N/C	N/C	N/C	\$100.00	\$200.00	\$300.00
Library	N/C	N/C	N/C	\$75.00	\$150.00	\$200.00
Classroom	N/C	N/C	N/C	\$50.00	\$100.00	\$150.00
Tennis Courts						
Sports Fields						
Additional Fees						
Custodian 2 hr. minimum			Regular Rate \$20.00 per hour M-Sat Overtime \$25.00 per hour Sun-Holiday			
Food Service 2 hr. minimum			Regular Rate \$18.00 per hour M-Sat Overtime \$20.00 per hour Sun-Holiday			
Technical Support 2 hr. minimum			\$10.00 per person, per hour (student assistant) \$50.00 per person, per hour (Manager)			
Audio/Visual			\$25.00 per performance event, max \$60.00			

*Any educational entities providing educational services to the students of Wilton-Lyndeborough Cooperative School District will get a 25% discount and an additional 25% discount will be granted to any weeklong District employees providing these services.