

## Principal

### RENTAL OF FACILITIES

Costs of renting the facility are as follows unless waived by the School Board:

Custodial services, when applicable, shall be charged at of \$20.00 per hour.

### USE OF KITCHEN

Organizations using kitchen facilities shall be required to have a Strafford Food Service employee in the kitchen if using kitchen appliances during occupancy. The organization shall compensate the employee at the rate of \$25.00 per hour. Kitchen employees shall be guaranteed a minimum of four hours pay and shall not work more than eight consecutive hours.

Payment for kitchen personnel shall be given to the school office in the form of a check made out to the Strafford School District. Payment shall be rendered not later than five workdays after the use of the facility.

#### Full Day: (4-8 hours)

Classroom- \$40.00

Gym - \$110

Library - \$70.00

Cafeteria/Multi Purpose Room \$75.00

#### Part Day (4 hours or less)

Classroom - \$20.00

Gym - \$60.00

Library - \$40.00

Cafeteria/Multi Purpose Room \$75.00

Fees for either profit making or for personal use, will be determined by the Strafford School board.

POLICY #KF - USE OF SCHOOL FACILITIES

STRAFFORD SCHOOL DISTRICT  
PROPERTY/FACILITY USE REQUEST

DATE OF SUBMISSION: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

SPONSORING ORGANIZATION: \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE PARTICIPATING/ATTENDING: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_

TIME REQUESTED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PERSON RESPONSIBLE FOR SUPERVISING, PAYING AND APPLICABLE FEES  
ASSUMING LIABILITY AND FINANCIAL RESPONSIBILITY FOR DAMAGE TO THE  
FACILITIES:

NAME: \_\_\_\_\_ TEL. #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PART B (OFFICE USE ONLY)

DATE: \_\_\_\_\_  
Employee Assigned  
By Administration

POLICE PRESENCE NECESSARY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
KITCHEN SUPERVISION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
FIRE INSPECTION NECESSARY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
CUSTODIAN NEEDED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

RENTAL FEES: \_\_\_\_\_ CUSTODIAL FEES: \_\_\_\_\_ KITCHEN FEES: \_\_\_\_\_

IT IS AGREED that in consideration for allowing the use or rental of school facilities and in full recognition of the School Board's fiduciary responsibility to protect school property and hold harmless the School District, it's School Board, officers and employees, to the fullest extent permitted by law from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs arising out of the use of these rental premises and all school facilities by the Event Sponsor (Tenant User), its officers, employees, agents, representatives, contractors, customers, guests and invitees.

POLICY #KF - \_\_\_\_\_ USE OF SCHOOL FACILITIES

PART C

Facility Requested:

Cafeteria \_\_\_\_\_ Library \_\_\_\_\_ Gymnasium \_\_\_\_\_

Kitchen \_\_\_\_\_ School Grounds \_\_\_\_\_ Classrooms \_\_\_\_\_

Anticipated number of people: \_\_\_\_\_

Any additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSURANCE INFORMATION:

The Sponsoring Organization maintains Commercial General Liability coverage of at least \$1 million. A Certificate of Insurance will be provided before any use of the facility, endorsed to the name of the Strafford School District as Additional Insured.

YES  NO

\_\_\_\_\_  
The Sponsoring Organization wishes to apply for \$1 million Commercial General Liability coverage for the use of the facility.

YES  NO

\_\_\_\_\_  
The Sponsoring Organization wishes to apply for a waiver of \$1 million Commercial General Liability coverage and will provide individual hold harmless indemnification certificates from each participant prior to the event.

YES  NO

\_\_\_\_\_  
SIGNED: \_\_\_\_\_  
Organization Representative

DATE: \_\_\_\_\_

(DIS)APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_