USE OF SCHOOL FACILITIES REGULATIONS

The use of school facilities will be authorized by the administration of the Goffstown School District in accordance with the following regulations and District Policy KF.

FACILITY USE PROCEDURES

1. Unless prior approval is received from the Superintendent's Office, requests may be made for the current school year only. All complete applications for use of facilities shall be made at least four (4) weeks prior to the requested date of use. Failure to provide sufficient notice may result in the denial of an application.

2. The applicant of school facilities use must assume responsibility for property damage and for the safety and protection of the participants, audience, and workmen to the extent required by law. The applicant shall be required to provide a certificate of insurance providing Commercial General Liability coverage for the use of school facilities in the amount of $1,000,000 individual/$1,000,000 aggregate with the Goffstown School District listed on the certificate as an additional named insured.

3. All applicants are responsible for compliance with Policy KF, KF-R and the Crowd Control Management Form for all events in excess of 100 participants. Applicant(s) signatures confirm that they have read, understand, and will conform with policy KF and KF-R.

4. All facility use requests must be initiated using the School Facilities Request Form (KF-R) located on the Goffstown School District website. Applicants will have access to an online master schedule of all school facilities available for public use or can contact the school for facility availability. Upon completion of the facility use application, all approvals, or denials for the use of school facilities will be communicated electronically to the applicant.

5. Scheduling of school facilities that occurs on an annual basis requires a reapplication on behalf of the applicant using the School Facilities Request Form (KF-R).

6. The applicant may cancel use of the school facility up to four weeks prior to the event with written notice.

CATEGORIES OF ORGANIZATIONS

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

Category A:

1. School District groups, organizations, or committees recognized by the Goffstown School District.
2. School sanctioned organizations such as parent teacher groups and school booster clubs.
3. Town of Goffstown recognized departments, events and programs.
4. Emergency management purposes.

USE OF SCHOOL FACILITIES REGULATIONS
(continued)

Category B:
1. Recognized Goffstown or New Boston organizations, sports leagues, churches, religious groups or committees serving the Goffstown community.
2. Out of town, non-profit organizations that support programs of the Goffstown School District, such as N.H.D.I. Regional Competition, scholastic music festivals.

Category C:

1. All other organizations, or any other group approved by the Superintendent of Schools or his/her designee.

All activities must comply with Goffstown Policy AC and AC-R Non-Discrimination

RESPONSIBILITY OF THE APPLICANT

1. 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 determined 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.

2. 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 are required to make specific, periodic announcements about emergency evacuations during events that require a Crowd Control Management Plan. In these instances, the CMP form must be completed, signed and submitted with initial request for building use.

3. The applicant is responsible for the payment of any assessed fees prior to use of the school facility. Failure to remit payment 14 days prior to the event will result in a revocation of any prior authorization to use the facility.

4. 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. The cost of repairs or replacement, due to the negligent use of equipment, is the responsibility of the applicant.

USE OF SCHOOL FACILITIES REGULATIONS
(continued)

5. At the discretion of school district administration, fees shall be assessed for the following services, subject to the rates in Schedule A:
    a. Custodial setup and/or breakdown of an area
    b. Additional cleanup required after facility use
    c. Technology support such as audio visual needs, use of the theater, etc.
    d. General supervision for large scale events.

6. If the District cannot support staffing an event, or a reoccurring event, the District reserves to right to cancel any events due to lack of coverage.

7. The applicant shall be held responsible for the proper use of the school facility and for the conduct of the persons attending. The applicant (user) shall provide adult supervision to ensure the use of the facility conforms to the application request, and that no persons are allowed in unauthorized areas.

8. Certain activities on school property, or use of a school facility, may require the presence of one or more police officers or fire department personnel. This decision will be made by the school administrator, after consultation with the Chief of Police and/or Fire Chief. Requests, and all associated costs for police and/or fire department details, will be made by the applicant. Documentation of scheduled police/fire details will be provided to the school at least 14 days prior to scheduled event.

PROHIBITED USES

1. Use of alcoholic beverages, drugs, tobacco products, e-cigarettes, vape devices, profane language, or gambling (except as allowable under Town of Goffstown ordinances or NH law) is strictly prohibited in or on school property.

2. Sale of any weapons (including but not limited to knives, guns, electrical stun/taser devices, firecrackers, and brass knuckles) on school property is strictly prohibited per the Safe School Act and Policy JICI.
3. Sub-letting the school facility to any other person or group by the person or group granted initial use.
4. Storing materials without prior approval of the Building Administrator.
5. Moving school furniture and/or equipment from one area to another without approval.
6. Use of trampolines.
7. Outdoor noise that does not conform with Town of Goffstown ordinances.
8. For the use of the Goffstown High School Turf Field, no motorized vehicles are permitted on the field without the written permission of the Athletic Director or Principal.

USE OF SCHOOL FACILITIES REGULATIONS
(continued)

Failure to comply with the regulations as set forth in Policy KF and KF-R may result in the following actions:

a. Denial of the application.
b. Denial of future facility use.
c. The payment of a future security deposit for facility use.
d. Assessment of damages against the applicant.

AREAS OF USAGE

	Glen Lake	Bartlett	Maple Ave	MVMS	GHS
Classrooms		X	X	X	X
Kitchen			X	X	X
Cafeteria				X	X
Gymnasium		X	X	X	X
Media Center				X	X
Theater					X
Step Room					X
Fields/Grounds				X	X
Parking Lots		X	X	X	X

DESIGNATED CLASSROOM USE:

Use of designated classrooms within a school building is with prior approval only. Requests for specific classroom(s) will be considered at time of application. Not all classrooms are available for use.

USE OF KITCHEN:

Any use of kitchen facilities must be coordinated and approved by the Food Service Director to ensure a member of the school food service staff will be present to ensure all sanitation and safety protocols are followed. If the District's food service staff cannot support an event or a reoccurring event, the district reserves the right to cancel all events due to lack of proper coverage for events.

Access to the kitchen is restricted to the approved dates and times on the application. There should be no expectation that they could be made available ahead of time for storage of any items associated with the kitchen usage request.

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

USE OF SCHOOL FACILITIES REGULATIONS
(continued)

USE OF CAFETERIA:

Use includes the space of the cafeteria only. Separate staffing charges for setup and breakdown of the area, and technology use may apply.

USE OF THE GYMNASIUM:

1. The use of the gym does not include the use of the locker room(s). The use of locker rooms/showers must be specifically requested with the application. Additional charges may apply.
2. Groups using the gym must provide their own equipment, and athletes must wear approved footwear.
3. The gym floor must be covered if used for activities other than athletic activities. (See Schedule A for this fee.)
4. The custodian on duty or designated school representative will open and secure the gym upon conclusion of the event. The operation of any mechanical equipment such as basketball winches and retractable bleachers is limited to District personnel or those individuals specifically authorized in writing. The Superintendent has authority to waive the need to have custodial staff or a designated school representative for Gymnasium use.
5. Access control and/or alarm codes will not be given to members of groups using school facilities unless otherwise authorized by the Superintendent or designee.

MEDIA CENTER:

Use includes the space of the media center only. Separate staffing charges for setup and breakdown of the area, and technology use may apply.

THEATER:

1. The custodian on duty or designated school representative will open and secure the theater.
2. The use of the theater does not include the use of Room 109 and adjoining classrooms, hallways and practice spaces. The use of those spaces must be specifically requested with the application. Additional fees may apply.
3. The light and sound booths in the theater are strictly off limits.
4. If sound, light or projection are requested, a school technician employed and approved by the Goffstown School District must be arranged. All associated fees are listed Schedule A.

STEP ROOM:

Use includes the space of the Step Room only. Separate staffing charges for setup and breakdown of the area, and technology use may apply.

USE OF SCHOOL FACILITIES REGULATIONS
(continued)

FIELD, GROUNDS AND PARKING LOTS

1. The Goffstown School District recognizes that outdoor fields and grounds are important resources for school athletic programs, municipal uses, and numerous sport leagues in Goffstown. The availability to use school athletic fields is limited based on school use and the desire to properly maintain existing field infrastructure. The fees associated with the use of school fields assists in offsetting the costs attributed to the maintenance and upkeep of said areas.
2. Administration reserves the right to deny any field requests based on field conditions, weather, or other factors.
3. The applicant must exercise judgment in terms of using fields during inclement weather so as to protect the safety of participants and to prevent damage to turf and/or other field equipment. Furthermore, the applicant agrees to use the field for its intended purpose, and to notify the building administrator prior to any other use or purpose. Damage to fields during inclement weather may result in the revocation of facility use and the assessment of damages against the applicant.
4. Field Usage Fees are listed in Schedule A. Payment of fees should be made 14 days prior to the beginning of the rental period as defined in Schedule A. Failure to pay the amount due, may result in suspension of field usage privileges.

FEE STRUCTURE AND SCHOOL FACILITY CAPACITY

Facilities Usage Fees in Schedule A are located on the Goffstown School District website. Fees are reviewed, and may be adjusted annually, or at the discretion of the Goffstown School Board.

1. **Category A Organizations**
   Will not be charged fees for staffing or school facility usage. However, should staffing be required that is outside the normal staffing hours, there may be a fee charged in accordance with this policy and regulation, at the discretion of school district administration.

2. **Category B Organizations**
   A. School Buildings:
   1. Class B Organizations will not be charged for the use of school classroom space as long as custodial staff are in the building.
   2. All other school facility uses by Class B organizations are subject to the fees in Schedule A.
   3. Custodial and/or other staffing fees will be assessed when services are requested by the applicant or required by school district administration. These fees include, but are not limited to: 1) set up or break down area of use, 2) when additional clean-up is required due to use 3) the use of technology, or any other mechanical system in any location. 4) the number of participants requires school staff supervision.

   B. Fields, Grounds and Parking Lots
   1. All Class B organizations will be charged a fee to use school grounds as set forth in Schedule A. If the use of a field, grounds or parking lot is required for a one-time event, the District reserves the right to require staff supervision during the event.
   2. Class C organizations will be charged a fee for both facility, field usage and staffing.

USE OF SCHOOL FACILITIES REGULATIONS

Facility Use Fees – Schedule A

EFFECTIVE: January 1, 2024

Staff and Equipment Rental Fees:

Category A No charge

Category B and C Fees:

Fee Type	Rate	Duration	Minimum
Custodial Staff	$45.00	Per hour	2 hours
Kitchen Staff	$45.00	Per hour	2 hours
Technology Staff	$45.00	Per hour	2 hours
Audio/Visual Rental	$20.00	Per day	none
Co-curricular & Athletics Event Staff	$25.00	Per hour	2 hour
Piano	$50.00	Per day	none
Athletic Equipment - Mats	$25/$50	4 hours/8 hours	4 hours
Table Rental	$10.00	Per day	none
Chair Rental	$1.00	Per day	none
Gym Wood Floor Cover Tarp	$500.00	Set up and breakdown	none

Building Rental Fees (Based on 4 hours/ 8 hours) ***The GHS Cafeteria and Small Café may be rented in 2-hour increments. Room capacity = (tables and chairs used /standing occupancy)**

Category A: No charge

Category B:

	Bartlett Fee	Bartlett Capacity	Maple Ave Fee	Maple Ave Capacity	MVMS Fee	MVMS Capacity	GHS Fee	GHS Capacity
Classroom	No charge	30	No charge	30	No charge	30	No charge	30
Kitchen	$60/$120	4	$60/$120	8	$60/$120	10	$90/$180	15
Cafeteria					$90/$180	350/734	$75/$150	215/315
Small Cafe							$60/$120	85/125
Gymnasium	$60/$120	158/220	$60/$120	228/374	$30 hour	1184	$30 hour	1184
Locker Room	N/A	N/A	N/A	N/A	$60/$120	40	$60/$120	40
Media Center					$120/$240	150	$120/$240	150
Theater							$120/$240	375
Step Room							$30/$160	60

USE OF SCHOOL FACILITIES REGULATIONS

Facility Use Fees – Schedule A - (continued)

Category C

Fields, Grounds and Parking Lot Rental Fees:

	Bartlett Fee	Bartlett Capacity	Maple Ave Fee	Maple Ave Capacity	MVMS Fee	MVMS Capacity	GHS Fee	GHS Capacity
Classroom	$60/$120	30	$60/$120	30	$60/$120	30	$60/$120	30
Kitchen	$120/$240	4	$120/$240	8	$120/$240	10	$180/360	15
Cafeteria			$120/$240		$180/$360	350/734	$180/$360	215/315
Small Cafe							$120/$240	85/125
Gymnasium	$120/$240	158/220	$120/$240	228/374	$60 Hour	1184	$60 hour	1184
Media Center					$240/$480	150	$240/$480	150
Theater							$240/$480	375
Step Room							$60/$120	60

Seasonal Rates only apply to the use of the following fields.

Those requesting a seasonal rate understand that in the event of a scheduling conflict with either a school or municipal purpose or when field conditions are not conducive, the agreed upon dates and times of field use are subject to change. School district administration will make every effort to reschedule any impacted organizations. Field and Grounds rental fees will be rented and billed in 2-hour increments.

Category A: No charge
Category B:

School Field	2 Hour Rate	Fall Season Aug 15-Nov 15	Spring Season April 15-June 30	Summer Season July 1-Aug 14
MVMS Baseball	$60	$1200	$1200	$1200
MVMS Softball	$60	$1200	$1200	$1200
MVMS Soccer/Lacrosse	$60	$1200	$1200	$1200
MVMS Football	$60	$1200	$1200	$1200
GHS Softball lower	$60	$1200	$1200	$1200
GHS Softball upper	$60	$1200	$1200	$1200
GHS Practice Field	$60			
GHS Varsity Turf Field	$100			
GHS Varsity Turf Field w/lights	$200			
GHS Press Box	$25			

USE OF SCHOOL FACILITIES REGULATIONS

Facility Use Fees – Schedule A - (continued)

Category C:

School Field	2 hour Rate	Fall Season Aug 15-Nov 15	Spring Season April 15-June 30	Summer Season July 1-Aug 14
MVMS Baseball	$120	$2400	$2400	$2400
MVMS Softball	$120	$2400	$2400	$2400
MVMS Soccer/Lacrosse	$120	$2400	$2400	$2400
MVMS Football	$120	$2400	$2400	$2400
GHS Softball lower	$120	$2400	$2400	$2400
GHS Softball upper	$120	$2400	$2400	$2400
GHS Practice Field	$120			
GHS Varsity Turf Field	$150			
GHS Varsity Turf Field w/lights	$225			
GHS Press Box	$50			

Parking Lot Rental Fees

Parking lots may be rented on a daily basis depending on availability.

School	4 hours	8 hours
Bartlett	$30	$60
Maple Ave.	$50	$100
MVMS	$100	$200
GHS Lower	$100	$200
GHS Upper	$100	$200

EFFECTIVE: January 1, 2024

USE OF SCHOOL FACILITIES REGULATIONS
School Facilities Use Application Form

This application must be completely filled out prior to submission for approval. **A copy of the Current Certificate of Liability Insurance must be submitted with this application**. If more than 100 people will attend this event, the "Crowd Control Management" form must also be completed.

Facility Use Fees will be assigned in accordance with Goffstown School District Policy KF, Regulation KF-R and listed on the District website.

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: _____

Applicant's Name: _____

Address: _____

Phone: _____

Email: _____

Please provide a brief description of the activity: _____

_____

_____

_____

Building requested for use:

- ☐ Goffstown High School
- ☐ Mountain View Middle School
- ☐ Bartlett Elementary School
- ☐ Maple Avenue Elementary School

USE OF SCHOOL FACILITIES REGULATIONS
School Facilities Use Application Form (continued)

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

☐ Gymnasium

☐ Step Room (GHS only)

☐ Classroom (identify specific classroom number): _____

☐ Media Center (Library)

☐ Cafeteria

☐ Kitchen (Note: if kitchen is used, District Staff must be present)

☐ Athletic fields (identify specific field): _____

☐ Other: _____

Number of people expected to attend: _____

Note: If more than 100 people in attendance, a "Crowd Control Management Form" must also be completed. In addition, District reserves the right to have the applicant incur the cost of a police and/or fire department details.

Date of Event: _____

Requested time of use: Start time: _____End time: _____

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

Start time: _____ End time: _____

Equipment requested (Fees apply):

☐ Tables _____ ☐ Chairs _____ ☐ Easels _____

☐ AV equipment: please be specific _____

☐ Other equipment: _____

USE OF SCHOOL FACILITIES REGULATIONS
School Facilities Use Application Form (continued)

Please be aware that additional fees (in addition to room rental charges) may apply. These fees are outlined in the Goffstown School District's Facility Use Fee Schedule.

Please indicate if the following conditions exist:

Does your event involve the use of any kitchen facilities? Yes _____ No _____

If Yes, District Kitchen Staff is required. Please indicate start and end times

Start time: _____ End time: _____

Does your event require an AV Technician? Yes _____ No _____

Start time: _____ End time: _____

Does your event require use of the Theater? Yes _____ No _____

Start time: _____ End time: _____

Does your event occur outside of normal school hours and/or require the need for custodial staff for setup, break down or clean up?

Yes _____ No _____

Start time: _____ End time: _____

USE OF SCHOOL FACILITIES REGULATIONS
School Facilities Use Application Form (continued)

Sponsoring organizations name: _____

Applicant's Name: _____

The above named sponsoring organization and applicant hereby agree 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 sponsoring organization/applicant hereby agree to provide 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.

The above named sponsoring organization/applicant agree to comply with the Goffstown School District Facility Use Policy KF and KF-R. (Copy on the District's website)

Applicant signature indicating receipt of policy: _____

Date: _____

Applicant signature for application: _____

Date: _____

To be completed by Administration only:
Request:

- ☐ Approved
- ☐ Denied

Fees:
Room Fee Total: $ _____

Staffing Fees:

Custodial Fee estimate: (On duty $45 per hour, minimum two hours)
Number of hours ____ X fee per hour ____ X number of custodians ____ = _____

USE OF SCHOOL FACILITIES REGULATIONS
School Facilities Use Application Form (continued)

Technology Fee estimate: (On duty **$45** per hour, minimum two hours)

Number of hours ____ X fee per hour ____ X number of technicians ____ = _____

Kitchen Staff Fee estimates: (On duty: **$45** per hour, minimum two hours)

Number of hours ____ X fee per hour ____ X number of kitchen staff ____ = _____

Theater Fee estimate: (On duty **$45** per hour, minimum two hours)

Number of hours ____ X fee per hour ____ X number of technicians ____ = _____

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

☐ Yes ☐ No Number of officers required: _____

Estimate of Total Fees assessed_____ and due: _____

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) _____ Applicant ____

Building level Custodial Supervisor _____ Director of School Facilities _____

Food Services Director _____ Superintendent's Office _____

Goffstown School District
Crowd Control Management

For events that will have more than 100 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. The crowd control manager is responsible for signage and other traffic/parking/control equipment (e.g. cones) to ensure no vehicles park in the fire and no parking areas.
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: _____

USE OF SCHOOL FACILITIES REGULATIONS
(continued)

Reference: KF – Community Use of School Facilities Policy

Proposed: 11/20/1989
Adopted: 12/18/1989
Revised: 07/06/1992
Adopted: 08/03/1992
Proposed: 11/16/1998
Adopted: 02/1999
Revised: 10/15/2001
Edited: 06/06/2005
HR Review: 06/14/2010 (no changes)
Proposed: 03/18/2919
Adopted: 04/15/2019 (Effective July 1, 2019)
Proposed: 04/17/2023
Adopted: 06/05/2023 (Effective July 1, 2023)
Proposed: 12/18/2023
Adopted: 12/18/2023 (Effective January 1, 2024)