

**WEARE SCHOOL DISTRICT**  
**COMMUNITY USE OF SCHOOL FACILITIES**

**Statement of Policy:**

The Weare School Board recognizes that the school building and grounds are public facilities and welcomes community use. The school grounds are defined as the parcel of land upon which the school is situated including the fields, parking lots, woods, and emergency egress. Local organizations may use the school facilities insofar as such use does not interfere with school activities or cause undue wear on facilities.

**Terms of Use:**

1. Weare School District sponsored activities (**Group 1**) shall always have first priority. **Group 2** users will be given second priority. **Groups 3-5** will be granted use thereafter on a first come first serve basis. (See addendum for descriptions of groups).
2. The Principal shall maintain the “Master Calendar” of facility usage.
3. Group 2-5 applicants are required to provide an insurance binder naming Weare School District as an additional insured at the time of application or the application shall not be processed.
4. Group 2-5 applicants are required to complete an Application for Use of Facilities form and submit it to the office of the Principal not less than 1 month prior to the time the school facilities are needed. All coordination for the facility use, to include proof of insurance must be completed no less than one week prior to the event.
5. Group 5 users require pre-approval by the School Board. The approval process will specify usage costs and any deposits required based on the nature and scope of the request.
6. Users of the facilities will be responsible for any and all expenses associated with an event, including any replacement or repair of damaged school property.
7. Users are responsible for costs or damages associated with personal injuries and/or personal property.
8. Users are required to pay for custodial and/or food service coverage for their event unless otherwise waived by the Principal. Considerations also may include after hours and seasonal requirements such as heating, building security, and cleaning.
9. Users are responsible for any rearrangement of furniture or equipment and for returning such furniture or equipment to its original placement after the activity.
10. Special equipment belonging to the school, such as electronic devices or athletic equipment shall not be used without the expressed permission of the Principal.
11. Use of the stages is prohibited, unless special permission is granted by the building Principal. No decorations shall be attached to the walls, ceiling, or stage drapes in any manner whatsoever, except by special permission of the Principal.
12. Use of the kitchen facility at the school shall require the following:
  - Use of the kitchen facility is subject to availability of certified staff.
  - Responsibilities of the kitchen workers will be outlined by the Principal.
  - Users are not allowed to use the school lunch storage area or any school lunch consumable supplies.
13. Overnight usage of school buildings and/or grounds is not permitted.

14. All groups using the building must provide proper supervision of all children (including spectators as well as participants in events). Chaperones and supervisors must be over 21 years of age.
15. At all times, groups or individuals receiving permission are responsible for the observance of local and state fire and safety regulations.
16. The following are not permitted on school grounds: use or distribution of drugs as per RSA 193-B, possession of weapons as per RSA 193-D, smoking per RSA 155:66 III, and alcoholic beverages.
17. Profane language, illegal gaming, or any unlawful activity is prohibited.
18. Organizations will be responsible for payment of police and/or fire department services if determined necessary and arranged by the School District. Payment of police and/or fire coverage must be made by the organization directly to the Town.
19. The applicant agrees to comply with all state, local, and federal laws and regulations applicable to the event and agrees that the indemnity set forth shall apply to any failure to comply with such laws and regulations. Failure to adhere to this policy can result in loss of building and/or ground privilege. The Board reserves the right to cancel any permission granted.
20. The School Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergencies or to prepare for civil defense.

**Legal Reference:**

*RSA 193-B Drug-Free School Zone*

*RSA 193-D Drug-Free School Zone*

*RSA 155:66 III Smoking Prohibited*

**WEARE SCHOOL DISTRICT  
Application for Use of Facilities**

**Date:** \_\_\_\_\_

**Applicant: Individual/Organization:** \_\_\_\_\_

**Requested Building:** CWES \_\_\_\_\_ WMS \_\_\_\_\_

**Reason for Use:** \_\_\_\_\_  
\_\_\_\_\_

**Date(s) of Use:** \_\_\_\_\_ **Non-Profit Organization:** Y or N

**Total Time for use (include set up and clean up):** From \_\_\_\_\_ To \_\_\_\_\_

**Time of event:** From \_\_\_\_\_ To \_\_\_\_\_ **Approximate number of people:** \_\_\_\_\_

**Facility/Equipment needed:** \_\_\_\_\_  
\_\_\_\_\_

**Responsible Person:** \_\_\_\_\_

**Contact Phone numbers:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Insurance Company:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

**For Groups Two through Five:**

**Copy of the Liability Insurance Binder (circle one):** *Attached* or *On File* at SAU

- The applicant is required to produce proof of insurance unless categorized as a Group 1 user. If the applicant does not have insurance or is not a member of the exempt group, insurance must be purchased naming the Weare School District as an additional insured. This certificate must be submitted at the time of application.
- Completed forms must be returned to the school **at least one month prior** to the activity date. Once approval has been given, it is the responsibility of the applicant to confirm access to the building by calling 603-529-4500 (CWES) or 603-529-7555 (WMS).
- The Responsible Person – Individual or Organization – hereby agrees to indemnify, hold harmless, and defend the Weare School District’s employees and officers against any legal

action brought about as a result of the use of the facilities. The applicant agrees to reimburse the district for any damages caused during the use of the facilities.

- The applicant understands that the following are prohibited in school facilities and on school grounds: the use of drugs, alcohol, smoking (to include smokeless tobacco and vaporizers), profane language, possession of weapons, illegal gaming, and any unlawful activity.
- As an outside user of the school facility you must announce to the group the locations of the exits from this space. Failure to do so could lead to revocation of the permit to use the building or denial of future applications.
- The applicant agrees to comply with **Community Use of School Facilities, Policy KF**, all state, local and federal laws and regulations applicable to the event and agrees that the indemnity set forth shall apply to any failure to comply with such laws and regulations.

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Signature of Responsible Person	Date
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ALL FORMS MUST BE RETURNED TO THE CENTER WOODS ELEMENTARY SCHOOL OFFICE OR WEARE MIDDLE SCHOOL OFFICE ONE MONTH PRIOR TO THE SCHEDULED EVENT FOR APPROVAL.  
 Phone: 603-529-4500 (CWES) or 603-529-7555 (WMS)  
 Fax: 603-529-0446 (CWES) or 603-529-0464 (WMS)

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**For Office Use Only**

Group \_\_\_\_\_ Requested Building \_\_\_\_\_

Custodial Staff needed from \_\_\_\_\_ to \_\_\_\_\_ @ \$20 per hour.

Food Service Staff needed from \_\_\_\_\_ to \_\_\_\_\_ @ \$20 per hour.

Deposit Received (Amount/Date): \_\_\_\_\_

Payment Received (Amount/Date): \_\_\_\_\_

Approval B & G: \_\_\_\_\_ Food Service Director: \_\_\_\_\_

Athletic Director: \_\_\_\_\_ F/PA Coordinator: \_\_\_\_\_

Police Detail coordinated by: \_\_\_\_\_ Date: \_\_\_\_\_

Estimate \$: \_\_\_\_\_ Date of Payment: \_\_\_\_\_

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

School Board Approval (Group Five Users Only): \_\_\_\_\_ Date: \_\_\_\_\_

Final coordination/approval communicated to user: \_\_\_\_\_ Date: \_\_\_\_\_

## **Addendum to Policy KF**

**Weare School District Facilities Group Definition:** (Group classifications determine the fee schedule, insurance requirements, priority and authorization for facilities use)

### **Group One – School Based Activities:**

- a. Curricular and Co-Curricular Groups
- b. Parent-Teacher Meetings
- c. School Sponsored Community Events And Shows
- d. Weare School Board

### **Group Two – Community Youth Organizations:**

- a. Boy Scouts/Girl Scouts

### **Group Three – Government, Non-Profits, Community Organizations:**

- a. Town Meetings
- b. Recreation Department
- c. School Alumni Meetings
- d. PTO

### **Group Four – Group Athletics:**

- a. Non-Government Athletic Leagues
- b. Independently Sponsored Athletics (Whose Composition Is 60% Weare Residents)

### **Group Five – Private Interests:**

- a. For Profit Activities