

WINDHAM SCHOOL DISTRICT
Application for Use of School Facilities
Outside Organizations

** Please check to indicate area requested** _____ Golden Brook _____ Center School

_____ Windham Middle _____ Windham High _____ SAU

Date: _____

1. Name of Organization _____

2. Contact Information:

Contact Person* _____ Title _____

Day Phone _____ Evening Phone _____

Fax Number _____ E-Mail _____

Mailing Address _____

3. Non-Profit Status

Is our organization incorporated as a 501(c)3 non-profit? _____ Yes _____ No

If you are a non-profit organization, please attach proof of non-profit status.

4. Billing Address _____

Street or P.O. Box Town State Zip Code

5. Date to be used _____ Arrival _____ Departure _____

Date to be used _____ Arrival _____ Departure _____

6. Performance Time(s) _____

7. Description of event _____

8. Area(s) to be used	Rental Fee	Utility Fee	Equipment Needed
_____ Auditorium	_____	_____	_____ Tables (how many) _____
_____ Library	_____	_____	_____ Chairs (how many) _____
_____ Gymnasium	_____	_____	_____ Lectern
_____ Cafeteria	_____	_____	_____ TV/DVD Player
_____ Classroom	_____	_____	_____ Overhead Screen
_____ Chorus	_____	_____	_____ White Marker Board
_____ Other (i.e. fields)	_____	_____	_____ Choral/Band Risers
			_____ P.A. System Charge _____
			_____ Theatrical Lights Charge _____
			_____ Other _____

- * A custodian is required to be on site for all events (½ hour before and ½ hour after). Custodial charges are actual hourly rates for a minimum of \$30. The number of school personnel to be assigned to an event is at the discretion of the Facilities Director.
- * In the event of inclement weather, if the Superintendent of Schools issues an early release of students from school or school has been cancelled; all rental events will then be cancelled.
- * Smoking is not permitted anywhere in the building or on school property.
- * Alcohol is not permitted anywhere in the building or on school property.
- * Food products containing nut or peanut ingredients are not permitted anywhere in the building.
- * Renter is required by Life Safety Codes to make an announcement immediately prior to performance or function informing the audience of the location of emergency exits.
- * Fire (including cigarettes, candles, incense, matches, flash paper) is not permitted in the buildings or on stage.
- * If a classroom is used, renter agrees not to remove items from teacher’s desk.
- * Also, computers, printers, other electrical equipment are not available for use.
- * Renter agrees to provide a copy of their current liability insurance coverage, listing Windham School District as additional insured, to Windham School District prior to use. No event or rehearsal will take place until a copy of the insurance coverage has been received.
- * Only such facilities as have been recorded on the application shall be made available to the renter. These facilities shall not be made available for use until after 3:00 p.m. on school days.
- * Anyone who wishes to enter a building to take measurements, or survey other arrangements shall schedule a time with the Facilities Director.
- * There shall be no refreshments sold or consumed on the premises unless prior approval has been given and only in areas designated on the building use form. This includes both inside and outside the buildings.
- * Please contact Warren Billings, Facilities Director as soon as possible to go over your building use and needs. He can be reached at 731-5883 or at wbillings@windhamsd.org.
- * Use of the auditorium lighting requires prior permission. Under no condition shall there be any tampering with light controls.
- * Persons or organizations renting the space shall clear their equipment the same day, unless special arrangements have been made. They shall be held responsible for any damage to school property. Additional custodial charges may be incurred if a custodian is assigned to supervise the clearing away of equipment on the following day.
- * Renter will need to contact the Windham Police Department at 434-5577, of the date, time and type of event that is being held. The Windham Police Department will then determine whether police coverage is needed for this event.

Renter’s Signature _____

Principal’s Signature _____

YOUR BILL WILL BE MAILED TO YOU FROM THE DISTRICT OFFICE.

FOR CUSTODIAL USE ONLY:

Custodian on Duty _____ Number of hours _____

Number of hour's utilities used _____ How many areas? _____