

**HENNIKER SCHOOL DISTRICT**  
**COMMUNITY USE OF SCHOOL FACILITIES**

Statement of Policy:

The Henniker School Board recognizes that the school buildings and grounds are public facilities and welcomes community use. Local nonprofit organizations may use the school facilities insofar as such use does not interfere with school activities or cause undue wear on facilities.

CONDITIONS OF USE:

- 1 . Henniker School District sponsored activities shall always have first priority when scheduling school district facilities, youth activities will be given second priority, and any community adult program will be granted use afterwards.
- 2 . Each organization assumes full responsibility for damage to the building or its contents and the cleanup following approved activities.
- 3 . Nonprofit community organizations are eligible to use our school facilities "rent free" provided the building principal grants prior approval.
- 4 . Requests for use of the school facilities will be made in writing to the office of the Principal at least 14 days prior to the date of use.
- 5 . Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
- 6 . The use of alcoholic beverages, drugs, smoking, profane language, illegal gaming, or any unlawful activity, is strictly prohibited in the school building. In the event there is a violation, the license to use facilities can be terminated immediately even in the middle of a program.
- 7 . A Henniker School District custodian must be on the premises when any group uses the facilities. On evening, weekends, and days when there is no regular custodial coverage, the school district will provide coverage for local non profit groups as the budget will allow. All other groups or organizations must bear the cost of custodial coverage at an hourly rate set by the Henniker School Board.
- 8 . It will be the responsibility of the custodian to:
  - A. give building access to the group,
  - B .make sure the group has equipment if necessary (extension cords, chairs, projectors, etc.),
  - C. monitor group's efficient use of the building (electrical usage, water usage, restricted areas, etc.),
  - D. restore material to original conditions with the group members and lock up after the activity.

Re-Adopted: 3/6/2008

Revisions Presented to Board: 3/6/2008

Adopted: 11/2/2005

2<sup>nd</sup> Reading: 11/2/2005

1<sup>st</sup> Reading w/changes: 10/5/05

Amended: 9/12/96

Approved: 9/12/96

HSB

9. Custodians from the current maintenance staff, or the Board in its discretion may appoint a special custodian to supervise "no school day use of facilities".
10. Only sneakers or socks are allowed in the gymnasium on playing surfaces unless floor covering is in place. No food or drink is allowed in the gymnasium.
11. Organizations will be responsible for securing and payment of police if warranted. Each organization must contact the Henniker Police Department who will determine if police protection is necessary. Payment of police must be made directly to the officer on duty.
12. Organizations may be responsible for securing from the Henniker Fire Department a Permit to Operate a Place of Assembly form.
13. Organizations requesting the use of the kitchen facility must have approval and supervision of Henniker School District food service personnel. Payment of food service personnel must be at an hourly rate set by the Henniker School Board.
14. The Henniker School District will not be held responsible for personal injuries or personal property damage.
15. No exceptions will be granted without the written consent of the Henniker School Board. Such requests shall be submitted in writing. The Board reserves the right to cancel any permission granted.
16. School facilities may not be used for individual, private or commercial purposes unless school sponsored.
17. Any group using the facilities of the Henniker School District without the authorization of the Henniker School Board or its agents shall be considered trespassing.
18. Proof of proper liability insurance shall be required by all groups given permission to use school facilities, except where this coverage is already provided or waived by the Board. If liability insurance is waived, then all participants using the facility will be required to sign a liability waiver.

ALL FORMS MUST BE RETURNED TO THE HENNIKER COMMUNITY SCHOOL OFFICE  
TWO WEEKS PRIOR TO THE SCHEDULED EVENT FOR APPROVALS.

CONTACT: Buildings and Grounds Supervisor, Henniker School District  
Western Avenue, PO Box 2418, Henniker, NH 03242  
(603)428-3476

See Appendix KF-A

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