

**HUDSON SCHOOL DISTRICT**  
**SAU #81, 20 LIBRARY STREET, HUDSON, NH 03051**  
**TELEPHONE: 603 883-7765    FAX: 603-886-1236**

**GUIDELINES ON THE USE OF SCHOOL FACILITIES**

Use of facilities owned and operated by the Hudson School District is governed by federal and state law and by policy # 7.3 (a).

Reservations and Arrangements:

1. All use/rental applications shall be made at least 14 days in advance. This advance notice is necessitated by the need to coordinate use with local fire/police officials, when applicable.
2. All paperwork must be completed before an area will be reserved. **Room availability will be on a first come first serve basis.**
3. Applications for facility use/rental are available in the main office of the school requested.
4. Arrangements must be made in advance with the appropriate school administrator if any preparations are to be made earlier than the day of the event. Preparations which need to be made during school hours require the approval of the building principal.
5. Organizations sponsoring events requiring police and/or traffic control are responsible for making all arrangements for such services directly with the police department. Notification is the responsibility of the group or individual renting the school facility. If this is not complied with, the school district reserves the right to cancel the contracted rental agreement. Payment for these services should be made directly to the police/fire department.
6. Applications for the following school year will not be accepted prior to June 1<sup>st</sup>. Early applications will not be collected.
7. All requests will terminate the day following the last listed function date. It is the responsibility of the organization to reapply without notice.
8. Custodians have the right to ask an organization to leave the facility if they do not have current permission to use the building.

User Responsibilities:

1. Users have the responsibility for maintaining aisles, doorways and exits free and clear of all obstructions to permit unimpeded emergency access. Users may not construct sets or add decorations unless the materials used can be documented as meeting fire safety code requirements.
2. Users are responsible for emergency evacuation of building and publicly announcing the provisions of that plan including the locations of the emergency exits to the attending public prior to the commencement of any activity.

Regulations Governing the Use of Facilities:

Persons or organizations violating these regulations may forfeit their rights to further use of school facilities. The responsibility for the enforcement and communication of these regulations shall rest with the person(s) or organization(s) using the facility. The staff

member in charge should ascertain that users are aware of policy and regulations governing use of school facilities.

1. A member of the school staff (administrator, teacher, school board member, custodian, coach, assistant coach, aide or maintenance person) or an authorized program leader (coach, assistant coach, activity director/coordinator) must be present while a school facility is being used.
2. If a school kitchen facility is included in a rental, the rental must be approved by the District Food Service Director. A school lunch employee must be on duty in the kitchen for activities requiring food preparation/catering services.
3. Only facilities explicitly contracted for in the written agreement may be used for an activity.
4. Any activity which requires special equipment, rearrangement of school furnishing, or decorations attached to any building surface, must have the written approval from the school principal prior to scheduling the event.
5. No alcoholic beverages may be served or consumed on school district property.
6. Food and drinks are allowed in the cafeteria only.
7. Smoking is prohibited on school district property by state law.
8. Any individual and/or group renting school district property must clean the area rented and clear it of their belongings immediately following the scheduled event.
9. There shall be no changes in the lighting arrangement unless prior permission has been granted by the principal. Under no conditions shall there be any tampering with light controls.
10. Pianos shall not be moved without prior permission of the principal. The cost of tuning the piano for an event will be the responsibility of the renter.
11. The use/possession/selling of drugs or other controlled substances on school district property is against federal and state laws. The Hudson School Board strongly supports all efforts to law enforcement officials to eliminate drugs in school.
12. The possession of firearms or other weapons on school district property is prohibited.
13. Rental contracts are made with the person(s) or organization listed on the application only. The subletting of school facilities is prohibited.
14. The use of school parking facilities in conjunction with a school facility rental is strictly on a first come – first served basis. Regular school business always takes precedence. At no time may fire lanes and emergency exits, or handicapped parking spaces and entrances, be blocked by vehicles.
15. Any organization requesting to use the school facilities must produce a written certificate of insurance proving liability coverage for general liability and property damage insurance total \$1,000,000/\$2,000,000 aggregate with the **Hudson School District listed as an additional insured. The certificate holder should list the Hudson School District, 20 Library Street, Hudson, New Hampshire.**