



**LONDONDERRY SCHOOL DISTRICT
USE OF FACILITIES APPLICATION & AGREEMENT**

Email: lmuse@londonderry.org Phone 432-6920 X1116 Fax 425-1049

REGULATIONS:

1. Submit agreement **ONE WEEK PRIOR TO REQUESTED DATE.**
2. Time should include when you need to first enter building and final exit from building.
3. Necessary custodial coverage will be determined by the administration.
4. Necessary police coverage will be determined by the administration.
 - **APPLICANT MUST NOTIFY POLICE DEPARTMENT OF EVENT.**
5. Certificate of Insurance is required naming *Londonderry School District* as additional insured.
6. **NEW HAMPSHIRE LAW PROHIBITS SMOKING ON ALL PUBLIC GROUNDS.**
***THIS INCLUDES BUILDINGS AND ADJACENT OUTSIDE AREAS.**
7. Unauthorized or negligent use of school facilities/fields may result in additional fee.

Name of Organization: _____

Your Name: _____ Date Submitted: _____

Contact Name (if different): _____

Address: _____

Phone Number: (Primary) _____ (Secondary) _____

Email (mandatory): _____

School Requesting: _____ Room(s): _____

Date(s): _____

Event Start Time(s): _____ Event End Time(s): _____

Set Up Time(s): _____ Break Down Time(s): _____

Purpose: _____

Estimated Number Of People Expected To Attend: _____ Will You Charge An Admission Fee? Yes No

Police Required: YES NO **(If yes, applicant must notify police department at 432-1118)**

Comments:

OFFICE USE ONLY

Reservation Number: _____

Date: _____

Please be aware that use of kitchen equipment requires presence of a School District kitchen employee. Catering Menu with pricing & options can be found at: www.londonderry.org/dining

EQUIPMENT, SERVICES AND SET-UP NEEDS

- | | |
|---|--|
| <input type="checkbox"/> Bleachers (# of Sections) | <input type="checkbox"/> Podium with Microphone |
| <input type="checkbox"/> Chairs (How Many To Set Up) | <input type="checkbox"/> Raise Basketball Hoops |
| <input type="checkbox"/> Choral Risers (School Events Only) | <input type="checkbox"/> Sound System/Microphone |
| <input type="checkbox"/> Floor Covering | <input type="checkbox"/> Tables (How Many and What Size) |
| <input type="checkbox"/> Grill (School Functions Only) | <input type="checkbox"/> Use of Kitchen and/or Kitchen Equipment |

Special Electrical Needs: _____

Special Equipment to Be Brought In: _____

MUSIC/MEDIA

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Data Projector | <input type="checkbox"/> TV/DVD |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> TV/VCR |
| <input type="checkbox"/> Projection Screen | |

GROUNDNS

- | | |
|--|--|
| <input type="checkbox"/> Access to Press Box | <input type="checkbox"/> Striping Fields |
| <input type="checkbox"/> Soccer Goals | |

Other (Specify): _____

Other Requests Not Listed Above: _____