

# WINDHAM SCHOOL DEPARTMENT BUILDING REQUEST RESERVATION K-12

Today's Date: \_\_\_\_\_

<b>Please Print</b>	
Organization _____	Date(s) of event _____ (circle) M T W TH F SAT SUN
Event _____	Event Time _____
Estimated # in attendance _____	Rehearsals _____
Person in Charge: _____	Rehearsal times _____
Billing Address _____	→ Phone # H: _____ C/W: _____

**School** \_\_\_\_\_ (WHS, WMS, Manchester, Primary)

**Facility(s)**

____ Main Gym	____ Cafeteria	____ Conference Room(s) _____
____ Aux Gym	____ Kitchen*	____ Classroom(s) _____ (location)
____ Full Auditorium* (meet w/ aud. mgr)	____ Fields	____ Classroom(s) _____ (indicate room #'s)
____ 1/2 Auditorium (front or back)	____ Locker Rooms	____ Other (specify) _____
____ Stage only	____ Concession Stand	

\* - School trained personnel must be present.

Special services required:

____ Technical- Sound & Lights (meet with Auditorium Mgr)	____ Mics- _____ # (Wireless/corded)
____ Video Equip _____	____ Lighting _____
____ Tables _____ Where _____	
____ Chairs _____ Where _____	
____ Walls _____	____ Other _____

Liability Insurance Company: \_\_\_\_\_ -- \_\_\_\_\_  
(policy/certificate #)

**I understand the contract information on the reverse side of this sheet and will take any responsibility for damages or disarray that may occur and agree to pay all fees within thirty (30) days of receipt of bill.**

\_\_\_\_\_  
Signature(s) Date

\*\*\*\*\*

**OFFICE USE ONLY**

**Type of Use:** \_\_\_\_ School/Municipal \_\_\_\_ Windham Non-Revenue \_\_\_\_ Outside Non-Revenue \_\_\_\_ Revenue

\_\_\_\_ **Approved**      \_\_\_\_ **Not Approved**      \_\_\_\_\_  
Administrator Date

Requirements:	
____ Auditorium Mgr. or personnel hired by Mgr. _____	____ Kitchen Staff _____ # hours needed
____ Custodian(s) _____ # hours needed	____ Other _____
____ Police (1 per 500ppl) _____ (lessees responsibility)	Event # _____

## CONTRACT INFORMATION

**Insurance:** When required applicants must provide proof of liability insurance in the amount of \$400,000 minimally.

**Damages:** The lessee will be responsible for any damages to the facility and/or equipment.

**Security:** The administration has the sole right to determine the level of security required for each event. The lessee will hire police with proof provided to the school. The lessee will also be required to pay the police department directly.

**Priority Use of Facilities:** The use of school facilities for school educational activities and authorized extra-curricular activities shall at all times take precedence over any community use of said facilities.

**Cancellation of an Event:** The School Committee retains the right at all times to make individual decisions regarding the use of school facilities and may revoke permission for use of its facilities at any time without prior notice or liability. It is not the intent of the School committee to revoke permission for the use of facilities without *ample prior notice*, unless extreme circumstances or emergency conditions exist to warrant such action.

**This contract must be submitted with a copy of the certificate of insurance, and rental fee. The balance of any additional fees will be billed and paid within 10 days.**

	School Municipal	Windham Non-Revenue	Outside Non-Revenue	Revenue	Rehearsal Fees	Event Charges
<b>Rental Rates:</b>					Per day	Per event
**Auditorium – Full	N/C	\$100	\$200	\$400 or 10%*		
Front	N/C	\$75	\$150	\$300 or 10%*		
Back	N/C	\$50	\$100	\$200		
Main Gym HS	N/C	\$100	\$200	\$400 or 10%*		
MS	N/C	\$50	\$100	\$200 or 10%*		
Manchester	N/C	\$25	\$50	\$100 or 10%*		
Primary	N/C	\$25	\$50	\$100 or 10%*		
Auxillary Gym HS	N/C	\$25	\$50	\$100 or 10%*		
MS	N/C	\$25	\$50	N/A		
Classroom(s)	N/C	N/C	\$25	\$50		
Conference room(s)	N/C	N/C	\$25	\$50		
Concession Stand	N/C	\$25	\$25	\$25 per event		
Cafeteria	N/C	\$50	\$100	\$200		
Varsity Baseball Field	Lmtd. Avail	L/A - \$50	L/A - \$100	N/A		
Varsity Softball Field	Lmtd. Avail	L/A - \$25	L/A - \$50	N/A		
Practice fields	Lmtd. Avail	L/A - \$25	L/A - \$50	N/A		
Tennis Courts	L/A	L/A - \$25	L/A - \$50	\$100/day		
Piano - Baby Grand	\$95	\$95	\$95	\$95		
Upright	\$25	\$25	\$25	\$25		
Auditorium Mgr.	\$25 per hr	\$25 per hr	\$25 per hr	\$25 per hr		
Tech Support	\$10 per hr	\$10 per hr	\$10 per hr	\$10 per hr		
Custodian(s)	\$25 per hr	\$25 per hr	\$25 per hr	\$25 per hr		
Food Service	\$25 per hr	\$25 per hr	\$25 per hr	\$25 per hr		

% exceeds rental fee \_\_\_\_\_ (ticket sales)

Custodial hours x \$25 \_\_\_\_\_

Auditorium Mgr hrs x \$25 \_\_\_\_\_

Add'l tech fees \_\_\_\_\_

Other fees \_\_\_\_\_

**Balance to be billed** \_\_\_\_\_

Rental Fees: \_\_\_\_\_

Due at Reservation

\_\_\_\_\_  
Total Amount Due Now

\* *Whichever is the greater.*

\*\* *Forms must be returned 2 weeks prior to event. Additional equipment fees may apply. Auditorium manager will contact you for specific details regarding your reservation.*