

WINDHAM RAYMOND SCHOOL DEPARTMENT
BUILDING REQUEST RESERVATION K-12

Today's Date:

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

School _____ (WHS, WMS, JSMS, Manchester, WPS, RES)

Facility(s)

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

* 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 #)

On behalf of the above organization, I certify that I have read and agree to the terms of the contract. I agree to provide adequate adult supervision at all times during the use of the facilities, and as lessee, I will assume responsibility for all fee charges and to indemnify and hold harmless the Windham Raymond School District (RSU # 14), School Board, officers, agents, employees and students ("Releasees") from any and all claims, actions, losses, damages, liabilities and expenses (including without limitation attorney's fees) of any kind ("Claims"), including Claims caused by or arising from the negligence of Releasees, arising out of this Contract and/or the use of the facility or the equipment, and other school property or school premises.

Signature(s)

Date

PLEASE SUBMIT FOUR (4) COPIES OF THIS FORM
We will need to distribute them to: File, District Office, Custodian, Auditorium Manager

ADDITIONAL NEEDS / SERVICES REQUEST

EVENT _____ DATE _____ CONTACT _____

Space Needs:

- Full auditorium (wall opened or closed)
 Front only of Auditorium (wall will be closed)
 Back of Auditorium (divider opened or closed) may be used as 2 rooms
 Closed curtain (No use of stage behind the main curtain)
 Entire stage
 Orchestra area (Set up fees may apply)

Equipment Needs:

- PA System
 Microphone(s) _____ Number _____ Type
 Microphone Stand(s) _____ Number _____ Type
 CD Player
 Cassette
 Movie Screen or Cyc
 LCD Projector
 VCR / DVD Player
 Piano (\$25 / Upright)
 Piano (\$95 / Baby Grand)
 Choral Risers _____ Number of sections at 4 sections of 3 or 4 steps
 Speaking Podium
 Music Stands
 Chairs # _____
 Tables # _____
 Additional Requests (please specify):

Required Services:

- Lighting Operator
 Sound Operator
 Fly Operator
 Light, sound, or other equipment setup
 Light, sound, or other equipment breakdown
 Ushers (1 per 100)
 Event Coordinator (see Fees)
 Tech Support (see Fees)

Any charges for the above services will be added to your total bill.

Supplies: You must supply your own gels, spike tape & gaffing tape. Information on purchasing these items is available through the Auditorium Manager

CONTRACT INFORMATION

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

Background Checks: The Windham Raymond School District will conduct background checks on Lessees at their discretion.

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 Board 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 Board 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
Rental Rates:					Per day	Per event
**Auditorium – Full	N/C	\$100	\$200	\$600 or 10%*		
Front	N/C	\$75	\$150	\$300 or 10%*		
Back	N/C	\$50	\$100	\$200		
Rehearsals – Full						
Front						
Back						
Main Gym WHS	N/C	\$100	\$200	\$400 or 10%*		
WMS	N/C	\$50	\$100	\$200 or 10%*		
Manchester	N/C	\$25	\$50	\$100 or 10%*		
WPS/JSMS/ RES	N/C	\$25	\$50	\$100 or 10%*		
Auxiliary Gym WHS	N/C	\$25	\$50	\$100 or 10%*		
WMS	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		
Library WHS						
WMS						
JSMS						
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		

<i>Tennis Courts</i>	L/A	L/A - \$25	L/A - \$50	\$100/day		
<i>Walkways / Parking Lots, etc</i>	At discretion of Administration	Fee as determined by Administration				
<i>Piano - Baby Grand Upright</i>	\$95 \$25	\$95 \$25	\$95 \$25	\$95 \$25		
<i>Auditorium Mgr.</i>	\$35 per hr	\$35 per hr	\$35 per hr	\$35 per hr		
<i>Tech Support</i>	\$15 per hr	\$15 per hr	\$15 per hr	\$15 per hr		
<i>Custodian(s)</i>	\$35 per hr	\$35 per hr	\$35 per hr	\$35 per hr		
<i>Food Service</i>	\$25 per hr	\$25 per hr	\$25 per hr	\$25 per hr		

Other Support Personnel as needed (Fee imposed)

% exceeds rental fee _____ (ticket sales) Rental Fees: _____

Custodial hours x \$35 _____ Due at Reservation

Auditorium Mgr hrs x \$35 _____

Add'l tech fees _____

Other fees _____ Total Amount Due Now

Balance to be billed _____

** 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.*