Governor Wentworth Regional School District
Brookfield, Effingham, New Durham, Ossipee, Tuftonboro, and Wolfeboro

Application for use of Kingswood Complex

Organization:_____ Phone: (_____)_____

Address:_____City:_____State:_____ Zip:_____

Estimated # of Participants: _____ Check one: ___ Certificate of Insurance Provided ___ Need Event Insurance

Type of Organization (Check One):

In School District:

_____School Organization
_____Non Profit
_____Profit

Out of School District:

_____Non Profit
_____Profit

Non-Profit Federal Exemption No._____

Date One

Date Requested: _____ **Room(s) Needed:**_____ **Reason:**_____

Arrival Time:_____ **Event Time:**_____ **Exit Time:**_____

Date Two

Date Requested: _____ **Room(s) Needed:**_____ **Reason:**_____

Arrival Time:_____ **Event Time:**_____ **Exit Time:**_____

Date Three

Date Requested: _____ **Room(s) Needed:**_____ **Reason:**_____

Arrival Time:_____ **Event Time:**_____ **Exit Time:**_____

ADDITIONAL SERVICES and EQUIPMENT – PLEASE SPECIFY (Please see pricing matrix for rental rates.)

_____Classroom(s) How many?_____
_____HS Cafeteria
_____MS Cafeteria
_____Atrium
_____Field Space

_____HS Gymnasium
_____HS Practice Gymnasium
_____MS Gymnasium
_____Consession Stand Area
_____Turf Field

_____Wireless Internet

_____

_____

_____

_____Audio/Visual Equipment Needs (How will the sound system be used?)

_____

_____

_____

_____Podium
_____LCD Projector
_____Tables How many? _____
_____Chairs How many? _____
_____DVD Player
_____Other furniture or equipment? (Please specify needs below or attach a sheet.)

_____

_____

_____

NOTE: If you have special set-up needs please provide a diagram.

TO BE FILLED OUT BY BUILDING COORDINATOR

_____Event Manager Required *Assigned:*_____

_____Custodian(s) Required How many?_____ *Assigned:*_____

_____Police *The renter will hire police as needed directly through the Wolfeboro Police Department*

POLICY ACKNOWLEDGEMENT
The undersigned has read and do understand fully the policies both of the Governor Wentworth School District and the Kingswood Complex. Furthermore, I agree on behalf of my organization to abide by these policies and to take full responsibility, financial, and otherwise, for the behavior of my organization and its audience during the entire length of time that we use the Kingswood Complex.

Signed:

_____ _____
Print Name of Renter Name of Organization

_____ _____ _____
Street Address Town State Applicants Signature Date

An approval, confirmation notice will be returned within three business days of receipt of this form.

APPROVAL (Sign and Date)

Kingswood Coordinator Yes No Signature:_____ Date:_____

Custodial Supervisor Yes No Signature:_____ Date:_____

FEE ESTIMATION WORKSHEET

This worksheet is meant to give the renter a general idea of the costs of facility rental. It is not meant to be an actual price quote. Although this worksheet may allow the renter the ability to budget for their event, the actual rental price will be calculated after the event's conclusion. In no way is the Governor Wentworth Regional School District and the Kingswood Arts Center bound by the fee estimations contained within this worksheet.

Event Manager ($40 per hour)
NEEDED? Y N
Estimated Start Time:
Estimated Finish Time:
Estimated Total Hours:

Estimated Total Cost: _____

Custodian ($30 per hour)
NEEDED? Y N
Estimated Start Time:
Estimated Finish Time:
Estimated Total Hours:

Estimated Total Cost: _____

Kingswood Complex

Billable Space Tier 1-2 (Waived)	_____
Billable Space Tier 3-4 ($30 per hr.)	_____
Billable Space Tier 5-9 ($130 per hr.)	_____
Estimated Profit Sharing 4% Tier 7	TBD
Estimated Profit Sharing 8% Tier 8	TBD
Estimated Profit Sharing _____ Tier 9	TBD

Total Cost: _____

TOTAL RENTAL ESTIMATION: _____

(NOTE: Again, this number is merely an estimation of the total cost. This total is not and will not be the final total cost. In no way is the Governor Wentworth Regional School District and the Kingswood Arts Center bound by the fee estimations contained within this worksheet. The actual rental cost will be determined at the end of the event, and will be calculated from actual use times, people and equipment.)

POLICIES

It is understood that this permit is not transferable and the holder is responsible for the maintenance of order and for any damage to the building or equipment. The applicant agrees to pay for the cost of police or fire protection if it is required. All school equipment such as projectors, public address systems, etc. must be operated by the authorized personnel and a fee will be charged for this service. All activities are to terminate no later than midnight unless approval is granted one week in advance to extend beyond midnight. A custodian will be present during an event. Alcohol and tobacco are prohibited on the grounds of or within school property.

Should conflict with school-related use arise after agreement for use is made, the school-related use will take priority. Exceptions and alternatives will be considered when undue or extreme hardships would result for the contracting organization.

General fees are to be paid to the Governor Wentworth Regional School District. Checks are to be made payable to the Governor Wentworth Regional School District. Disorderly conduct or abuse of the building may result in forfeiture of the right for future use.

Groups or organization using school facilities do so at their own risk and at the risk of their own materials and equipment which may be used or stored on Governor Wentworth Regional School District premises. Each applicant must sign a covenant not to sue and indemnity agreement and be required to provide Certificates or Users Insurance Coverage documentation or purchase special event coverage from the Governor Wentworth Regional School District.

INCLEMENT WEATHER

As a condition of the use of any facility at Kingswood Regional High School or at Kingswood Regional Middle School, I hereby acknowledge the following:

1. If my event or activity is scheduled on a day or evening that school is dismissed or postponed due to inclement weather (or other factor) the person in charge of the event will have to postpone the activity.
2. If my event or activity is scheduled on a weekend or a school holiday and there is inclement weather, I will call the school to see if the facility will be open for the event. I know that I must have permission from the Multi-Purpose Building coordinator before I can use the facility.

CUSTODIAL INFORMATION / SEATING CAPACITIES

The Governor Wentworth Regional School District welcomes public use of the high school. The custodial staff takes pride in the appearance of the building. The following list of policies and procedures will allow the custodians to keep the building clean and remain a pleasant environment for everyone to enjoy.

A custodian must be on duty for any and all activities for the duration of the event.

A rate of time and one-half per hour will be charged.

We ask that you restrict your activities to the areas that have been requested for use.

All fire regulations must be followed. Exits and hallways must be kept clear at all times.

Auditorium – seats 849 people. People must be seated, not on steps or standing in doorways or walkways.

No food or drinks, including water are allowed in the auditorium.

Anyone who may have lost or left behind an item should check with the main office as these items are usually held for a period of time. The Governor Wentworth Regional School District cannot be held responsible for lost or stolen articles.

Anyone having a yard sale, dance, craft fair, etc. should be aware that the duties listed below will usually require two custodians three or four hours to complete following the event:

All floors are dust mopped, washed and burnished.

All bathrooms are cleaned and sanitized.

All carpeted areas will be vacuumed.

All trash will be emptied.

The amount of custodial time depends on the event. If you wish to have an estimate on time, you may contact Sandy Moulton at the high school. Your cooperation will ensure a clean and safe environment for all who use the building.

WAIVER OF LIABILITY AND IDEMNIFICATION

The renting party, as a condition of signing this form, agrees to indemnify and forever hold the Governor Wentworth Regional School District, its officers and employees harmless and free from liability for the security of any and all materials, equipment or products used in conjunction with the use of the school facility. Said waiver of liability pertains to theft, vandalism, damage or destruction fo the aforementioned items and extends to all vendors, contractors, sub-contractors, participants, associates, assigns, attendees, competitors, visitors, customers and any other entities who are in the facility because of its use by the renting party. Furthermore, the renting party agrees to assume the full financial liability and responsibility for any and all claims of property loss or personal injury that occur and are, in any way, related to their use of the facility.