

**LONDONDERRY SCHOOL DISTRICT OFFICE**  
**Telephone 432-6920 - Fax 425-1049**  
**USE OF FACILITIES APPLICATION & AGREEMENT**

**REGULATIONS:**

1. All requests are to be submitted at least one week prior to the requested date of use to the Londonderry School District, 268C Mammoth Road, Londonderry, NH 03053.
2. When filling out the starting and ending times, record as starting time, the time when the building is first entered by anyone from your organization until the building is secured after clean up.
3. Necessary custodial coverage will be determined by the administration.
4. If kitchen or appliances are required, a kitchen worker will have to be present.
5. The administration will determine if an event necessitates police coverage. If so, applicant must notify Police Department.
6. The School District requires groups to provide insurance coverage naming the Londonderry School District "Additional Insured."
7. **NEW HAMPSHIRE LAW PROHIBITS SMOKING ON ALL PUBLIC GROUNDS. PLEASE NOTE: THIS INCLUDES BUILDINGS AND ADJACENT OUTSIDE AREAS.**

NAME OF ORGANIZATION: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FACILITY REQUESTED:      SCHOOL: \_\_\_\_\_      DATE(S): \_\_\_\_\_

ROOM(S): \_\_\_\_\_      TIME(S): \_\_\_\_\_

PURPOSE: \_\_\_\_\_

Will you charge an admission fee?     YES     NO    Will you bring in special equipment?     YES     NO

Will use of kitchen be required?     YES     NO    Will use of kitchen appliances be required?     YES     NO

Estimated number of people expected to attend. \_\_\_\_\_

Do you intend to use decorations?     YES     NO    If so, specify: \_\_\_\_\_

APPROVED – BLDG PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

NUMBER OF CUSTODIANS: \_\_\_\_\_      POLICE REQUIRED:     YES     NO

APPROVED – BUSINESS ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**RSV#** \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EQUIPMENT, SERVICES AND SET-UP NEEDS

yes  no Bleachers (# of sections)

yes  no Chairs (# to be set up)

yes  no Raise basketball hoops

yes  no Tables (# and size)

yes  no Floor covering (# tarps)

yes  no Podium with microphone

yes  no Use of kitchen equipment

Special electrical needs: \_\_\_\_\_

Special equipment to be brought in: \_\_\_\_\_

**MUSIC/MEDIA**

yes  no Choral risers (School events only)

yes  no Sound system/microphone (specify)

yes  no TV/VCR/DVD

yes  no Overhead

yes  no Projection screen

yes  no Data projector

**GROUNDS**

yes  no Soccer goals

yes  no Striping fields

yes  no Access to press box(es)

yes  no Other (specify)

Other requests not listed above: \_\_\_\_\_

**Note: Unauthorized or negligent use of school facilities/fields may result in additional fee.**