KF-E1 MSAD 35 FACILITIES USE FORM

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Please Print Neatly

Organization:_____ **Type of Activity:**_____

Applicant's Name:_____ **Date(s) facility to be used:**_____

How many people do you anticipate attending?_____ **Times to be used:**_____ **(include setup and breakdown time)**

Day(s) Needed: (circle) M T W Th F Sa Su **Specific Time of Event:**_____

Group Type: ☐ MSAD 35 ☐ Eliot/South Berwick Student Based Organization ☐ Eliot/South Berwick Not for Profit ☐ Other Not for Profit ☐ For Profit Entity **(groups in this row require Event Mgr. and Custodian)**

******See rate sheet on the reverse of this page for more details*

Facility Location Requested to be Used: ☐ MHS ☐ MMS ☐ GWS ☐ CES ☐ EES

Facility/Grounds Requested: ☐ Gym ☐ Weight Room/Cardiovascular Room ☐ Athletic Field ☐ Stadium Field (Day) ☐ Stadium Field (Night) ☐ Auditorium ☐ Cafeteria ☐ Classroom

Name of person in charge of event:_____

Mailing Address:_____

Cell Phone:_____ Work Phone:_____ Home Phone:_____

Name of Contact Person:_____

Cell Phone:_____ Work Phone:_____ Home Phone:_____

Email Address:_____

Liability Insurance Company:_____

Insurance Policy/Certificate Number:_____

I understand the contract information on the following pages and will take any responsibility for damages or disarray that may occur and agree to pay all fees within fifteen (15) days of receipt of bill.

_____ _____

Signature **Date of Request**

_____ _____

Principal's Signature **Date of Approval**

FOB(s) Number Requested _____ **x $10.00 = $**_____ **Custodial Hours** _____ **x $40.00 = $**_____

Event Manager Hours _____ **x $40.00 = $**_____ **Rental Fee** **$**_____

Total Estimated to be: **$**_____

Actual Fees incurred will be billed to the requestor upon completion of the event, based on actual dates, times and usage. Payment is due within fifteen (15) days of receipt, checks should be made payable to MSAD 35. Late payments will result in a finance charge.

CONTRACT INFORMATION

Insurance: Administration has the sole right to determine the amount of the insurance coverage required for each event, but **coverage should be no less than $1,000,000**. Lessees will provide a copy of their certificate of insurance coverage covering the period under contract, naming MSAD #35 as an additional insured. Generally, a certificate of insurance will be required if a fee is charged for public entertainment provided by a producer not affiliated with a local school district or municipal government.

Damages: The lessee will be **100% responsible for any damages to the facility and/or equipment**. Any additional cleaning necessary (over and above traditional cleaning costs) will be charged directly to the lessee.

Security: Administration has the sole right to determine if security is needed for an event, and the level of security needed for an event. **Security expenses are the responsibility of the lessee.**

Facilities: MSAD 35 will do its best to provide clean comfortable facilities for rental. However, should a mechanical, HVAC, plumbing, electrical, networking, Wi-Fi, or other system failure occur during a rental period, the lessee agrees to hold MSAD 35 harmless and the lessee will not be entitled to any compensation. This contract remains in full force regardless of any system failures out of the control of event staff.

Cancellation of an Event: MSAD 35 has the sole authority to determine whether the building should be closed for reasons of public safety (including due to inclement weather) and will be held harmless in this situation. Notification to the lessee will be made as soon as possible. Contracts in force for periods during, which the school is closed for reasons of public safety are canceled automatically without penalty to either party. Every effort will be made to reschedule any canceled event to a mutually acceptable date.

Access to Buildings: Depending on the nature of the rental, you may (or may not) be granted key card access to the MSAD 35 facility. Key cards cost $10 per key card. Access will only be available for the dates and times requested**. If you arrive early for your event to setup during a normal school day, you will need to access the building as a visitor and sign in at the main office as your key card will not work.**

Rental Rates:

Circle Category	MSAD 35	Eliot/South Berwick Community Based Organization for Students	Eliot/South Berwick Not for Profit	Other Not for Profit	For Profit Entity
Gym (MHS, MMS, GWS)	No charge	No charge	$50 per day	$300 per day	Greater of $800 per day or 10%
Gym (EES, CES)	No charge	No charge	$25 per day	$100 per day	$300 per day
Weight or Cardiovascular Room	No charge	No charge	$25 per hour	$50 per hour	$200 per hour
Athletic Field	No charge	No charge	$25 per day	$50 per hour	$200 per hour
Stadium Field (Day)	No charge	No charge	$100 per day	$200 per day	$400 per day
Stadium Field (Night)	No charge	No charge	$250 per day	$400 per day	$800 per day
Auditorium (event)	No charge	No charge	$25 per hour	$50 per hour	Greater of $800 per day or 10%
Auditorium (Setup / Rehearsals)	No charge	No charge	$25 per hour	$50 per hour	$400 per day
Cafeteria	No charge	No charge	$25 per hour	$50 per hour	$100 per hour
Classroom(s)	No charge	No charge	No charge	$50 per hour	$100 per hour
Event Manager	$40 per hour	$40 per hour (at Admins Discretion)	$40 per hour (at Admins Discretion)	$40 per hour*	$50 per hour*
Custodian	$40 per hour	$40 per hour (at Admins Discretion)	$40 per hour (at Admins Discretion)	$40 per hour*	$50 per hour*

* Due to these groups being from outside the community or for-profit in nature, an event manager and a custodian are always required for any facility use for these groups unless previously agreed upon by Administration.

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