

RENTAL OF SCHOOL APPLICATION

DOVER SCHOOL DISTRICT
DOVER HIGH SCHOOL
25 ALUMNI DRIVE
DOVER, NH 03820-4181
603-516-6890

FULL NAME OF ORGANIZATION: _____
ADDRESS: _____
CONTACT PERSON & DAYTIME TELEPHONE _____
EMAIL ADDRESS _____
BILLING ADDRESS _____
ACTIVITY TO BE HELD: _____
DATE(S) REQUESTED: _____
TIME (S) IN & OUT: _____
DOORS WILL OPEN AT: _____

REQUEST USE OF THE FOLLOWING FACILITIES:

DOVER HIGH SCHOOL

- Auditorium
- Cafeteria
- Cafeteria with kitchen
- Classroom (educational agencies only)
- Gym
- Library
- Locker Rooms

DOVER MIDDLE SCHOOL

- Cafeteria
- Cafeteria with kitchen
- Conference Room
- Gym
- Library
- Renaissance Room

*For Field Use-See Attached

GARRISON SCHOOL

- Cafeteria
- Cafeteria with kitchen
- Gym
- Library

HORNE STREET ELEMENTARY

- Cafeteria
- Cafeteria with kitchen
- Gym
- Library

WOODMAN PARK ELEMENTARY

- Cafeteria
- Cafeteria with kitchen
- Gym
- Library

We expect ___ people. We will need ___ chairs. We will need ___ tables.

We will not ___ will ___ charge admission.

We will not ___ will ___ want use of the public address system (High School Only)

We will not ___ will ___ need a rehearsal. If so, when? Date: _____ Time: _____

We will not ___ will ___ want to use the piano.

We will not ___ will ___ want to use the bleachers.

Tickets may not be sold or admission granted in excess of the approved capacity of the facility.

Only those facilities or equipment specifically designated in this application may be used.

This is to certify that the undersigned has read the Rule and Regulations for use of the school facilities and agrees to abide by them.

Signature: _____

Date: _____

REVISED STATUE ANNOTATED

126-K-7

USE OF TOBACCO PRODUCTS ON PUBLIC EDUCATIONAL FACILITY GROUNDS PROHIBITED.

- I. No person shall use any tobacco product in any public educational facility or on the grounds of any public educational facility.**
- II. Any person who violates this section shall be guilty of a violation and, notwithstanding RSA 651:2, shall be punished by a fine not to exceed \$100.00 for each offense.**

I understand and agree to abide with the above RSA.

SIGNATURE/DATE

DOVER PUBLIC SCHOOLS FACILITIES RENTAL WAIVER FORM

NAME OF ORGANIZATION _____

ADDRESS: _____

CONTACT PERSON & DAYTIME TELEPHONE _____

GROUP CLASSIFICATION: _____

- 1. GROUP I – SCHOOL/SCHOOL SPONSERED USE
- 2. GROUP II – COMMUNITY/COMMUNITY SPONSERED USE
- 3. GROUP III – SCHOOL/COMMUNITY AFFILITATED USE-NON PROFIT 501C3 STATUS
- 4. GROUP IV – GENERAL USE PRIVATE OR COMMERICAL – PROFIT

SCHOOL REQUESTED _____

ACTIVITY TO BE HELD _____

DATES REQUESTED _____

TIME(S) IN & OUT _____

WE WILL/WILL NOT CHARGE ADMISSION _____

INDIVIDUALS OR ORGANIZATION WILL/WILL NOT RECEIVE COMPENSATION _____

I/WE ARE REQUESTING A WAIVER OF:

- 1. ___ FACILITY RENTAL FEE
- 2. ___ 3 MONTH RESERVATION
- 3. ___ CUSTODIAL FEE
- 4. ___ GROUP CLASSIFICATION

FOR THE FOLLOWING REASON(S):

- 1. _____
- 2. _____
- 3. _____
- 4. _____

SIGNED _____
(APPLICANT)

DATE _____

FACILITIES OFFICE USE

DATE IS AVAILABLE YES/NO _____

BUILDING USE PRIORITY ASSIGNED YES/NO _____

REGULAR RENTAL FEE _____

WAIVER AMOUNT REQUESTED _____

COMMENTS _____

FACILITIES DIRECTOR/DESIGNEE _____ DATE _____

SAU OFFICE USE

APPROVAL _____

DISAPPROVAL _____

COMMENTS _____

SUPERINTENTENT/DESIGNEE _____ DATE _____

RENTAL OF FIELD APPLICATION

DOVER SCHOOL DISTRICT
DOVER HIGH SCHOOL
25 ALUMNI DRIVE
DOVER, NH 03820-4181
603-516-6890

REQUEST USE OF THE FOLLOWING FACILITIES:
DOVER HIGH SCHOOL

- _____ **Dunaway Football Field** Daytime Use \$675 per 3 hr. Nighttime Use \$750 per 3 hr.
Recreation-Affiliated Grps- \$50 per hr. for 4 hr. minimum
- _____ **Dunaway Baseball Field**
- _____ **Bellamy Field # 1**
- _____ **Bellamy Field # 2**
- _____ **Bellamy Field # 3**
- _____ **Field Hockey Field**
- _____ **Softball Field**

All fields, except Dunaway Football Fd. will be charged \$100 per event per 3 hrs.
Recreation-Affiliated Gps.(75% Dover citizens) will be charged \$5 per person, per season, per sport.

FULL NAME OF ORGANIZATION: _____

ADDRESS & EMAIL ADDRESS _____

CONTACT PERSON & DAYTIME TELEPHONE _____

BILLING ADDRESS _____

ACTIVITY TO BE HELD: _____

DATE(S) REQUESTED: _____

TIME (S) IN & OUT: _____

WE EXPECT _____ PERSONS

WE WILL/WILL NOT NEED GROUNDSKEEPER

POLICE DETAIL WILL/*WILL NOT BE PROVIDED

*DESIGNATED SECURITY PERSON-NAME _____ PHONE NUMBER _____

PLEASE BE AWARE OF THE FOLLOWING RULES AND REGUALTIONS FOR USE OF ANY DOVER SCHOOL DISTRICT PROPERTY: NO USE OF TOBACCO PRODUCTS, NO ALCOHOLIC BEVERAGES ON SCHOOL PREMISES. AT ANY TIME WE ASK THAT YOU ANNOUNCE TO YOUR PATRONS EITHER ORALLY OR IN WRITING THE ABOVE RULES AND REGULATIONS.

THIS IS TO CERTIFY THAT THE UNDERSIGNED HAS READ THE RULES AND REGULATIONS FOR USE OF THE SCHOOL FACILITES AND AGREES TO ABIDE BY THEM.

SIGNATURE _____

DATE: _____

CUSTODIAL FEE	\$ 40.00 PER HOUR - MINIMUM CHARGE OF (3) HOURS
KITCHEN FEE	\$ 30.00 PER HOUR - MINIMUM CHARGE OF (3) HOURS
STAGE MANAGER FEE	\$ 17.00 PER HOUR - MINIMUM CHARGE OF (3) HOURS

**AVAILABLE
SPACE FOR RENT**

**SEATING
CAPACITY**

**NON-PROFIT
ORGANIZATION FEE**

**ALL OTHERS
FEE**

DOVER SENIOR HIGH

AUDITORIUM FIXED SEATING	795	\$ 315.00	\$ 840.00
ORCHESTRA PIT	85		
REHEARSAL FEES		\$ 50.00	\$ 75.00
GYMNASIUM (REGULATION SIZE)	1500	\$ 210.00	\$ 735.00
CAFETERIA/KITCHEN	350	\$ 100 / \$ 100	\$ 150 / \$ 170
LIBRARY	75	\$ 75.00	\$ 100.00
LOCKER ROOMS AND OR TEAM ROOMS		\$ 50.00 each	\$ 50.00 each
CLASSROOMS		\$ 75.00	\$ 100.00

DOVER MIDDLE SCHOOL

RENAISSANCE ROOM	203/292	\$ 160.00	\$ 420.00
GYMNASIUM	1484	\$ 200.00	\$ 700.00
STAFF DINING	63	\$ 50.00	\$ 70.00
CAFETERIA/KITCHEN	295	\$ 100 / \$ 100	\$ 100 / \$ 100
LIBRARY	55	\$ 75.00	\$ 100.00
CLASSROOMS	45	\$ 75.00	\$ 100.00
LOCKER ROOMS	60	\$ 50.00	\$ 100.00

WOODMAN PARK SCHOOL

GYMNASIUM (REGULATION SIZE)	1000	\$ 210.00	\$ 525.00
BALCONY	322		
CAFETERIA/KITCHEN	304	\$ 100 / \$ 100	\$ 150 / \$ 150
LIBRARY	23	\$ 75.00	\$ 100.00

GARRISON SCHOOL

GYMNASIUM (REGULATION SIZE)	700	\$ 260.00	\$ 735.00
CAFETERIA WITH KITCHEN	529	\$ 100 / \$ 100	\$ 150 / \$ 170
LIBRARY	35	\$ 75.00	\$ 100.00

HORNE STREET SCHOOL

GYMNASIUM	405	\$ 70.00	\$ 100.00
CAFETERIA WITH KITCHEN	304	\$ 100 / \$ 100	\$ 150 / \$ 170
LIBRARY	50	\$ 75.00	\$ 100.00

*IRS TAX EXEMPT CERTIFICATE MAY BE REQUIRED TO SUBSTANTIATE NON-PROFIT

WHEN THERE ARE TWO EVENTS HELD; ONE IN THE AFTERNOON AND ONE IN THE EVENING – A SEPARATE FEE IS CHARGED FOR EACH EVENT, PROVIDING THERE IS AN ADMISSION FEE CHARGED FOR EACH EVENT.

NOTE: USE OF GYMNASIUMS FOR BASKETBALL OR OTHER RECREATIONAL TYPE OF ACITIVITY BY LOCALLY SPONSORED GROUPS WILL BE CHARGED A FLAT RENTAL FEE OF \$ 30.00 PER HOUR. GARRISON ELEMENTARY SCHOOL WILL BE CHARGED A FLAT RENTAL FEE OF \$ 35.00 PER HOUR. (MINIMUM CHARGE OF (3) HOURS FOR GYM USAGE)

Emergency Exit Speech for Scheduled Events at Dover Public Schools

(To be read over PA system as part of opening statements or ceremony)

In the unlikely event of an emergency where the building needs to be evacuated, you will be notified by either the FIRE ALARM sounding or an announcement over the public address system.

Please take note of the exits that are closest to where you are seated or standing.

(Point out all exits in the event area)

Proceed to the closest EXIT.

Evacuation should occur in a *calm* and *continuous* manner until everyone is safely out of the building.