

**NEW BOSTON CENTRAL SCHOOL  
COMMUNITY USE OF TOM MANSFIELD GYMNASIUM**

**Administration**

The New Boston School Board, which is entrusted with the administrative responsibilities for this community facility, delegates discretionary authority for its routine use to:

OFFICE OF THE PRINCIPAL  
New Boston Central School  
15 Central School Road  
New Boston, New Hampshire 03070  
(603) 487-2211

**Application**

All routine requests for the use of this facility and its ancillary spaces shall be submitted in writing to the Office of the Principal. Application shall be made by a competent adult who has the authority to act on behalf of the group or organization seeking permission to use said facility. See policy KF-R for all applicable forms.

At the time the request is made, the Principal will determine the user category to which the applicant will be assigned in order to assess appropriate fees and conditions for usage. (See Attachment A.)

Requests should be submitted as far in advance of desired date and time as possible, but in no case less than fourteen (14) days prior to the desired date for such activity. Requests for the scheduling of regularly occurring activities will not be accepted until the first of July prior to the planned start of the activity.

If the sale and/or consumption of alcohol is to take place, this form should be submitted to the Principal sixty (60) days prior to the event. If the use of the building is approved, it will then be given to the Office of Selectmen for approval.

Requests shall be promptly acted upon by the Office of the Principal or referred to the School Board for consideration when deemed necessary by the nature or circumstance of the request.

**Scheduling**

The Office of the Principal shall maintain an up-to-date calendar of scheduled activities. The current portion of this calendar shall be kept in the main office of NBCS and on the NBCS web site for public reference.

Scheduling is on a first-come first-served basis with School District activities taking priority over all others. Users are expected to be considerate of the needs of all other potential users when scheduling their activities. Should a scheduling conflict occur, it shall be the responsibility of

**NEW BOSTON CENTRAL SCHOOL  
COMMUNITY USE OF TOM MANSFIELD GYMNASIUM  
(Continued)**

the affected parties to resolve the conflict and duly inform the Office of the Principal of the result for posting on the calendar.

Cancellation of a scheduled time slot shall be reported promptly so that the facility can be made available to others.

**Conditions of Use**

Conditions of use may be revised at any time when deemed to be in the best interest of the School or the Town of New Boston.

**Insurance and Waivers**

Organizations using the facility or its ancillary spaces shall provide a Certificate of insurance with coverage of at least \$1,000,000.00, naming the New Boston School District as an additional insured. All organizations shall also execute a letter of indemnification (waiver). This certificate and waiver must be provided each year, by September 1<sup>st</sup> for regularly scheduled use, or prior to approval of an individual application. If the Certificate of Insurance and letter of indemnification are not provided, then use will be denied.

For events where alcohol is to be served or sold, in addition to the requirements listed above, the insurance certificate must provide host liquor liability coverage and state on it that liquor is not excluded from the coverage.

The requirement for a Certificate of Insurance may be waived by the District in cases of minimum use and risk to the District upon receipt of a Letter of Indemnification (waiver) from the applicant.

**Responsibility of Users**

The applicant shall be responsible for the proper use of the facility and shall confine such use to the areas requested and to the agreed upon time.

Sufficient, competent adult supervision shall be provided by the applicant at all times.

It is important that each user secure, and clean properly, after their use, those areas for which they are responsible, particularly when they are the last user of the facility. A form shall be provided on which to report concerns about the condition of the facility as found by

- the user at the start of the scheduled use, or
- a school employee after the scheduled use has finished

Specific guidelines and forms for users are found in policy KF-R.

**NEW BOSTON CENTRAL SCHOOL  
COMMUNITY USE OF TOM MANSFIELD GYMNASIUM  
(Continued)**

Failure of an applicant to properly use the facility or abide by the rules set forth in this policy shall result in a warning that privileges may be revoked. Chronic failure to abide by the policy and/or abuse of the facilities shall result in the revocation of privileges and/or assessment for clean-up costs. All applicants shall be financially responsible for property loss or damage incurred as a result of, or during their use.

**Keys and Alarms**

The issuance of non-duplicable keys will be tightly controlled through the use of a Key Log. All holders of keys will sign for said key(s) on the log at the time the key is given out, and upon the agreed upon return time. If a key is not returned by the agreed upon date, or if a key is lost, a re-keying fee will be assessed.

Regular users of the gym will be permanently assigned a key (or keys) for use by authorized individuals. Any reported or observed mis-use of keys (e.g., keys given to unauthorized personnel, keys left at common town locations for easy pick-up, etc.) will result in the loss of key privileges.

The alarm must be deactivated by authorized users upon entry and reactivated by the authorized user at the conclusion of the activity.

A fee of \$30.00 will be assessed anytime a representative of the School District is called to come to the school to open or lock-up the facilities or respond to an alarm.

**Cleaning**

The applicant assumes full responsibility to leave the facility clean and secure following the event, and prior to the start of the next school day or scheduled event. See policy KF-R for specific expectations related to cleanliness of the facilities.

If the facility is not left in a clean condition after its use, the School District has the right to charge the user for clean-up, and the user may be denied further use of the facility. Under no circumstances will the School District incur any additional custodial costs for use of the school facilities by community users. Users will be presented with an itemized bill and will be responsible for payment of said bill to the School District.

Charges will be assessed as follows:

- If clean up is performed by school custodians, the user will be charged for the custodian's time at twice the custodian's current rate of compensation by the School District.
- In the absence of available school custodians, non-school custodial personnel engaged by the school to perform custodial duties shall be paid by the user at the rate charged to the School.

**NEW BOSTON CENTRAL SCHOOL  
COMMUNITY USE OF TOM MANSFIELD GYMNASIUM  
(Continued)**

**Alcoholic Beverages**

The sale and/or consumption of alcoholic beverages within the building must be expressly approved by the Board of selectmen forty-five (45) days prior to the event and must be in conformance with the Insurance and Waivers section of this policy, as well as all applicable state and local laws and ordinances and applicable conditions of Federal or State grants. Violators shall have their privileges revoked.

**Smoking**

As per RSA-126-K:7, smoking or other use of tobacco products is not permitted in the building or on the school grounds at any time.

**Police Officers**

Police officers must be in attendance at any function where alcoholic beverages are available or as deemed necessary by the Principal in conjunction with the New Boston Police Department.

**Kitchen**

Use of the kitchen in conjunction with the Tom Mansfield Gymnasium must be specifically requested. This is a State-Licensed facility, which is subject to frequent inspection without notice. The license to operate may be jeopardized by mis-use and the area being left in an unacceptable manner. Two levels of use may be granted: (1) **Use of the counter** for distribution of food and beverage and use of the refrigeration for holding perishables, or (2) **Full use of the kitchen** including food preparation.

**Counter users** shall be responsible for thoroughly cleaning and securing the kitchen consistent with the instructions posted in the kitchen. Failure to do so can result in the revocation of kitchen privileges.

**Full use of the kitchen** shall be permitted only with the assignment of a regular staff person to assist and supervise or a person who has been trained in the appropriate use of kitchen equipment.

When the kitchen use is granted for either of the two levels as mentioned above, a cafeteria worker, or a trained designated volunteer, must be on duty for the time rented. This is required in order to be in compliance with the Food and Nutrition Manual for NH Schools, 1992 Revised Edition, pg. 23. The payment of the cafeteria worker will be at the rate of compensation set forth in Attachment B.

Children are NOT permitted in the kitchen. Minors who are in the seventh grade or above may assist in the kitchen with proper adult supervision only.

NEW BOSTON CENTRAL SCHOOL  
COMMUNITY USE OF TOM MANSFIELD GYMNASIUM  
(Continued)

ATTACHMENT A

User Groups

(These groups or organizations have in the past been granted use of the facility and any similar requests in the future would be granted within the guidelines of this policy.)

**CATEGORY A**

TOWN GOVERNMENT OF NEW BOSTON

- Recreation Commission
- Selectmen
- Library
- Conservation Commission
- Fire Department
- Any Other Branch of Town Government

**CATEGORY B**

NON-PROFIT TOWN ORGANIZATIONS

- PTA
- Playground Association
- Historical Society
- Friends of the Whipple Free Library
- Joe English Grange
- Men's Basketball
- Boy and Girl Scouts
- Brownies and Cub Scouts
- Little People's Depot
- New Mizpah Circle
- Any other Non-Profit Group or Organization which benefits residents of the Town

**CATEGORY C**

NON-TOWN, NON-PROFIT ORGANIZATION  
CONSISTING OF SOME TOWN MEMBERSHIP

Such use shall be considered on an individual basis. A resident of New Boston must be the responsible person making application for such use. A fee shall be assessed for this user category. See Attachment B for current schedule of costs.

**CATEGORY D**

PRIVATE USE (NEW BOSTON CITIZENS ONLY)

A resident of New Boston must be the responsible person making application for such use. A fee shall be assessed for this user category. See Attachment B for current schedule of costs.

NEW BOSTON CENTRAL SCHOOL  
COMMUNITY USE OF TOM MANSFIELD GYMNASIUM  
(Continued)

ATTACHMENT B

FEE SCHEDULE FOR USE OF GYMNASIUM

**Categories:**

- A – Municipal Groups (No charge)
- B – Non-Profit Town Organizations (No charge)
- C – Non-Town, Non-Profit Organization consisting of some town members as the responsible applicants
- D - Private use (New Boston citizens only)

**Gym Charges:**

	0 – 150 People	150 + People
Group A & B	None	None
Group C & D	\$100.00	\$250.00

**Kitchen Fee:**

Group A & B	None	None
Group C & D	\$50.00	\$100.00

**Kitchen Supervisor Fee:**

\$20.00 per hour – minimum total of \$40.00. A Kitchen Supervisor required for users in Category C & D.

**Security Deposit:**

\$150.00 for C and D Groups

Proposed: 04/08/03  
Adopted: 06/11/03

NHSBA Review: 01/23/14