



Mason Elementary School
13 Darling Hill Road
Mason, N.H. 03048
(603) 878-2962

Mason School District- SAU #89
Kristen Kivela
Superintendent/Principal

School Facilities Use Procedure

All requests for Use of Facilities for non-school functions must follow the following procedure:

Capacity Level: Multi-Purpose room ó 200 with Chairs
Cafeteria ó 76 with Tables

1. Complete, in its entirety, the Mason School District School Facilities Use Application.
2. Return the completed and signed application to the Mason Elementary School for review. The application must be received fifteen (15) business days PRIOR to the requested use date.
3. The District has five (5) days to review, and if necessary, set fees and requirements.
4. You will be notified of the application decision within those 5 business days
5. If your application is approved:

PRIOR TO EVENT:

- i. All Fees, Deposit and other requirements, such as a Certificate of Insurance, **MUST BE RECEIVED** by the School District five (5) days PRIOR to the requested use date.
- ii. The Applicant must come in person for a walkthrough of the facility.

POST EVENT:

- iii. The Facilities Director will inspect the facility and determine if any follow-up or deposit retention is necessary. Otherwise, the deposit will be refunded within ten (10) business days after the event.