



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

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

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## Mason School District Facilities Use Policy and Procedures

It is the desire of the Mason School Board to grant the privilege of using the school facilities to those individuals, organizations, or groups who are members of the local community. This does not alter the fact that it is the responsibility of the Mason School Board to require the establishment of necessary regulations to protect the user, the School Board, the school, and the investment of the school district.

By both precedent and design, certain events shall receive first consideration during each school year, from July through June. These events include annual and special school district meetings, town meetings, School Board meetings, both scheduled and special, and special and annual municipal, State and Federal elections. Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group or organization, nor the purposes they represent.

### **Priority of Usage**

The following priorities are to be adhered to by the scheduling authority:

- A. School Related Activities: All activities which are recognized by the School Board as being directly related to the education process.
- B. Government Activities: All activities conducted by any governmental organization recognized under the laws of the United States, the State of New Hampshire, and the town.
- C. Local Civic Organization Activities: Activities sponsored by any social, service, or fraternal organization which serves the community on a non-profit basis, and youth civic organizations will have priority in this section.
- D. Local Civic Organization Activities: Activities sponsored by any social, service or fraternal organization which serves the community on a profit basis.
- E. Non Local for profit or non profit

The right to authorize use of school facilities shall be retained by the Board as executed by the Superintendent of Schools or his/her designee.

Written application shall be available in the school principal's office, and should be completed at least fifteen (15) days prior to the requested use.

### **Regulations Governing Use**

- A. Parking Lots: Parking of all vehicles at events or activities shall be restricted to the parking lots and other designated parking areas.

B. Restrictions on Use: All persons utilizing the facilities during any event or activity shall restrict their use to the areas contracted.

C. Reorganization of School Property: Renters are responsible for setting up and breaking down tables, chairs and any other school property used. Any School District property within the facilities being utilized may be arranged for purposes of permitting the planned event or activity to go forward but shall not be used or distributed except by prior arrangement. In the event of any rearrangement of said property, the items so rearranged shall be returned to their original locations at the termination of the planned event or activity.

D. Food and Drink: Food and beverages shall be restricted to areas designated for consumption. The use of any and all alcoholic beverages is expressly prohibited at all times on property owned by the district.

E. Safety: All safety regulations established by local and/or state officials shall be complied with at all times by those utilizing the facilities.

The calendar for building use will be maintained by the building principal.

The Board or its designee shall establish such fees as deemed reasonable and will be made available with the application form.

Organizations may be required to hire school district custodial personnel if no custodian is scheduled to work during the hours of proposed use.

Police and/or fire protection which may be necessary for a certificate of insurance naming the corresponding school district on the declaration page as an additional insured prior to the use of any school facilities. In the event that property loss or damage is incurred during use, the amount of damage shall be determined by the Superintendent/designee, and approved by the Board. The group using the facility during the time the loss or damage was sustained will be financially responsible for such loss or damage.

### **Procedure of Facility Rental Agreement**

No reservation for rental use of facilities may be assumed until a written application School Facilities Use Application is submitted and has been approved.

### **General Guidelines for Facility Usage**

1. School facilities will be made available to eligible groups when requests are not in conflict with school sponsored activities.
2. Should a conflict with a school sponsored activity arise after an agreement for use is made, the school sponsored activity shall take priority. Exceptions will be considered by the Superintendent or his/her designee when undue hardship might result to the contracting organization.
3. Use of any kitchen equipment must receive written approval from the school district's Food Service Director. The renter may be responsible to employ a food service worker.
4. Rental of school district facilities does not include the use of athletic equipment, music equipment, sound systems, and audio//visual or any school owned equipment unless otherwise agreed upon by the school district in writing.
5. The school department may request a police or fire department detail to protect school property and to provide crowd control. The renter may contact the Mason Police or Fire Department directly and is responsible for any of their fees.

6. Any rental fees are to be paid to the Mason School District.
7. The school district, at its sole discretion, may cancel an event due to inclement weather or for unforeseen circumstances beyond its control. The school district shall not be held financially responsible for any cancellations.
8. The renter may request permission for off hour snow removal, however all costs will be the responsibility of the renter.
9. The school district reserves the right to waive or adjust rental fees at its discretion.
10. The use of heat producing equipment, chemical agents or the use of pyrotechnics is forbidden at any indoor facility.

### **Fees**

1. Any rental fees are due before the event.
2. All checks should be made payable to the Mason School District

### **Liability Coverage**

1. A **certificate of insurance** may be required naming the Mason School District as the additional insured.
2. **Indemnification:** In consideration for allowing the rental of school facilities and in full recognition of the School Board's fiduciary responsibility to protect owned property and assets, the renter hereby covenants and agrees at all times to indemnify and hold harmless the school district, its Board officers and employees, to the fullest extent permitted by law, from any damage, losses and expenses, including but not limited to, reasonable attorney's fees and legal costs arising out of the use of these rental premises and school district facilities, by the renter, its officers, employees, representatives, contractors, customer, guests, and invitees.

### **Maintenance/Custodial Services**

1. **Custodial Services:** Organizations using school facilities may require the services of custodial personnel for continuous duty during the time stated on the rental agreement. This requirement may include the time needed to set up prior to the event as well as the time needed to clean up after the event. The district may charge a service fee to the renter for this service. Facility or equipment shall be appropriately charged for its repair or replacement.
2. **Event Manager:** The district reserves the right to assign or designate a school official to be present at any event. The renter would be notified of this requirement in advance and will be charged accordingly.
3. **Rubbish:** The district reserves the right to charge renters custodial fees if rubbish is left other than within the trash containers provided.
4. **Misuse of Facilities or Equipment:** Any renter who damages or misuses any district facility, equipment or grounds shall be charged appropriately for its repair or replacement. The district reserves the right to cancel or suspend any further rental agreements with a renter as a result of the damage or misuse.

5. **Cancellations:** A written request for cancellation must be received ASAP.

6. **Alcohol, Drugs, Profane Language, or Smoking:** The use of alcohol, drugs, tobacco or any electronic smoking devices, weapons, profane language or gambling in any form is strictly forbidden on all school owned property.

7. **Parking:** All vehicles must park in a designated parking space. Vehicles may not be parked in, or obstruct, fire lanes around any school building. Illegal parking may result in vehicles receiving tickets, or towing at the owner's expense.

### Fee Schedule

ITEM	In District Non Profit	In District Profit	Out of District Non Profit	Out of District Profit
General	n/a *	150.00	50.00	150.00
Kitchen	n/a*	50.00	25.00	100.00
Custodial or School Personnel Services	30.00/hour	30.00/hour	30.00/hour	30.00/hour

\* no charge unless a custodian or other school personnel has to be present at the event then an hourly rate of 30.00 will be charged

Updated 3/5/2026