

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

**Regulations**

This policy contains specific guidelines and required forms for usage of the Tom Mansfield Gymnasium and other areas of the NBCS facilities.

**Guidelines for Use of Facilities**

**Cleanliness**

- All bleachers must be swept and cleaned underneath after use.
- Gym floor must be dustmopped and any piles of dust or paper picked up and placed in garbage receptacles. Any spills must be wetmopped.
- All equipment in the kitchen must be cleaned and returned to its proper place. All stainless steel fixtures must be wiped down and floors must be swept and wetmopped.
- Lobby, corridors, and entrances must be swept and dust and paper picked up and placed in garbage receptacle (weekends only).
- Bathrooms must be cleaned and waste receptacles emptied. Floors must be swept and wetmopped.

**Rubbish Removal**

- Garbage must be removed from the building and placed in the dumpster at the rear of the multi-purpose room. If required, garbage removal will be the responsibility of the user.
- Trash that accumulates on the outside grounds during the function must be picked up and disposed of.

**Security**

- All exits must be secured after use.

**NEW BOSTON SCHOOL DISTRICT**

**KF-R**

**INDEMNIFICATION AGREEMENT (WAIVER)**

**NEW BOSTON SCHOOL DISTRICT**

Date \_\_\_\_\_

To Whom It May Concern:

In consideration of the New Boston Central School and the New Boston School Board permitting me to use the Tom Mansfield Gymnasium at the New Boston Central School for the purpose of

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I/we hereby assume all the risks associated with the use and agree to hold the New Boston Central School and New Boston School Board collectively and individually, its employees, agents, representatives harmless from any and all liability, actions, causes of actions, debts, claims or demands of any kind whatsoever which may arise by or in connection with my/our participation in any activity related to the use above first referenced. The terms hereof shall serve as a release and assumption of risk for my/our heirs, estate, executor, administrator, and assignees.

Sincerely yours,

\_\_\_\_\_

Date \_\_\_\_\_

**NEW BOSTON CENTRAL SCHOOL  
15 Central School Road  
New Boston, New Hampshire 03070**

To: Principal, New Boston Central School

The following describes my/our concern about the condition in which the facilities were found:  
(check one):

\_\_\_ Prior to my/our use of the facilities for a scheduled activity

\_\_\_ After the completion of the activity sponsored by the group/organization listed below.

Complete description of the conditions in question:

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Group or Organization: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**This section to be completed by Principal**

Date Received \_\_\_\_\_

Resolution: (Describe steps taken to resolve this concern.)

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Date contacted: \_\_\_\_\_

Person spoken to/contacted: \_\_\_\_\_

Follow up action required: (Describe specific follow-up required by user and/or school)

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**RESERVATION FORM FOR USE OF SCHOOL FACILITIES and/or  
TOM MANSFIELD GYMNASIUM**

The \_\_\_\_\_ is requesting the use of the Tom Mansfield  
(Name of Organization)  
Gymnasium on \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_ for the  
(Date) (Time) (Time)  
purpose of \_\_\_\_\_. Estimated Attendance is: \_\_\_\_\_  
(Event/Meeting)

**Detailed explanation of use:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We request the use of the following:** (check the appropriate box(es))

- \_\_\_\_\_ 1. Bleachers
- \_\_\_\_\_ 2. Chairs
- \_\_\_\_\_ 3. Tables/Benches
- \_\_\_\_\_ 4. Kitchen Facility
  - \_\_\_\_\_ Counter use only
  - \_\_\_\_\_ Full Food Preparation
- \_\_\_\_\_ 5. Gym
- \_\_\_\_\_ 6. Schoolyard (including outdoor play equipment)
- \_\_\_\_\_ 7. Classrooms
- \_\_\_\_\_ 8. Library
- \_\_\_\_\_ 9. Parking Facilities

**Use of Alcohol at the event:**

- \_\_\_\_\_ No alcohol will be served or sold.
- \_\_\_\_\_ Alcohol will be either served or sold. (If this line is checked, you must obtain the approval of the Board of Selectmen for the activity, and notify the New Boston Police.)

As a condition of use of the school facilities, \_\_\_\_\_ shall provide to the School Board a Certificate of Insurance and Letter of Indemnification (waiver) providing protection to the School District from all claims that might arise as a result of the use of the premises by \_\_\_\_\_ in an amount acceptable to the District (minimum \$1,000,000.00). (The requirement for a certificate of insurance may be

**RESERVATION FORM FOR USE OF SCHOOL FACILITIES and/or**  
**TOM MANSFIELD GYMNASIUM**

(Continued)

waived by the District in cases of minimal use and risk to the District, and upon receipt of an indemnification agreement (waiver) by the applicant).

We hereby accept responsibility for the use of the Tom Mansfield Gymnasium and will designate an adult supervisor(s) for the activity taking place. We have acquired all permits or licenses necessary for the activity and have made arrangements for appropriate rubbish removal.

Deposit/Fee Paid \_\_\_\_\_

Name of supervisor(s) \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

**APPROVALS**

PRE-APPROVAL OF PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The New Boston Police Department has been asked to provide an officer (at the user's expense) for the following:

- \_\_\_ Parking
- \_\_\_ Traffic Flow
- \_\_\_ Coverage of event due to: \_\_\_\_\_

Signed: \_\_\_\_\_ DATE \_\_\_\_\_  
(Chief of Police)

Final Approval Of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Custodial Initials: \_\_\_\_\_

Key(s) Signed Out by: \_\_\_\_\_ Date Returned: \_\_\_\_\_

