

**MILFORD SCHOOL DISTRICT
RENTAL CONTRACT FOR SCHOOL FACILITIES**

PLEASE NOTE: The school office staff at the school hosting the activity must be contacted prior to completion of this contract.

Name of school _____ Facility needed _____

Date(s) of rental _____ Rental hours _____ to _____

PLEASE CIRCLE ALL RENTAL DATES REQUIRED ON THE BACK OF THE RENTAL AGREEMENT

Name of organization _____

Purpose and nature or organization and activity _____

Name of responsible official _____ Daytime phone _____

Email: _____

Street address _____ Town _____ Zip code _____

Name of responsible official attending activity _____ Cell # day of event: _____

Number of chaperones attending activity _____ Number of anticipated participants _____

Names of crowd control certified individuals attending activity (1if 250 or less, 2 if more than 250) _____

Crowd Control certificates must be on file at SAU40

BILLING ADDRESS (if different from above)

Name _____ Daytime phone _____

Street Address _____ Town _____ Zip Code _____

REQUIREMENTS (Please check all that apply)

Kitchen*(See below) _____ Tables(#) _____ Chairs(#) _____ Heat _____ A/C _____ Other _____

Insurance - Milford School District must be listed as additional insured. (Certificate of Insurance must be on file at SAU #40 office before the Business Administrator will approve the rental.)

* IF KITCHEN IS TO BE USED, YOU MUST CONTACT THE KITCHEN MANAGER, TO MAKE ARRANGEMENTS PRIOR TO THE EXECUTION OF THIS CONTRACT.

ESTIMATED COSTS - (To be completed by the School Business Administrator)

Rental fee _____ If requesting fee waiver, letter to Business Administrator is required.

Buildings & Grounds Personnel _____ Crowd Control Manager(s) _____

Utilities fee _____ Audiovisual fee _____ Lights/Sound fee _____ Other school personnel _____

Food Service Personnel _____ Kitchen fee _____

In consideration for allowing the rental of school facilities and in full recognition of the School Boards' fiduciary responsibility to protect school property and assets, the Lessee hereby covenants and agrees at all times to indemnify and hold harmless the School District, its school board officers and employees, to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees and legal costs, arising out of the use of these rental premises and all school facilities, by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

The undersigned agrees to the rules and regulation, insurance requirements and rental fees and related costs outlined in the Milford School District Policy 6020 Rental of School Facilities. If an unanticipated school event is scheduled after this contract is signed, the Lessee understands they will have to re-schedule to another date. I understand it is my responsibility to confirm this reservation with the school office 24 to 72 hours prior to the event. _____ (Initial Here)

I have read EPA fact sheet WMG-14 "Community Car Washes and Water Quality" at www.des.nh.gov. _____ (Initial Here)

RENTER _____ DATE _____

BUSINESS ADMINISTRATOR _____ DATE _____

Milford School District Rental Calendar 2016 - 2017

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

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26	27	28				

SEPTEMBER

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18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH

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19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER

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30	31					

APRIL

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NOVEMBER

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MAY

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21	22	23	24	25	26	27
28	29	30	31			

DECEMBER

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Circle requested dates. Gray/boxed dates indicate school closures and/or holidays and may not be available or may incur an additional custodial charge. District fields are generally closed most of the summer, contact Bill Cooper, Director of Buildings and Grounds at wcooper@sau40.com for ALL summer field requests.