

**PELHAM SCHOOL DISTRICT PROCEDURE
KF-R USE OF SCHOOL BUILDINGS AND FACILITIES
APPLICATION PROCEDURE AND FEE SCHEDULE**

The following procedures will be in effect for use of facilities by all users:

1. Applications for organizations applying for the first time are available online at the Pelham School District website ⇒ Departments ⇒ Facilities ⇒ Use of Facilities.
2. Applicants must submit a complete application electronically.
3. Applicants must read and agree to all rules and regulations.
4. The use of the auditorium requires a separate sign off by the auditorium coordinator.
5. If/when the application is approved, the renter must print a copy of it and have it available to be able to use the facility.
6. All fees will be billed to the organization and due 10 days from the date of invoice. Make all checks payable to the Pelham School District and mail to 59A Marsh Road, Pelham, NH 03076.

FEE SCHEDULE				
	Category A Town Sponsored	Category B Pelham Organizations	Category C Non-Profit Non-Pelham Organizations	Category D For Profit Organizations All Others
Facility Use 2023-24	\$15 per event per day	\$25 per event per day	\$25 per event per day	\$30 per event per day
Facility Use 2024-25	\$30 per event per day	\$50 per event per day	\$50 per event per day	\$60 per event per day
Other Fees				
Classroom	No Charge	No Charge	\$10/hr	\$20/hr
Gymnasium	No Charge	No Charge	\$25/hr	\$50/hr
Cafeteria	No Charge	No Charge	\$10/hr	\$20/hr
Kitchen	\$30/hr	\$30/hr	\$30/hr	\$50/hrr
Library	No Charge	No Charge	\$10/hr	\$20/hr
Harris Field	No Charge	\$50/hr	\$50/hr	\$100/hr
PHS Soccer Field	No Charge	No Charge	\$10/hr	\$20/hr
Other Fields	No Charge	No Charge	\$10/hr	\$20/hrr

**PELHAM SCHOOL DISTRICT PROCEDURE
KF-R USE OF SCHOOL BUILDINGS AND FACILITIES
APPLICATION PROCEDURE AND FEE SCHEDULE**

Auditorium

In order to use the auditorium, the renter must meet with the Auditorium Coordinator in advance of the rental. At this meeting, the auditorium coordinator will determine:

- 1) Whether the space is available at the time requested, and
- 2) How many staff will need to be in attendance to provide the services necessary.

At a minimum, the District requires one staffer present to provide access to the sound and lighting booth. Due to the equipment, that space cannot be used by a renter without staff present.

	Category A Town Sponsored	Category B Pelham Organizations	Category C Non-Profit Non-Pelham Organizations	Category D For Profit Organizations All Others
Auditorium	\$50/day plus \$20 per hour per staffer	\$50/day plus \$20 per hour per staffer	\$200/day plus \$30 per hour per staffer	\$300/day plus \$30 per hour per staffer

During the school day, the auditorium is available only to the School District and is coordinated by Pelham High School. Tech support is provided through the Auditorium Coordinator.

In order to use the auditorium, the renter must complete an Auditorium Use Request Form and obtain written approval of the Auditorium Coordinator. This requires a meeting with the Auditorium Coordinator in the Auditorium in advance of the rental date. At this meeting, the Auditorium Coordinator will determine:

- 1) Whether the space is available at the time requested, and
- 2) How many staff will need to be in attendance to provide the services necessary.

At a minimum, the District requires one staffer present to provide access to the sound and lighting booth. Due to the equipment, that space cannot be used by a renter without staff present.