

# SAU 18 - REQUEST FOR USE OF SCHOOL FACILITIES

Name of Organization: \_\_\_\_\_ Event Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**Building:**

PSS   FMS   FHS   JDB

Contact Address: \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Admission Charged \$ \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

**Space needed:**

Library  Cafeteria  Kitchen  Gym  Grounds  Classrooms  - How many? \_\_\_\_\_

How many chairs are required? \_\_\_\_\_ \*\*Specify any equipment required: \_\_\_\_\_

Do you plan to decorate? \_\_\_\_\_ Describe decorations/materials: \_\_\_\_\_

Approximately what percent of Franklin/Hill students are involved in activity: \_\_\_\_\_

**NOTICE TO ALL APPLICANTS GRANTED USE OF SCHOOL FACILITIES**

The applicant agrees to observe all regulations relating to the use of school facilities, including but not limited to RSA 126-K:7 (Use of Tobacco Products on Public Educational Facility Grounds Prohibited), and to reimburse the school district if any damage is done. The applicant acknowledges and agrees to comply with Policy KG and failure to comply will result in the forfeiture of the deposit.

The school district PREMISES LIABILITY insurance will not cover the organization using the premises or its individual members. You must affix proof of liability insurance to this application.

**\*\*If technology equipment is needed, the applicant should submit an IT HelpDesk Request with specific needs. Please check box below and initial.**  
 submitted and initial \_\_\_\_\_  
 Date: \_\_\_\_\_

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

**TO BE COMPLETED BY SUPERINTENDENT'S OFFICE**

**The following fees will be charged, to be paid to the Superintendent's Office upon approval of this application:**

Gymnasium @ _____ = _____	Kitchen @ _____ = _____	Custodian @ _____ = _____
Cafeteria @ _____ = _____	Grounds @ _____ = _____	Library @ _____ = _____
Classrooms @ _____ = _____	Other Staff @ _____ = _____	Security Deposit: \$ _____

Building Principal:	<input type="checkbox"/> Approves <input type="checkbox"/> Denies request	Date: _____	Initials: _____
Athletic Director:	<input type="checkbox"/> Approves <input type="checkbox"/> Denies request	Date: _____	Initials: _____
Building/Grounds Supervisor:	<input type="checkbox"/> Approves <input type="checkbox"/> Denies request	Date: _____	Initials: _____
Food Service Director:	<input type="checkbox"/> Approves <input type="checkbox"/> Denies request	Date: _____	Initials: _____
Superintendent:	<input type="checkbox"/> Approves <input type="checkbox"/> Denies request	Date: _____	Initials: _____

Comments: \_\_\_\_\_

**Copies should be given to:**  Building & Grounds,  Principal,  SAU Office,  Custodians,  Applicant  
**If applicable, a copy should be given to:**  Athletics,  Technology, and/or  Food Service

# School Administrative Unit 18

119 Central Street  
Franklin, New Hampshire 03235  
(603) 934-3108 - FAX (603) 934-3462  
[www.sau18.org](http://www.sau18.org)

Daniel LeGallo, Jr.  
Superintendent

Amanda Bergquist  
Business Administrator

Dear Franklin School Visitor/Guest,

The Franklin School District cares about the nutrition and health of our students, staff, and families. We are pleased that you would like to celebrate with our students and staff and want to make sure that your offerings are in line with our current nutrition and wellness efforts. Please help us support a healthy environment by providing non-food rewards and celebrations or limiting food offerings to the guidelines below.

**\*From the Franklin School Board Policy- Student Wellness (5/18/15)**

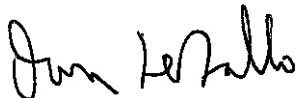
Celebrations are encouraged to utilize a variety of strategies such as one per month per classroom, utilize signup sheets with healthy suggestions, and celebrate without using food.

All food items sold as part of fundraising efforts by students for school based activity groups will meet the nutritional standards if the items are sold during the school day.

School staff will ensure that food will not be used as a primary reward for positive behavior.

Please see the reverse side for ideas for healthy and non-food celebrations. For additional information, please request a copy of our current SAU 18 Wellness Policy from the administration. Thank you again and if you have any questions, please contact Dan LeGallo, Superintendent at 934-3108.

Sincerely in good health!



Dan LeGallo, Superintendent  
SAU 18 School Wellness Committee

# Non-Food Reward Ideas at School

Non-food items or activities can be great rewards for recognizing kids for their achievements or good behavior. Plus, they can support good health! Take a look below at some non-food alternatives you can use as rewards in your classroom.



## No-Cost Rewards:

- Words of appreciation: Saying “You did a great job” or “I appreciate your help” can go a long way. Simply recognizing kids for good work or behavior is a great motivator and is always appreciated.
- Recognition in announcements.
- Class outdoors (as appropriate).
- Read to a younger class or be a helper in another classroom.
- Extra credit.
- A “no homework” pass.
- Making deliveries to the office for you.
- Taking care of the class animal.
- Read morning announcements.
- Play a favorite game or puzzle.
- Walk with a teacher during lunch.
- Eat lunch with a teacher/principal.
- Design a class/school bulletin board.
- Being featured on a photo recognition board.
- Earn points to be used for privileges.
- A note of recognition from the teacher or principal.
- Phone call, letter or note sent home to the parents praising the student.
- Have a teacher read a special book to the entire class.

## Low-Cost Rewards:

- Stickers
- Shoelace tokens/charms
- School supplies such as bookmarks, erasers, pencils, rulers, art supplies, etc.
- Finger puppets
- Trophy, ribbon or certificate.
- Coupons or gift certificates
- A pass to the zoo, aquarium, museum, or school game/event
- A “mystery pack” (gift-wrapped items such as a notepad, folder, puzzle, sports cards, etc.)
- Items that promote physical activity such as Frisbees, hula hoops, jump ropes, balls, or hacky sacks
- Something from the “treasure box” (containing different non-food items such as those mentioned above)

Options for non-food rewards are limited only by imagination, time, and resources.

## TIP: match the reward with the action.:

- For completing reading assignments, give a book, magazine, or word-play activity.
- When a class project is successfully completed, reward the child with a pencil or eraser.



*Some portions adapted from Clemson Extension Home and Garden Information Center and Michigan Team Nutrition (a partnership between the Michigan Department of Education and Michigan State University Extension).*