

Facility Rental Frequently Asked Questions

➤ **I just created an account and I cannot enter my request.**

All accounts must be approved by a facility administrator before you may begin entering requests.

➤ **Do I need a Certificate of Insurance?**

All facility renters must provide proof on insurance with a valid expiration date by uploading a Certificate of Insurance to their ML Profile. The certificate must include \$1,000,000 personal injury/\$2,000,000 general aggregate with the City of Nashua, 229 Main Street, Nashua, NH 03060, listed as the additional insured.

➤ **I am a nonprofit organization, where do I send my information?**

All nonprofit renters must provide proof of non-profit status. You can upload a copy of your IRS 501c3 determination letter to your ML Profile.

➤ **I am a parent group, youth group, or youth organization, do I have to pay for the rental of a school?**

Most parent groups, youth groups, or youth organizations are exempt from rental fees. You can view the list of the most common groups served in our District Policies. Additional groups may be approved by the superintendent's office if not already listed. If you are a facilitator of one of these groups, please select "District User" for your classification when you are creating your account.

➤ **Who do I send my deposit to?**

Your group is required to pay a 50% deposit for all fee-based facility reservations. Please make your check payable to: Nashua School District and mail or drop off to 141 Ledge Street, Nashua, NH 03060 and write your event name and date on the memo line. We do not accept credit or debit cards at this time. Political groups are required to submit full payment upfront for facility reservations.

➤ **I need to cancel my event. Who do I contact and will I receive a refund of my deposit?**

Any sponsoring organization desiring to cancel a reserved date must provide at least 72 hours' notice in advance of the specified time and date of the event, or the rental fees will be forfeited. The sponsoring organization shall be additionally responsible for any extra custodial costs incurred as a result of inadequate notice of cancellation.

In the event of a cancellation of school building activities due to emergencies or inclement weather, the District will notify the sponsoring organization. The event may either be

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rescheduled by the sponsoring organization, or reservation and rental fees will be returned. Public information regarding the cancellation or rescheduling of any event is the responsibility of the sponsoring organization.

➤ **I am selling tickets for a concert or performance, do I need a license?**

Some performances require a *Show License* or *Vendor License*. Please contact City of Nashua [Licenses and Permit Department](#).

➤ **Is there anyone else I should notify about my event?**

If you are having a large attendance and or serving food to the public, you may need to notify the following City of Nashua departments: [Nashua Police Department](#), [Fire Marshal](#), and/or [Environmental Health Department](#). Additional fees from these departments may be assessed and paid for by the renter.