



Capital Area Farm & Community Connection Infrastructure Inventory Project

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Abstract

Merrimack County Conservation District (MCCD) received funds from Northeast Sustainable Agriculture Research and Education (SARE) to conduct an assessment of agricultural infrastructure needs and potentially underutilized infrastructure currently in Merrimack County that farmers could use. This potentially underutilized infrastructure may include commercial kitchens, community food storage and processing resources. The goal was to catalog the needs and the resources followed by a practical plan for what needs to happen next to increase availability of local foods throughout the year, especially in winter, throughout the Capital Area of New Hampshire.

In the course of this project, the District developed two surveys—a needs assessment for farmers and a community resource inventory for facility owners; developed a database of county farmers and their agricultural infrastructure needs and a corresponding database of potential food storage and processing resources within the county; held a facilitated agricultural round table discussion to brainstorm needs and solutions to infrastructural issues; conducted in-depth follow-up interviews with selected farm survey respondents; held a “mixer” event that brought together farmers and potential institutional and business customers; compiled and distributed throughout the county (18,000 copies in 2010 and 33,000 copies in 2011) of a popular *Capital Area Local Food Guide* with information about year-round availability of local foods and their sources within the county; created a map and chart of county farms with needs and facilities with resources; published project findings on the District’s website and developed a *Next Steps* plan for continuing support of farmers, institutions and consumers in Merrimack County via the local foods movement. Some of these *Next Steps* are already in the beginning stages.

Introduction

Merrimack County Conservation District, through its Capital Area Farm and Community Connection (CAFCC) program, designed this project to increase off-season availability of local foods. Prior to this project, CAFCC identified the dearth of local foods in the winter as one of the biggest barriers to eating locally produced foods in New Hampshire's Merrimack County.

Local citizens and businesses seeking to incorporate local foods into their winter menus find them largely unavailable in the Capital area. Conversely, farmers wishing to expand their offerings beyond the growing season lack accessibility to storage and processing facilities, do not know where available facilities are located, or are unable to gain access to them. Another addressed need was a community location to sell local foods year round.

The goal of this project was to identify and eliminate barriers to year-round availability of locally produced food. The project addressed this by taking steps to lay a foundation for connecting the farming community with Capital area resources and consumers.

Building new facilities, especially in the current economy, is beyond the means of most farmers. Identifying existing facilities that can be used for community benefit is a win-win situation and was a project priority, as was the corresponding objectives of learning which producers have the greatest needs for these types of facilities, at what time of year and at what capacity.

Capital Area Farm and Community Connection is about just that—building connections. Accordingly, one major project objective was to take an inventory of commercial kitchens in area churches and schools and to identify which, if any, might be interested in donating or renting their facilities to local food producers. This would not only help farmers, but might defray some taxpayer costs via rental fees for school kitchens unused during summer and school vacations. The environmental and economic benefits of avoiding new construction are also significant.

Another project objective was to facilitate connections among farmers. For

example, one Merrimack County orchard has cold storage capacity lying fallow since the crash of the New England apple market. The owner is willing to share it, but it will need to be upgraded and refurbished due to prolonged disuse.

A third objective was to commence the process of creating ongoing connections between local producers and potential customers. Farmers made it clear early in the project that their priority is figuring out how to create viable institutional, business and wholesale customers. CAFCC set its project priorities accordingly.

A final objective was to help local consumers locate local producers. The local foods movement is relatively new in our county and consumers are often bewildered by the task of locating convenient sources for locally produced foods.

Methodology

The first step in this project was to invite over fifty local farmers and agricultural service providers to a moderated round-table discussion. The discussion was strategically designed to foster connection among attending farmers and listening by providers; both groups expressed appreciation for this approach. This was followed by a catered networking lunch to allow for farmers and agricultural service providers to continue the discussion.

Following this kick-off activity and the information derived from it, MCCD staff and consultant Ruth Smith, M.Ed., developed two surveys: one for farmers, designed to assess their on- and off-farm growing, processing and marketing needs and the other to identify possible available storage and processing resources held by community schools, churches and other organizations.

MCCD staff then interviewed 40 area farmers via mailed surveys, a matching online survey, phone and personal interviews at nearly every farmers' market in the county. Staff also conducted in-depth follow-up interviews with selected respondents.

Concurrently, MCCD inventoried Merrimack County schools and churches via mail and phone to establish a baseline data bank of existing community facilities usable for storage and processing.

Results of both surveys were compiled in separate databases, the contents of which were used to create a map and chart to provide a comprehensive picture of county farms with storage and processing needs and facilities with corresponding resources. The results of these surveys can be found in the Appendices.

In addition to the surveys, MCCC collaborated with *The Concord Monitor*, the county's largest newspaper to compile and distribute two editions of a popular *Capital Area Local Food Guide* throughout the county. The *Guide* provided general information about the benefits of shopping locally, along with specific information about various locally produced foods and where to get them. The second edition expanded the focus to include more information about year-round availability of local foods.

A "mixer" event conducted by the CAFCC co-coordinator brought together about 12 farmers and potential institutional and business customers to explore possibilities for doing business with one another.

Throughout the project District staff met with and provided material support to local consumer food groups such as Kearsarge Eat Local (KEAL) and producer groups such as Kearsarge Beekeepers' Association.

Results of the project were shared with food producers, consumers and the general community via publication of a final report, which is posted on the District's website <www.merrimackccd.org> and available in hard copy from the District office. Finally, the District developed a Next Steps plan to continue support of local food production and consumption. The plan addresses the expressed needs of farmers, processors of locally produced foods, businesses, institutions and consumers in Merrimack County.

MCCC plans to continue its activities in creating a network of facilities available to farmers to encourage increase in production of crops that can benefit from storage and processing and to maintain the established database of facilities and farms.

Results

Infrastructure Roundtable Discussion

On December 7, 2010, CAFCC held a facilitated roundtable discussion for 30 farmers and 20 agricultural service providers. There were considerable agricultural needs discussed. These include the following highlights:

- Need for institutional (wholesale) customers;
- Need for more (and better) USDA slaughterhouses, preferably small ones every 30-50 miles;
- A larger pool of customers who want to buy local foods;
- Education of consumers on how to select and cook local foods, especially "the stuff they're not buying" (i.e. lesser known crops);
- Legal issues, such as local zoning and increasing rules and regulations regarding production and processing of agricultural products;
- Taxation (towns want to tax high tunnels, which are temporary structures; removal of land from current use when animal housing or storage buildings are added);
- High initial financial investment required to get into farming;
- High cost of land;
- Lack of health care;
- Need for a centralized location for up-to-date agricultural information (events, RFPs, technical service providers, grant deadlines, etc);
- Training on how to sell their products, such as website design, social media, web commerce, etc.;
- Need for skilled labor;
- Use of shared agricultural equipment, such as a no-till seed drill.

A detail of the roundtable discussion can be found in Appendix I.

Farm Infrastructure Needs Survey Results

Of the 40 farms surveyed, all needed some sort of infrastructure added to their farms to increase productivity. The most needed were commercial kitchens (43%), cold storage (35%), and other (50%). This is keeping in mind that the survey allowed for farmers to choose multiple infrastructure needs. Farmers needed this additional infrastructure the most from June-September with 30% of participants requiring it year round as well. Financial factors were the leading cause preventing farmers from adding new infrastructure; 73% of farmers listed this reason. The second highest cause (40%) had to do with regulations and zoning issues. About 68% of farmers stated they had no underutilized infrastructure and 70% of them said they would work cooperatively with

other farmers to utilize equipment and space.

Survey Answers

WHAT ARE YOUR INFRACTURE NEEDS TO HELP INCREASE PRODUCTIVITY?

OTHER	20
COMMERCIAL KITCHEN	17
COLD STORAGE	14
MEAT PROCESSING FIXED	5
MEAT PROCESSING MOBILE	5
FLASH FREEZE MOBILE	5
PACKAGING PLANT	4
MILK PROCESSING	3
FLASH FREEZE FIXED	1

WHEN DO YOU NEED/WOULD USE ADDITIONAL INFRASTRUCTURE THE MOST?

JAN	17
FEB	18
MARCH	19
APRIL	21
MAY	20
JUNE	26
JULY	28
AUGUST	27
SEPT	29
OCT	24
NOV	21
DEC	19
YEAR ROUND	12

WHAT'S PREVENTING YOU FROM ADDING NEW INFRASTRUCTURE?

FINANCIAL	29
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REGULATIONS/ZONING 16

TIME 11
OTHER 9
EQUIPMENT 5
AGE 3

DO YOU HAVE UNDERUTILIZED INFRASTRUCTURE?

YES 9
NO 27

WOULD YOU BE WILLING TO WORK COOPERATIVELY WITH ANOTHER FARM TO UTILIZE EQUIPMENT/SPACE?

YES 28
NO 3

A more detailed look at the survey results can be found in Appendix III.

Community Facilities Survey

Numerous Merrimack County community facilities with potentially underutilized infrastructure were contacted in the spring of 2010. Eighty-eight (88) schools were contacted via the internet or by direct mail. Of those, fourteen (14) schools responded with five (5) to seven (7) schools saying they could possibly to they definitely will lease out their infrastructure (e.g. cold storage or commercial kitchen) to local farmers or those making value added products. Eighty-nine (89) churches were contacted via email or by direct mail. Of those, six churches responded but with only two churches stating that they were capable of sharing their resources. Summer camps and soup kitchens were also contacted, but no return information came back from the camps.

In the farmer interviews, underutilized cold storage was identified. Some of this underutilized cold storage has, within this past year, become shared equipment among two or more farmers. Some farms that assisted with this project also participated in an energy efficiency program; some of the cold storage from these farms is slated to become shared equipment.

A synopsis of the community facilities survey can be found in Appendix IV along with the applications for use provided by the schools.

Producer/ Buyer “Mixer” Meeting in April 2011

In April, 2011, CAFCC held a “mixer” gathering for agricultural producers and potential buyers. The meeting had two goals: gather information on what needs to be

done to bring producers and local buyers together and as a neutral meeting space for these two entities to connect.

This meeting was attended by one school, one hospital, one conference center chef, one café, and two restaurants on the buyer side. For agricultural producers, this meeting was represented by one dairy farm, one beef farm, one organic vegetable farm, and one diversified farm.

The following are results from this meeting.

Insights

- Clear desires - Farmers recognize that restaurants and institutions know exactly what they are looking for and produce this need.
- Timing specific - During the discussion, buyers realized that purchasing from local farms required advanced planning and notice to the farms. For example, if a buyer needed tomatoes in August, they would have to let the producers know ahead of time to have time to grow the specific type and quantity needed.
- Farmers were excited to see that institutions care about buying locally.
- Institutions were excited to see that they could buy in bulk from farmers as long as there was clear communication about needs and timing.
- Possible creation of “RSA’s” - Restaurant Supported Agriculture.
- With today’s economy, prices are going up because of fuel and other costs.

Needs

- Advanced Planning - Farmers need to know in advance how much produce/meat the institution will need so they can plan accordingly.
- Early communication between the producer and buyer.
- “Food with a Face” - The idea is that when restaurants or institutions use local foods, that they should have pictures of the farm, family, or animals that the product came from, e.g. have a picture of one of the local cows from a local milk producer.
- Bulk Quantity- It is difficult for institutions to buy locally because of the quantity needed. Buyers need to be assured that bulk quantity is available.
- Price Stability- Buyers stated that prices among farms vary drastically. In order for more buyers to buy from farms, there needs to be some price stability and

consistency among farms.

Next Steps

When CAFCC began this program, it was believed that there was a greater need in physical infrastructure needs, such as a flash freeze unit, commercial kitchen, or washing stations. What this project ended up showing was that the infrastructural needs of NH's agricultural sector were more complex and diverse than previously expected. While there was a desire for the typical "shared infrastructure," there was also a desire for "shared infrastructural knowledge" in such fields as social marketing, web design, web marketing, business planning, grant writing, and other skills that enhance business. Also, the original focus was to assess infrastructure on the processing and value-added end of the food production spectrum. There appeared to be an equal need for shared equipment that could be purchased by Conservation Districts or other non-profits to rent out to farms in need.

Given these results, listed below are the current and future actions steps for the Capital Area Farm and Community Connection.

Current Action Steps/ Activities

1. Creating a list of farms that would be interested in sharing agricultural equipment that would also benefit conservation initiatives, such as no-till seed drills, mulchers, stone pickers, and more. MCCD is developing a plan to purchase and rent this equipment to farms in Central New Hampshire. MCCD is also looking into buying a plastics bailer in order to begin an agricultural plastics recycling program in NH.
2. CAFCC has sought and received grant funds to begin a Capital Area Local Foods website to further promote local foods in Merrimack County.
3. CAFCC has been working with local college students to create a Capital Area Local Foods phone application to promote local foods from Concord, NH, to Boston, MA. As people rely more on their phones for up-to-date information, this step is seen as experimental but potentially vital to bring new customers to Capital Area farms.
4. CAFCC has been working with the Southern NH Resource Conservation & Development Area Council to provide technical assistance to a fledgling agricultural cooperative in Central NH.
5. CAFCC will host a forum for all of New Hampshire's local foods groups to see what other areas are doing that address the infrastructure and other needs to promote local foods in New Hampshire.
6. CAFCC is working with several farms to upgrade their cold storage through energy audits, a USDA Natural Resources Conservation Services Conservation Innovation Grant, and other programs. One apple orchard has opened up its cold storage for another farm currently bottling its own milk. We are looking at other programs to expand this cold storage.

Future Action Steps

1. Infrastructure Training

The surveys and round table discussion showed a strong need for training in marketing, business training, web development, social media, and other means to market their goods. CAFCC is working with partner organizations to develop workshops in 2012 that would address this need.

2. Consumer Education

Many farms wanted consumers to be educated about the costs of producing foods locally. One desire was to outreach to the public about the benefits of buying locally and for consumers to gain some knowledge about how their food is produced. CAFCC intends to create a series of workshops in underserved areas concerning nutrition, using local foods, gardening, food storage, and farm experience days. Along with CAFCC's own projects, this will be done in collaboration with programs such as Agriculture in the Classroom and by promoting other local foods programs such as Kearsarge Area Eat Local and farm days such as those run by Miles Smith Farm in Loudon.

3. Further Collaboration

As some of the findings in this report CAFCC cannot do, such as lobbying for changes in law and regulation, this project helped assist in building partnerships, share ideas, and work on addressing all of the issues identified. This process allowed CAFCC, agricultural entities, agricultural service providers, volunteers, and others to collaborate and work on common goals- a process that will be continued past the Northeast SARE grant.

4. Additional "Mixer" Programs to Bring Producers and Buyers Together

The "mixer" program held by CAFCC to introduce buyers and producers needs to be replicated to bring more entities together. Many buyers are interested in buying local, but do not know who to buy from and are not communicating early enough to get the supplies they need. In 2012, it is anticipated that CAFCC will hold more of these "mixers" to promote institutional buying in Merrimack County.

Appendices

- I. Infrastructure Roundtable Detailed Notes
- II. Farm Infrastructure Needs Survey Results
- III. Community Facilities Survey Results
- IV. Facility Use Form- Pittsfield School District
- V. Facility Use Form- Kearsarge School District

Agricultural Round Table Discussion

NH Audubon Society,
Concord, NH
December 7, 2010

Main Themes

- Need for institutional (wholesale) customers
- Need for more (and better) USDA slaughterhouses, preferably small ones every 30-50 miles
- A larger pool of customers who want to buy local foods
- Education of consumers on how to select and cook local foods, especially "the stuff they're not buying" (i.e. lesser known crops)
- Legal issues, such as local zoning and increasing rules and regulations regarding production and processing of ag products
- Taxation (towns want to tax high tunnels, which are temporary structures; removal of land from current use when animal housing or storage buildings are added)
- High initial financial investment required to get into farming
- Lack of health care

Welcome by Ruth Smith

Group task set as identifying infrastructure needs and formulating plan to meet some of those needs.

Discussion (moderated by Dave Chase; farmers in inner circle of chairs, service providers in outer circle)

Joanne Gelinis Snow: I don't think of these as roadblocks. They are a tremendous opportunity. Because we don't have as many rules and regulations as other states, we're a blank slate here in NH. I want to build a slaughterhouse (so well designed) that will have the cattle knocking on the door to get in."

Carol Soule: "We're in a great state to be a farmer."

Q 1: Where do you want your farm to be in five years?

Snow: Being able to market our beef locally. Currently marketing in ME. Tries to buy local grain and corn meal. Has to transport pigs to VT for slaughter and smoking.

Carol Soule: "My vision for 2015 is not that NH is the Granite State. It's the Beef State. NH is an ideal place to raise beef." We need institutional customers and a lot of small slaughter facilities every 20-30 miles. Transport is hard on the animals. "If the cattle are happy the people are happy. You get a better product."

Naomi Scanlon: "I want it to be a meat state, not a beef state." Transporting her sheep is a serious problem. "I cannot stand to put an animal on a truck and ship them an hour. You can't do that and expect a good product at the end." She wants to see:

- More local slaughterhouses
- A means of streamlining garlic production
- Machinery
- Workshops and training geared to women

Larry Pletcher: "We need to refine what we're doing."

For 2015: Local markets beyond the people who are already converted to this (local foods)—"the people who are going to Market Basket. There are vast markets out there."

Ayn Whytemare: 2015—more acreage. "I want a change of attitude. Agriculture is okay, as long as it's adorable. But the minute it gets past adorable—you need an indoor ring or early tractor use—it's 'Can you put a blue tarp instead of the brown tarp? It would look so much better.' I want Beyond Adorable."

Jane Presby: Had to balance what she wanted with what she could afford and the kind of soil she had when she took over her family's seventh-generation farm. In 2015 she wants a four-season farm—efficiently—"so I'm not dead in 20 years." She sees a need for "education, education, education. People don't know how to cook. Under 40? Forget it." She plans to have a "user friendly farm" with hiking trails, a snowmobile corridor. She's put in picnic benches already.

Presby sees farmers' markets as a vehicle to market her farm. She provides recipes and demos to teach people how to use "the stuff they're not buying."

Earl Tucson: 2015—"My two-acre orchard block will be bearing and I will have planted another. We'll be on the cusp of certified organic cider." Tucson hopes to buy the 20 acres across the road, from which he hopes to sell dried greens and grains and wholesale to local processors like Blake's Turkey Farm. Hopes to have moved his family into a new home and out of the current old, drafty farmhouse.

Jenn Ohler: 2015—Better storage. "Storage is a huge dilemma for us." Sheds and employee housing is "always a problem with zoning." Biggest problem is growing enough to meet the demand of the markets they've built up over 25 years.

David Larabee: "In five years I'd like to be strictly organic." Barriers: Farming requires an expensive initial investment. "There's nothing to stop us except the market. If that market isn't there, we can't sell."

Joan O'Connor: 2015 is "too far away." By 2012 "I want a year-round market and I want a building like this for meetings like this."

Dave Stewart: "I want no more projects for infrastructure. I hope to be a community-oriented farm."

Q 2: What types of infrastructure do you already use on your farm?

Q 3: What are the infrastructure barriers that limit your ability to meet your farm's goals?

Tucson: Soil. "That's where it starts so I want more soil." He also has need for

- Crop storage
- Processing (bagging)
- Volume (institutional or wholesale) customers "I don't want to deliver two bushels of tomatoes. I want to deliver a six-wheeler load." Volume sales enable local farmers to "feed more people."

Snow: "I want to do education and provide a venue for others to do classes on butchering your own sheep or how to can. As farmers we have to go with what society's looking for. Right now it's education."

Soule: "Infrastructure is us. Organizing farmers is important."

- Sees need for co-operative marketing. "You can add vegetables (from another farmer) when you're selling meat." This adds value for the consumer, too.
- Institutional customers "The best customers are the institutional customers."

Pletcher: Needed infrastructure—

- Equipment (tools, tractors)
- Delivery issues (truck, especially refrigerated)
- Employee housing

Barriers—Zoning, current use. Town tried to tax his high tunnel. Could do cattle, but barn would be taxed several thousand dollars.

Whytemare: Needed infrastructure—

- Greenhouse
- Web site with flexibility for self management/instant updating as farm product offerings change
- Institutional customers "If there's a hell, there's retail going on there."

Presby: Needed infrastructure—

- Parking
- Commercial kitchen

Barriers—

- Zoning
- Rules and regulations
- Taxes (mentioned high tunnels as an example)
- Flow of grant money
- Availability of information about services "Finding your way to get the services you need."

Scanlon: Needed infrastructure—

- New buildings on 200+-year old farm
- Equipment
- Workers (someone to hay)
- Slaughtering plants

Barriers—

- Rules and regulations, especially about processing "because you're dealing with HHS and the Ag Department."
- Timing of meetings like this one

Katherine Darling: Needed infrastructure—Post-harvest washing and storage "so I can sell to institutional customers. It seems like a no brainer to connect with schools."

Ohler: Needed infrastructure—

- Education for aspiring butchers
- Health care
- County-wide sharing or try-out of equipment

Barriers—Inability to get free or low cost information (handouts) online that was presented at meetings they're unable to attend. "It's really frustrating to miss a really good meeting because you can't be there and then you can't get the information."

Stewart: Needed infrastructure—

- More land in production
- Grain mill

Barriers—

- Forest
- Hay fields have too many rocks

Karen Booker: Barrier—Finding affordable land and equipment.

Q 4: What are your thoughts about opportunities for shared infrastructure that could address the needs of multiple farms?

Soule: Staff. Cost of workers' comp is prohibitive. Solution—unpaid college interns; share migrant workers among different types of farms during varying slow and busy times.

Whytemare: Willing to work with local teens because "when I'm busy I need three of me." Immigration seems "dicey and loaded."

Q 5: What are the top three things providers could do for you now?

O'Connor: Need more help from corporate, state and Federal sources. "Money, cash, dollars." More service provider organizations working together would help.

Larrabee: Just got a high tunnel from NRCS. Only took about 20 minutes because he had a conservation plan in place. "Those rabbit trails had already been done."

- Money (\$3-4,000) to draw on before cash (from cost share) comes in.
- List of markets to ship to (Example—Dave Johnson takes a 10% fee to market Larrabee's products to Sysco and NH Associated Grocers)
- Help in sourcing supplies such as good organic seed

Scanlon:

- A central online calendar for every ag-related department and organization in the state to use. "So you could go to one place to find information about events, blights spread, pests and so forth."
- A chart of how various ag groups and providers work and fit together
- Public needs to be educated
- NH Department of Ag needs money

Darling: A tool for farmers to know how to process all the information on Scanlon's proposed calendar. Many community groups are now working on locating funds and need help in using the existing infrastructure-building information.

Presby: Would like to see a searchable data base. To which Earl Tucson replied "We have one. It's Amy (Ouellette of UNHCE)." Scanlon: "But Amy's not available 24/7."

Tucson: Re Federal help—People don't know where to go for basic information about the products they grow (Example: Don't store apples with cabbage-- new farmers don't necessarily know stuff like this) or how to use stuff (so they can teach their customers).

Pletcher: There are a lot of resources for individual farms, but a lot of what we've talked about, those resources don't speak to those needs. There's no lead person to organize. How do you create something like that? We need to figure out how to organize, how to find money.

Service Providers Speak

Jay Phinizy, Farm Service Administration (FSA): Phinizy expressed frustration in trying to get the word out to farmers about FSA's services. "One of the things I'm trying to grow is communication. We have all kinds of services to offer."

Keith Farrell, FSA: Spoke about Conservation Loan Program to help fund grower's portion of NRCS cost-share programs; Rural Development's 1% Labor Housing loans and >2% interest structure loans.

Donna Juno, FSA: "We have 26 different programs. Our mission is to serve our farmers." FSA serves farmers with loans, price support, disaster assistance and conservation. The state office puts announcements of upcoming programs in the *NH Weekly Market Bulletin*.

Charlene Anderson, NH Made: Their 5-year strategic plan includes a total revamping of their existing website into what they hope will be an "Amazon.com of NH-made products." They want to include farm products (wine, apples, other associations and farms). They are seeking corporate sponsors to start an online market and are about "halfway there." She recommends farmers get their farms on Facebook, a free marketing tool. The Women in Ag site run by University of Vermont (UVM) has a webinar on setting up a Facebook page.

Holly Umphrey, Southern NH Resource Conservation & Development (SoNHRC&D): So. NH RC&D State Council comprises representatives from the six southern counties in the state. Being a non-profit, they are able to act as an administrator for organizations who lack 501(c)3 status.

Lorraine Merrill, Commissioner NH Dept. of Agriculture, Food and Markets: The Dept. of Ag, among its many activities, maintains a list of meat producers. They are working hard on a slaughterhouse and inspection program. Contact Gail McWilliams Jellie to become involved.

Amy Ouellette, UNH Extension Service, Merrimack County: Many people want to get into farming. She often gets asked "What can I grow or raise that will give me the biggest return on my investment?" She believes we need to co-ordinate better to show you who does what, act as a clearing house.

Merrill: Who's Who in NH Ag has all this information online and in hard copy.

Tucson re Federal help: People don't know where to go for basic information. For example, when doing on-farm storage you shouldn't store apples with cabbage, but people starting out don't know that. Or how to use products.

Pletcher: There are lots of resources for individual farms but a lot of what we've talked about, those resources don't speak to those needs. There's no lead person to organize. How do you create something like that? How to organize, how to find money...

Luke: I just put in a grant for money to start a co-op. The resources are there but need to be used. For example, RC&D could work with groups like meat producers.

Merrill: Recommended Co-operative Development Institute (Linda Brushette) and NH Sustainable Ag. But... we need local leadership.

Q 6: What's next?

Smith: Keep talking. But we need to talk outside our circles. Ag Commissions can help educate the public.

Luke: The District's trying to find things (problems) we might try to solve.

Gelinas Snow: Everything's available.

Farrell (FSA): This is a unique state. There's a support system behind the scene. Rural Development (RD) works with bricks and mortar; FSA with individual farms; RC&D innovative group projects and NRCS with environmental and natural resource conservation issues.

Participant Evaluation Comments (anonymous)

Q 1: What was the best part of the discussion?

Very well facilitated. It was a good decision to put farmers in the middle and prioritize their participation. I'm an ag service provider and I'm tired of listening to people like me!

Sharing information.

Hearing about goals and frustration of other farms.

What other farmers need/provide.

Meeting with other farmers.

Folks sharing...all was great.

Familiar faces.

Open discussion of opportunities and barriers and what services are available.

More understanding of what infrastructure there already is.

1) Hearing issues of farmers' concerns 2) Representatives from several entities were present.

Identification of issues/needs.

Good beginning.

Circle discussion, as participants built off others' ideas—needed more (some) brainstorming for solutions.

Hearing farmers talk about their visions and barriers to achieving visions.

Hearing everyone's needs and opportunities.

Hearing problems of other farmers.

Other farmers' points of view.

Q 2: What part could be most improved?

Break into groups with different agencies.

Make discussions action oriented.

Put record of event on internet.

List of participants to continue connection.

Problem solving.

Longer.

Some take-away actions.

Narrow questions/limit time of speakers to less time.

I think it was quite well done. No ideas for improvement. Thank you.

People should have all introduced themselves *briefly* at beginning.

Facilitator talked too long—missed question, let people talk too long.

More "How to."

More brainstorming for solutions. Next meeting state, local and Federal reps should bring in that chart showing what departments exist and what they do—where they interact, etc.

Could have been longer, rounding out with concrete lists of potential initiatives and next steps.

Group solutions.

Q 3: What single action would you like to see from today's discussion?

The opening of a local slaughterhouse.

Another meeting.

A place to rent ag equipment from.

List of participants and what they do.

More of this.

One guidebook to all offices.

The service agencies and supporter work together with the group to create/define a slaughterhouse statewide concept.

State calendar with all entities involved. Report of what did happen/minutes and where it (sessions) is going.

I would like to see a large indoor market available all year round.

Many flowers to bloom.

Task forces to address needs.

Central market facility like those in PA and other states.

I've been to several meetings which discuss infrastructure needs. I'd like to see these needs evaluated and an assessment on your part as to which are feasible and how to start.

Publish contact list and share back with group.

Bring in DRED, Chamber of Commerce, etc. to work on marketing.

State Ag Dept. help set up regional local markets.

Buy a test plot combine for small grains.

FARM NO	TOWN	COMMERCIAL KITCHEN	MILK PROCESSING	FLASH FREEZE UNITS - FIXED LOCATION	FLASH FREEZE UNITS - MOBILE	COLD STORAGE	PACKAGING PLANT	MEAT PROCESSING FACILITIES - FIXED LOCATION	MEAT PROCESSING PLANT - MOBILE	OTHER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YR ROUND	LAND/SPACE	\$	EQUIPMENT	TIME	REGULATIONS/ZONING	OTHER	UNDERUTILIZED INFRASTRUCTURE?	WILLING TO WORK COOPERATIVELY?	
1	Andover	X* H/C WATER								X-NEED MORE TREES			X	X										X						YES-B/C LENGTH OF SUGARING SEASON	YES-CURRENTLY HAPPENING	
2	Boscawen	X				X				X- CO-OP						X	X	X	X									X AGE	YES - UNDERUSED LAND	MAYBE		
3	Bradford	X				X	X									X	X	X						X					NO	YES		
4	Bradford									X- OPEN LAND			X	X	X	X	X	X	X	X				X	X						YES	
5	Canterbury	X								X- WASHING STATIONS, COMPOST FACILITY (COMMERCIAL & ORGANIC, RENEWABLE ENERGY SOURCE)	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X			NO	YES- ALREADY HAPPENING	
6	Canterbury				X				X							X		X									X	X AGE	NO			
7	Canterbury																													NO	POSSIBLY	
8	Canterbury	X	X								X	X	X	X	X	X	X	X	X	X	X	X	X		X	X				NO	YES	
9	Chichester		X																					X	X							
10	Concord																													NO	YES	
11	Concord																							X			X		X WORK TIME	NO	YES-ALREADY DO	
12	Concord	X												X	X	X	X	X	X	X						X				NO	YES	
13	Concord															X	X	X	X											NO	YES	
14	Contoocook	X																								X	X			NO		
15	Contoocook	X									X	X	X	X	X	X	X	X	X	X	X	X	X	X						NO	YES	
16	Contoocook									X - COOPERATIVE, SEASON EXTENSION (COVERS, IRRIGATION)	X	X	X	X	X	X	X	X	X	X	X	X	X	X					X NEEDS MANAGER	NO	YES- ALREADY DO, WORKING WITH A COOP IN WARNER	
17	Danbury							X		X - WINTER MARKET, CO-OP	X	X	X	X	X	X	X	X	X	X	X	X	X				X	X - DISTANCE TO MARKETS	NO	YES		
18	Hampstead									X- WORKERS				X	X	X	X	X	X					X	X					NO	N/A	
19	Henniker							X		X- WORKERS, PROPERTY TAX RELIEF, MONEY	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X			YES	YES	
20	Hill					X					X	X	X	X	X	X	X	X	X	X	X	X								YES - TOO OLD TO FARM	MAYBE	
21	Hooksett					X				X - WASHING STATIONS					X	X	X	X	X	X	X				X						NO	
22	Hooksett	X											X	X												X				NO	YES	
23	Hooksett	X												X	X	X	X	X	X												NO	YES
24	Hopkinton	X	X RAW MILK BOTTLING		X			X	X	X- WORKERS;	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X AGE	YES	YES	
25	Hopkinton	X				X	X			X- WORKERS	X	X	X	X	X	X	X	X	X	X	X	X	X	X							NO	YES
26	Jaffrey					X				TUNNELS	X	X	X	X	X	X	X	X	X	X	X	X	X			X				NO	YES- ALREADY DOES	
27	Pittsfield																		X	X	X	X								YES	YES	
28	Pittsfield									X - WASHING STATIONS, CO-OP						X	X	X	X	X					X						NO	MAYBE
29	Sutton	X				X			X		X	X				X	X	X	X	X	X	X				X	X			NO	YES	
30	Sutton	X			X		X			X- WASHING STATIONS, CO-OP, TILLER, BRUSH HOG, SEEDER, WORKERS	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X - LACK OF POWER AND GEOGRAPHIC LOCATION	YES	YES		
31	Thornton	X				X					X	X	X	X	X	X	X	X	X	X	X	X	X							NO	YES	
32	Unknown Merrimack			X		X	X	X																						X	YES	
33	Warner	X									X	X	X	X	X	X	X	X	X	X	X	X								NO	N/A	
34	Warner				X			X		X WALK IN COOLER														X			X	X PROPERTY TAXES	NO	SURE		
35	Warner				X					X-ORGANIC CO-OP, REFRIGERATED DELIVERY TRUCK						X	X	X	X	X											NO	YES
36	Warner									X- LAND, HOUSING AND BARN	X	X	X	X	X	X	X	X	X	X	X	X	X		X					YES	NO	
37	Weare									X- WORKERS	X	X	X	X	X	X	X	X	X	X	X	X	X			X				NO	NO	
38	Webster				X				X						X	X	X	X	X	X					X	X				NO	YES	
39	Webster	X				X				X - WASHING STATIONS, COOPERATIVE						X	X	X	X							X	X				NO	YES
40	Webster							X		X - CO-OP	X	X	X	X					X	X	X	X								NO	YES	
TOTAL			17	3	1	5	14	4	5	5	20	17	18	19	21	20	26	28	27	29	24	21	19	12	6	29	5	11	16	9; 3-AGE	YES - 9; NO-27	YES- 28 ; NO-3

Available Infrastructure for Agricultural Producers

School Responses

88 schools contacted with 14 responses. 5-7 possible usages and 6 definite NO—not available.

School	Equipment	Availability	Comments
Sutton Central Elementary School Steven D. Potoczak. RR 1 Box 159 Newbury Rd. Sutton Mills, NH 03221-9309	Cold storage and small school kitchen.	Anytime	Equipment not used from July to end of August. Willing to have space used by farmers. SAU office in New London has forms to cover agreement. Interested in working with local farmers. Currently have own garden and composting. Larry Pletcher of the Vegetable Ranch and Musterfield Farm have been of great help to us.
Chichester Central School Pamela A. Stiles. Admin Principal 219 Main St. Chichester, NH 03258-6513	Commerical kitche, meat slicer, cold storage	Does not believe sch has let farmers use kitchen.	Agreement/fees would have to go through principal and school board. By Maxine Nolin mnolin@sau53.org
Pittsfield High School Bob Bickford. Principal 23 Oneida St. Pittsfield, NH 03263-3403	Commerical kitchen and cold storage	Mid June to Mid August	Contract available. Possible use for facilities have to be inspected and approved each August. Forms enclosed for use of facilities and fees would be charged.
Pittsfield Elementary School Doug Kilmister. Admin Principal 34 Bow St. Pittsfield, NH 03263-3405	Commerical Kitchen, Milk Processing and cold storage	June, July & August	Would be but space is very limited. Agreement form sent and needs completion. Contact: Lori Bourgeois
Simonds Elementary School Judith R. Pellettieri. Admin Principal Church St. PO Box 250 Warner, NH 03278-0250	Commerical kitchen	Summer months when school not in session	Will need contract forms and SAU confirmation. Cannot commit staff to work.
Merrimack Valley High School Michael Jette. Admin Principal 106 Village St. Penacook, NH 03303-1953	Commerical Kitchen	Unknown	Needs SAU decision. SAU should be contacted.

School	Equipment	Availability	Comments
Andover Elementary School Jane E. Slayton, Admin Principal 20 School St. PO Box 87 Andover, NH 03216-0087	Small commerical kitchen	July if no work in bldg is needed. Would like to help but possibility is slim	Willing but will need insurance liability, building use form and possible fee.
Concord Christian Academy Dean of Academics 37 Regional Drive PO Box 3664 Concord, NH 03302-3664	Small freezer and refrigerator	No	Equipment used by faculty and staff and the Milk program
Proctor Academy Michael S. Henriques, Headmaster 204 Main St. PO Box 500 Andover, NH 03216-0500	Cold storage	Refrigerators are in use every month. Not able to help.	
Allenstown Elementary School Lynn Allen. Principal 30 S. Main St. Allenstown, NH 03275-2197	None available	Space is small and limited	
Second Start James Snodgrass. Executive Director 450 North State St. Concord, NH 03301-3245	Commerical kitchen	None--used 52 weeks per year 7am-3:30pm	
David R. Cawley Middle School Stephen HARRIS. Admin Principal 89 Whitehall Rd. Hooksett, NH 03106-2107	Commerical kitchen	None--N/A	Judy DiNatale, Hookset School District. 603-518-5047 x-5023 jdinatale@sau15.net
Epsom Central School Patrick Connors. Admin Principal 282 Black Hall Rd. Epsom, NH 03234-9701	Commerical kitchen	None--peanut, treenut free zone	Large number of allergies & dietary issues therefore cannot risk contamination. Rita Kiley rkiley@sau53.org

Church Responses

89 contacted with 6 responses: 4 responding with NO usages and 2 YES.

Church	Equipment	Availability	Comments
FIRST CONGREGATIONAL CHURCH 177 NORTH MAIN STREET CONCORD, NH 03301	Commercial Kitchen and 4 residential freezers	anytime	Spare freezers due to low supply for the hungry
SAINT THERESA'S CATHOLIC CHURCH 158 Old West Hopkinton Road HENNIKER, NH 03242	Commercial Kitchen and refrigerator	Yes, but need to consider unforeseen events i.e. funerals.	Would like to try. Will need insurance requirement and letter of agreement.
UNITED CHURCH OF PENACOOK 21 MERRIMACK STREET CONCORD, NH 03303	Commercial Kitchen	Not Possible	Current use precludes use by outside organizations
FIRST CONGREGATIONAL CHURCH PO BOX 305 HOPKINTON, NH 03229	None		
CONCORDIA LUTHERAN CHURCH 211 NORTH MAIN STREET CONCORD, NH 03301	None available		
GRACE CAPITAL CHURCH 542 Pembroke ST PEMBROKE, NH 03275	Warming kitchen only		Warming kitchen only and may not be much help.

Merrimack County Conservation District
Infrastructure/Conservation Needs Survey

Name: Bob Bickford, Principal Organization: Pizzsfield Middle High School
Address: 23 Oneida Street
Town: Pizzsfield, NH Zip: 03263
Phone: 603-435-6701 Email: bbickford@pizzsfield.k12.nh.us

Which is the best way to reach you? (Please circle) Email either Phone AM PM

1. Do you have any of the following infrastructures?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Commercial kitchen | <input checked="" type="checkbox"/> Cold storage |
| <input type="checkbox"/> Milk processing | <input type="checkbox"/> Packaging plant |
| <input type="checkbox"/> Flash freeze units - fixed location | <input type="checkbox"/> Flash freeze units - mobile |
| <input type="checkbox"/> Meat processing facilities - fixed location | |
| <input type="checkbox"/> Meat processing facilities - mobile | |
| <input type="checkbox"/> Other (please explain) _____ | |

2. When would equipment be available to farmers?

- | | | |
|--|---|---|
| <input type="checkbox"/> January | <input type="checkbox"/> February | <input type="checkbox"/> March |
| <input type="checkbox"/> April | <input type="checkbox"/> May | <input checked="" type="checkbox"/> June last 1/2 |
| <input checked="" type="checkbox"/> July | <input checked="" type="checkbox"/> August 1 st half | <input type="checkbox"/> September |
| <input type="checkbox"/> October | <input type="checkbox"/> November | <input type="checkbox"/> December |

3. If you have under-utilized equipment, why is it NOT used more often?

4. Would you be willing to work cooperatively with farmers to fully utilize the equipment/space?

Possibly, our facilities must be improved & approved prior to the opening of school each August.

5. What form of agreement would be necessary to utilize equipment/space? Would you have a rental fee? Do you have a form to describe arrangements?

We have a building use form & yes, there would be a charge of the use of our facilities.

6. General comments?

Please mail this survey to the address below or email your responses.



Merrimack County Conservation District
10 Ferry Street, Suite 211 · Concord, NH 03301
(603) 223-6023 · info@merrimackccd.org



Pittsfield School District

Pittsfield, NH 03263
www.pittsfield-nh.com/sau/

APPLICATION FOR USE OF SCHOOL FACILITIES

Facility requested:

- | | |
|---|---|
| <input type="checkbox"/> Pittsfield Middle High School
23 Oneida Street
Pittsfield, NH 03263
Tel. 603-435-6701
Fax 603-435-7087 | <input type="checkbox"/> Pittsfield Elementary School
34 Bow Street
Pittsfield, NH 03263
Tel. 603-435-8432
Fax 603-435-7358 |
|---|---|

Please select (v) one:

- Cafeteria Gymnasium Lecture Hall (PMHS only) Library/Media Center Other _____

Sponsoring organization: _____

Organization representative: _____

Daytime telephone: _____ Email address: _____

Requested date(s): _____ Start/end times: _____

Describe function: _____

Special equipment requests (PA system, tables, etc.): _____

Events scheduled during the school year should start and end during non-school hours when custodians are on duty. Priority use will be given to school sponsored organizations. The athletic facilities (gym) cannot be scheduled for use during school sponsored athletic contests or team practices.

As the representative of the above organization, I agree to provide that all persons in attendance at the above proposed function will abide by the rules, policies and laws governing the use of public school facilities. State law and Pittsfield School Board Policy prohibit the use or possession of controlled substances (alcohol, tobacco products, and illegal drugs) within the school building or on school grounds.

Signature/Organization Representative

Address

Date

All applications should be forwarded to the principal's office at least 14 days in advance of the scheduled event.

OFFICE USE ONLY

Admin. Assistant to Principal: Approved Denied Reason _____

Signature: _____ Date: _____

Space charges \$ _____ Service charges \$ _____ Total charges \$ _____

Special considerations: _____

Principal: Approved Denied Reason _____

Signature: _____ Date: _____

Event Notification: Athletic Director Facilities Manager Media Specialist Cafeteria Manager Other _____
 Facility Usage Calendar of Events



Pittsfield School District

Pittsfield, NH 03263
www.pittsfield-nh.com/sau/

CONTRACT FOR THE USE OF SCHOOL FACILITIES

Date: _____

It is agreed that the Pittsfield School Board, Pittsfield, New Hampshire, contracts for the use of the school facilities as follows:

Sponsoring organization: _____

Person responsible: _____ Phone #: _____

Purpose of use: _____

Date of event: _____ Time of event: _____

Facilities to be used: _____

Equipment to be used: _____

The sponsoring organization agrees to abide by the attached regulations governing the use of school facilities and any additional rules provided, in writing, by the principal.

SCHEDULE OF FEES:

- | | | |
|-----------------|--------------------------|---|
| <u>Space</u> | (√) | |
| \$25.00 | <input type="checkbox"/> | Basic charge for gym, cafeteria, lecture hall, media center |
| \$50.00 | <input type="checkbox"/> | Kitchen rate |
| | | |
| <u>Services</u> | (√) | |
| \$25.00 | <input type="checkbox"/> | Custodial charge per hour (minimum charge for 2 hours = \$50) |
| \$25.00 | <input type="checkbox"/> | Kitchen staff person per hour (minimum charge for 2 hours = \$50) |
| \$_____ | <input type="checkbox"/> | Other _____ |

Approved by: _____
Principal's Signature Date

Rental fees to be paid in advance \$ _____ . Please make check payable to Pittsfield School District.

Organization _____ Representative _____

Address: _____



Pittsfield School District

Pittsfield, NH 03263
www.pittsfield-nh.com/sau/

COMMUNITY USE OF SCHOOL FACILITIES – REGULATIONS

1. In the event of a conflict, non-profit organizations of Pittsfield will be given first priority.
2. The program must be either educational in nature and/or beneficial to the general public.
3. If police service is required, the sponsoring organization must furnish police detail at its own expense.
4. If custodial service is required, the sponsoring organization will reimburse the District the cost thereof.
5. The sponsoring organization must apply for use at least fourteen (14) days in advance.
6. The sponsoring organization must make all arrangements with the school principal, acting as the representative of the School Board, and the sponsoring organization must sign a contractual agreement.
7. The sponsoring organization agrees to pay for the use of equipment.
8. The sponsoring organization agrees to pay the cost of damage to the facilities and equipment other than damage caused by normal wear.
9. An adult designated by the school principal, shall be present during the event contracted for and shall be in complete charge.
10. The School Board reserves the right to take exception to any of these rules when, in its opinion, it is in the best interest of the District.
11. Schedule of Fees
 - A. Basic charge for gym or cafeteria \$25.00
 - B. Custodial/Kitchen staff charge per hour \$25.00 (2 hour minimum charge = \$50)
12. The kitchen facility of the cafeteria is not available for use by outside groups except by special permission of the principal and food service manager; use must include at least one district food service employee.
13. Requests for the use of Drake Field must be submitted in writing to the School Board through the Business Administrator of SAU #51. To be considered and approved, a request must provide the board with reasonable assurance that the field will not be damaged, adequate liability insurance is provided, clean-up measures are assured, and that the event will not conflict with previously scheduled events.
14. No person or group using Pittsfield School District Facilities will allow the presence or use of alcohol, tobacco or any illegal substance on school property.

Merrimack County Conservation District
Infrastructure/Conservation Needs Survey

Name: LORI BOURGEOIS Organization: Pittsfield Elementary
Address: 34 Bow St
Town: Pittsfield Zip: 03263
Phone: 603-435-8432 Email: bourgeois@pittsfieldk-12.nh.us

Which is the best way to reach you? (Please circle) Email Phone AM PM

1. Do you have any of the following infrastructures?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Commercial kitchen | <input checked="" type="checkbox"/> Cold storage |
| <input checked="" type="checkbox"/> Milk processing | <input type="checkbox"/> Packaging plant |
| <input type="checkbox"/> Flash freeze units - fixed location | <input type="checkbox"/> Flash freeze units - mobile |
| <input type="checkbox"/> Meat processing facilities - fixed location | |
| <input type="checkbox"/> Meat processing facilities - mobile | |
| <input type="checkbox"/> Other (please explain) _____ | |

2. When would equipment be available to farmers?

- | | | |
|--|--|--|
| <input type="checkbox"/> January | <input type="checkbox"/> February | <input type="checkbox"/> March |
| <input type="checkbox"/> April | <input type="checkbox"/> May | <input checked="" type="checkbox"/> June |
| <input checked="" type="checkbox"/> July | <input checked="" type="checkbox"/> August | <input type="checkbox"/> September |
| <input type="checkbox"/> October | <input type="checkbox"/> November | <input type="checkbox"/> December |

3. If you have under-utilized equipment, why is it NOT used more often?

4. Would you be willing to work cooperatively with farmers to fully utilize the equipment/space?

I would be but space is very limited.

5. What form of agreement would be necessary to utilize equipment/space? Would you have a rental fee? Do you have a form to describe arrangements?

See attached building usage form.

6. General comments?

Please mail this survey to the address below or email your responses.



Merrimack County Conservation District
10 Ferry Street, Suite 211 · Concord, NH 03301
(603) 223-6023 · info@merrimackccd.org



Pittsfield School District

Pittsfield, NH 03263
www.pittsfield-nh.com/sau/

APPLICATION FOR USE OF SCHOOL FACILITIES

Facility requested:

- | | |
|---|---|
| <input type="checkbox"/> Pittsfield Middle High School
23 Oneida Street
Pittsfield, NH 03263
Tel. 603-435-6701
Fax 603-435-7087 | <input type="checkbox"/> Pittsfield Elementary School
34 Bow Street
Pittsfield, NH 03263
Tel. 603-435-8432
Fax 603-435-7358 |
|---|---|

Please select (v) one:

- Cafeteria Gymnasium Lecture Hall (PMHS only) Library/Media Center Other _____

Sponsoring organization: _____

Organization representative: _____

Daytime telephone: _____ Email address: _____

Requested date(s): _____ Start/end times: _____

Describe function: _____

Special equipment requests (PA system, tables, etc.): _____

Events scheduled during the school year should start and end during non-school hours when custodians are on duty. Priority use will be given to school sponsored organizations. The athletic facilities (gym) cannot be scheduled for use during school sponsored athletic contests or team practices.

As the representative of the above organization, I agree to provide that all persons in attendance at the above proposed function will abide by the rules, policies and laws governing the use of public school facilities. State law and Pittsfield School Board Policy prohibit the use or possession of controlled substances (alcohol, tobacco products, and illegal drugs) within the school building or on school grounds.

Signature/Organization Representative	Address	Date
---------------------------------------	---------	------

All applications should be forwarded to the principal's office at least 14 days in advance of the scheduled event.

OFFICE USE ONLY

Admin. Assistant to Principal: Approved Denied Reason _____

Signature: _____ Date: _____

Space charges \$ _____ Service charges \$ _____ Total charges \$ _____

Special considerations: _____

Principal: Approved Denied Reason _____

Signature: _____ Date: _____

Event Notification: Athletic Director Facilities Manager Media Specialist Cafeteria Manager Other _____
 Facility Usage Calendar of Events



Pittsfield School District

Pittsfield, NH 03263
www.pittsfield-nh.com/sau/

COMMUNITY USE OF SCHOOL FACILITIES – REGULATIONS

1. In the event of a conflict, non-profit organizations of Pittsfield will be given first priority.
2. The program must be either educational in nature and/or beneficial to the general public.
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4. If custodial service is required, the sponsoring organization will reimburse the District the cost thereof.
5. The sponsoring organization must apply for use at least fourteen (14) days in advance.
6. The sponsoring organization must make all arrangements with the school principal, acting as the representative of the School Board, and the sponsoring organization must sign a contractual agreement.
7. The sponsoring organization agrees to pay for the use of equipment.
8. The sponsoring organization agrees to pay the cost of damage to the facilities and equipment other than damage caused by normal wear.
9. An adult designated by the school principal, shall be present during the event contracted for and shall be in complete charge.
10. The School Board reserves the right to take exception to any of these rules when, in its opinion, it is in the best interest of the District.
11. Schedule of Fees
 - A. Basic charge for gym or cafeteria \$25.00
 - B. Custodial/Kitchen staff charge per hour \$25.00 (2 hour minimum charge = \$50)
12. The kitchen facility of the cafeteria is not available for use by outside groups except by special permission of the principal and food service manager; use must include at least one district food service employee.
13. Requests for the use of Drake Field must be submitted in writing to the School Board through the Business Administrator of SAU #51. To be considered and approved, a request must provide the board with reasonable assurance that the field will not be damaged, adequate liability insurance is provided, clean-up measures are assured, and that the event will not conflict with previously scheduled events.
14. No person or group using Pittsfield School District Facilities will allow the presence or use of alcohol, tobacco or any illegal substance on school property.



Pittsfield School District

Pittsfield, NH 03263
www.pittsfield-nh.com/sau/

CONTRACT FOR THE USE OF SCHOOL FACILITIES

Date: _____

It is agreed that the Pittsfield School Board, Pittsfield, New Hampshire, contracts for the use of the school facilities as follows:

Sponsoring organization: _____

Person responsible: _____ Phone #: _____

Purpose of use: _____

Date of event: _____ Time of event: _____

Facilities to be used: _____

Equipment to be used: _____

The sponsoring organization agrees to abide by the attached regulations governing the use of school facilities and any additional rules provided, in writing, by the principal.

SCHEDULE OF FEES:

- | | | |
|-----------------|--------------------------|---|
| <u>Space</u> | (√) | |
| \$25.00 | <input type="checkbox"/> | Basic charge for gym, cafeteria, lecture hall, media center |
| \$50.00 | <input type="checkbox"/> | Kitchen rate |
|
 | | |
| <u>Services</u> | (√) | |
| \$25.00 | <input type="checkbox"/> | Custodial charge per hour (minimum charge for 2 hours = \$50) |
| \$25.00 | <input type="checkbox"/> | Kitchen staff person per hour (minimum charge for 2 hours = \$50) |
| \$_____ | <input type="checkbox"/> | Other _____ |

Approved by: _____
Principal's Signature Date

Rental fees to be paid in advance \$ _____ . Please make check payable to Pittsfield School District.

Organization Representative

Address: _____

PITTSFIELD ELEMENTARY SCHOOL GYM USEAGE GUIDELINES

Overview: We ask that coaches and other supervising adults help us keep our building safe and secure while their groups are use the gym.

1. Coaches and players need to use side gym door, just beyond dumpster.
2. The coach or responsible adult needs to sign in and out on the clip board out by office door.
3. Coaches and players are to go to the area outside the gym in the hallway to change street shoes to non-marking gym shoes and to use boys and girls bathrooms if needed.
4. Coaches or supervising adults should place a table and sign in the hallway to impede traffic into the main part of the building.
5. Visitors and children not part of the team must stay in the gym on the side lines.
6. No balls are to be used in the hallway outside the gym.
7. Y.M.C.A. equipment in the hallway must be left alone.
8. All outside doors must be kept shut during heating season.
9. When practice is over, the team will change back into regular shoes and go out the same door they came in.
10. After team has left, the coach or supervisor in charge will put things away, shut all lights off, including boys' and girls' bathrooms, sign out, and go back out the same way they came in, checking the exit door to make sure it's shut tight.

Procedures for Application for Use of School Building and Grounds by Non-School Group:

Responsibilities:

- A. Principals will be responsible for processing all requests for use of the buildings, including assigning rooms and establishing rules for use of the facility. This will include requests for gym use. The Director of Athletics will request use of the gym space (high school, middle school, and elementary school) for athletic events through the principals.
- B. The Director of Athletics will process all requests for use of district fields.
- C. The Business Office/ Facilities Management will assess fees for facilities use.
- D. The School Board will evaluate requests for exceptions to this policy, including the reduction or waiver of fees.

Procedures:

- A. Groups and organizations wishing to use school buildings or grounds are required to submit a copy of the "Facilities Use Request" form at least 20 days in advance, to the Principal of the building being requested. The Principal will refer the request to the Athletic Director if an athletic field is requested. If a waiver of the fees is requested, it is to be so indicated on the form with clear rationale why the exception should be granted. The SAU Administration will present the waiver to the Board with a recommendation for disposition.
- B. Application must be made by a competent adult who has the authority to sign the written agreement and is responsible to the organization seeking permission to use school facilities.
- C. If a local organization's request is one with regularly occurring dates, approval may be given for the entire schedule providing it is not among the exceptions in this policy. Should a conflict occur because of a school activity, the right is reserved to cancel the permission granted and to arrange a date and time for rescheduling.
- D. Principals/Athletic Director will approve or deny the request. The "KRSD Building Use Request" form will be used to approve usage.
- E. The Site Manager will schedule custodial coverage.
- F. The Food Service Director will arrange kitchen coverage, as needed.
- G. The Business Office will set fees and give or deny final approval for the event within the provisions of district policy. The Business Office will also inform the requestor whether the request has been approved or denied.

H. Any person or entity using school premises shall be responsible for the safety and welfare of all persons related to such use. The person or entity shall protect the School Board against any claims; however the same may be described or set, arising out of the use of the premises by such person or entity. To meet this obligation, such person or entity shall provide with their application for building use a copy of a certificate of insurance for Commercial General Liability

insurance protecting the parties, their agents, officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the use of the building, such policy to provide limits no less than \$1 million per occurrence. Such certificates of insurance shall name the school district as an Additional Insured. Such insurance contracts shall be with companies acceptable to the School District and they shall require ten days prior written notice to both parties hereto of any cancellation. The School District may make available for purchase event-specific coverage through its primary insurance carrier for organizations that do not carry such General Liability insurance to meet this requirement.

I. In consideration for allowing the rental of school facilities and in full recognition of the board's fiduciary responsibility to protect owned property and assets, users of the school buildings will covenant and agree at all times to indemnify and hold harmless the School; its 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 attorney's fees and legal costs, arising out of the use of these rental premises and all school facilities by the user, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

Regulations for Building and Field Use:

A. The applicant and the organization shall be held responsible for the proper use of the facility for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and the hours agreed on the application. In the event that property loss or damage is incurred during such use or occupancy of district facilities, a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

USERS OF SCHOOL FACILITIES MUST ASSUME RESPONSIBILITY FOR THE SAFETY AND PROTECTION OF THE PARTICIPANTS, AUDIENCE, AND WORKERS. As evidence of its financial ability to indemnify the School District during the term of this agreement, the applicant shall obtain and pay premiums for commercial general liability insurance protecting the parties hereto, their agents, officers, elected officials, representative, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this rental; such policy to provide the limits of liability insurance as stated in regulation KG-R. A Certificate of Insurance naming the school district as an Additional Insured shall be provided. **THE FORM THAT IS PROVIDED MUST BE ACCEPTABLE TO THE KEARSARGE REGONAL SCHOOL DISTRICT AND IT MUST BE COMPLETED AND PRESENTED IN A TIMELY MANNER.**

B. Sponsoring organizations shall provide sufficient competent adult and/or special supervision. The amount of adequate supervision will be agreed upon at the time authorization is issued.

C. Using organizations are limited to the areas they have requested for use. Organizations using the gymnasiums may have use of locker room space as well, if requested. Organizations using the building for events involving students or minors must supervise those students or minors at all times. Failure to do so may result in revocation of building use privileges.

D. The kitchen areas may be used only when a cafeteria worker who has been trained and/or approved by the Food Service Director is present.

E. A custodian must be present when the school building is used by a non-school group. During the school year, Monday through Friday 8 AM to 11 PM (in most cases), custodial presence will be at no charge. All other times will be billed at the custodial rate.

F. In acknowledgement of the school's strictly maintained policy against the sale, possession, use, abuse, or consumption of alcohol or of controlled drugs as defined in RSA 318-B: 1, VI, or of a controlled drug analog as defined under RSA 318-B: 1, VI-a, using organization covenants and agrees to vigorously enforce said policy during the use of the facilities and premises by the User, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

G. Using organizations are responsible for setting up rooms and areas to support their function. All furniture and equipment will be replaced exactly as found after the facility is used. All trash, equipment and other items will be picked up after using the athletic fields. Organizations are responsible for leaving the rented area in an acceptable state of cleanliness, ready for use for school activities. Acceptable cleanliness will be determined by KRSD staff. Any clean-up by KRSD staff will be billed at the custodial rate.

H. Organizations are responsible for scheduling and providing police and/or fire coverage if required.

I. Any and all use of the district facilities shall be totally free from obscure and controversial purposes of a disruptive nature. Should an objection be lodged against a specific use of district facilities by any group, such objection is to be made in writing to the Superintendent of Schools and bear the signature of the individual and/or group of individuals lodging the complaint. At such time as a valid complaint is lodged, the following shall apply:

1. Use of the facilities by the applicant may be suspended temporarily to afford the Superintendent of Schools sufficient time to meet with all concerned parties for the purposes of hearing both sides of the issue. The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of use and the pending hearing.
2. Within five (5) days of temporary suspension the Superintendent and the applicant shall convene at a specified time and location to determine the validity or non-validity of the complaint. Should the Superintendent of Schools be unable to resolve the differences, the Board shall be the deciding authority, and the Board's decision shall be final. A written copy of the decision may be obtained by any and all members of either the complainant group or the applicant group by request.

K. Schools sponsored events and functions do not require separate liability insurance, and will not be billed utility fees or personnel fees. To qualify as school sponsored, the event or function must:

1. Be organized under the direction of the Building Principal or an administrator designated by the Principal;
2. Any fees collected for the event must be paid to the District, or a recognized organization or group that is part of the District or individual school (example: PTO, drama club, 5th grade, football team), and;
3. Teachers, staff, or administrators must be paid by the District for their time involved with this event, not paid from any event fees.

Time Limits:

During the school day, permission for use of facilities may not be granted until 3:00-3:30 PM and may not extend beyond 6:00 AM. Special exception may be made by the building administrator.

Hours requested on the Building use form must include startup and cleanup time. The Using Organization may begin set up at the start time and will be cleaned up and exiting the building by the end time on the application.

Cancellation:

Request for cancellation must be received at least twenty-four (24) hours in advance of the agreed upon on starting time. Failure to cancel shall obligate the applicant to pay the custodial service fee and any other expenses incurred.

Cancellation of permission to use school facilities may be ordered by the Superintendent of Schools and/or the Kearsarge Regional School Board whenever such action is deemed in the best interest of the school district. As much notice as possible will be granted. (Reminder: Postponement of school events may cause sudden change in use of facilities.)

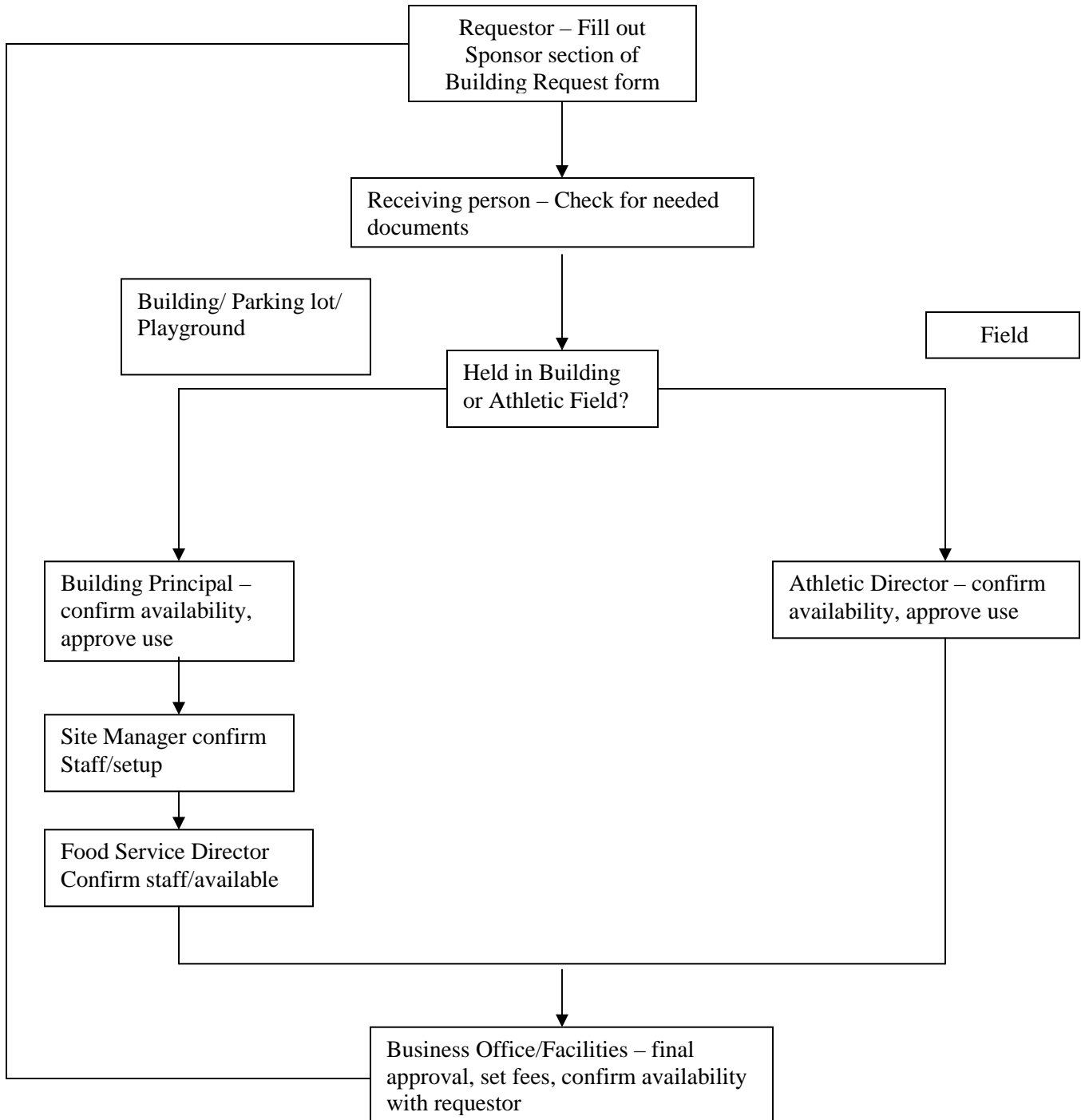
Fees:

- A. Building use fees and hourly rates for custodial workers, cafeteria staff, and maintenance staff will be established by the School Board. The using organization will pay these fees directly to the Kearsarge Regional School District.
- B. Fees must be paid two (2) weeks in advance of scheduled event. Failure to submit payment two weeks in advance of scheduled event may result in loss of space.
- C. Requests for use of school facilities by individuals and groups that charge a fee for services and for groups from outside of Kearsarge will be evaluated by the School Board and an appropriate usage fee will be assessed. A security deposit of 10% of total usage fee will be required. Requests for waiver or adjustment of fees must be submitted to the Superintendent in writing. Only the School Board has the authority to waive or adjust fees.

Law Reference:
Appendix Reference:
1st Reading: February 10, 2009

Date Adopted: May 7, 2009
Revision Dates:
Last Review Date:

**Facilities Use Request Form Approval Flowchart
(Non-School Groups)**



RENTAL FEE SCHEDULE

**KEARSARGE REGIONAL SCHOOL DISTRICT
SAU #65**

PERSONNEL

Custodial/Kitchen Fee	\$18.00 per hour – minimum of two (2) hours
Supervisory Fee	\$15.75 per hour – minimum of one (1) hour
Media Assist./Equipment/Lighting Tech	\$26.25 per hour – minimum of one (1) hour (\$19.00/hr. for aide; \$7.25/hr for equipment)
Aides/Assistants	\$6.50 per hour

FACILITIES

Utilities Fee

Classrooms	5.00
Gymnasium	25.00
Locker Room	10.00
Cafeteria	15.00
Kitchen	15.00
Multi-Purpose Room	15.00
Auditorium	20.00
Athletic Fields KRHS/KRMS	Special Permission Only

KEARSARGE REGIONAL SCHOOL DISTRICT BUILDING USE REQUEST FORM

****20 Day Advance Notice Required****

(circle one) *School Sponsored Function* *Community Function*

Sponsor's Section

Name of Sponsoring Group		
Billing address/ city/ state/ zip		
Name of Group Contact		
Contact address/ city/ state/ zip		
Contact phone/ email		
Event day(s) and date(s)		
Hours	From	To
Building requested		
Room or room type or athletic field requested		
Estimated attendance	Min	Max

Specific description of activity:

Special Requests: Chair Setup (number) _____ (If a specific setup is requested, include a drawing.)
 Audio-Visual Equipment (list) _____ Kitchen Services _____

IT IS AGREED that in consideration for allowing the rental of the Kearsarge Regional School District's facilities and in full recognition of its fiduciary to protect publicly owned property and assets, the Lessee hereby covenants and agrees to at all times hold harmless the Kearsarge Regional School District, its 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 attorney's fees and legal costs, arising out of the use of these rental premises and all facilities by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

The Lessee will provide a Certificate of Insurance reflecting Commercial General Liability coverage with limits of no less than \$1 million per occurrence, naming the Kearsarge Regional School District as an Additional Insured.

If clean-up is required after the event by KRSD, the Lessee will be charged at the custodial rate.

Appropriate certificate or license for activity provided _____

EVIDENCE OF INSURANCE (initial one)

_____The Lessee maintains general liability insurance of at least \$1 million. A Certificate of Insurance will be provided before any use of the facility, endorsed to name the Kearsarge Regional School District as an Additional Insured.

_____The Lessee hereby applies for \$1 million general liability insurance for the above event. (Submit online application as listed below)

Signature of Legal representative of Lessee: _____
Print Name: _____ Date: _____
Print Title: _____

You will be contacted at the above listed contact phone/ email by the approving agent upon completion of all approvals of this request. Do not assume this event is approved until you receive confirmation.

Approval Section

1. Building Principal: Confirm that facility in your building is available as requested
OR Athletic Director: Confirm that athletic field is available as requested.

Building Facility Reserved for: _____

Room(s)/ Field(s) being used: _____

Local authority scheduled, if needed: Y/N _____

Use approved (circle one) Approved Disapproved

Reason for Denial (if applicable): _____

Signature: _____

2. Building Site Manager: confirm staff available _____
3. Food Service Manager (if kitchen is used): confirm kitchen staff available _____

4. Business Office: Set fees, final approval

Room fee: _____

Custodial services fee: _____

Kitchen services fee: _____

Technology services fee: _____

Total fees: _____

Circle one: Approved Disapproved

Signature: _____

Comment/ Reason for Denial (if applicable): _____

Instructions for applying for TULIP event liability insurance coverage.

1. Obtain permission for your event with your local municipality or school for a specified date(s).
2. Use the Kearsarge School District "facility ID" password – "0005-101"
3. On the internet go to <https://www.ebi-ins.com/tulip/>
4. Enter your information according to the instructions.
5. Have a credit card handy. You can only bind the insurance by using a credit card. There are no other financing options.
6. If you have difficulties with the site call 1-800-507-8414 for immediate assistance. (West Coast business hours only.)