

RUNNEMEDE BOARD OF EDUCATION
505 W. Third Avenue, Runnemede, NJ 08078
856/931-5367

USE OF SCHOOL FACILITIES

Please note that it is your responsibility as the applicant to read this application packet thoroughly and ensure you have complied with all requirements. **(Please pay particular attention to the insurance requirements since you will need to allow time for your insurance carrier to issue the certificate.)**

All applications must be filled out in their entirety. Any applications lacking information will be returned unapproved for completion.

► **To determine fee, please refer to the fee schedule by organization type located on the final page of Policy Regulation**

Lastly, it is suggested that you allow a minimum of four weeks from the time you submit your application to when you should expect to receive final approval. (In some cases, more time may be needed due to holidays, vacations, etc.)

As noted on the last page of the application, use of the facilities/grounds may not occur until you have received a fully-signed copy of your approved application from the Business Administrator's office.

Thank you for your understanding and cooperation in following these guidelines.

Dr. Nancy B. Ward
Superintendent

RUNNEMEDE BOARD OF EDUCATION

505 W. Third Avenue, Runnemede, NJ 08078

Phone: 856-931-5367, ext. 216

Fax: 856-931-4446

THIS PACKET MUST BE SUBMITTED IN ITS ENTIRETY

USE OF SCHOOL FACILITIES

Buildings and facilities are constructed and purchased by the Board of Education for providing a school program. The Board encourages community use of these facilities providing that this use does not interfere with the program of the school.

In accordance with State law, no smoking is permitted anywhere in school facilities or on school grounds.

The Board of Education authorizes the Business Administrator to approve and schedule the use of school facilities by school-related and non-school organizations. The Board reserves to itself this authority to approve the use of school facilities by non-school organizations. **It is the position of the Board to approve only community groups whose organization's function will benefit the pupils of the school/community or the school district.**

The rules and regulations thus adopted are designed to safeguard a community investment while at the same time to permit use of the school facilities by the community.

The Board of Education shall hold each organization financially responsible for damage to facilities while in its care and retains the right to refuse further permission to any organization not complying with all rules and regulations.

The Business Administrator shall require the organization using the facility to supply proof of insurance coverage. Minimum acceptable coverage is \$100,000/\$300,000 bodily injury and \$100,000 property damage, with an umbrella at a \$1,000,000 limit. As a requirement of our insurance carrier, your insurance certificate must name Runnemede Board of Education and New Jersey School Boards Association Group (NJSBAG) as additional insureds. **The insurance certificate must be submitted with the application for use of school property.**

Fee Schedule is attached for use of facility after July 1, 2010.

*The Board reserves the right to collect a security deposit from any organization if the following rules and regulations are not specifically adhered to. Security deposits will consist of a \$1,000 bond and/or certified check for each activity and/or group payable to the Runnemede Board of Education. Deposits will be returned in June of each school year if the organization has not caused any further damages or hardships to the school district.

SPECIAL REGULATIONS FOR USE OF ALL PURPOSE ROOM

1. Youth groups must be sponsored by a responsible adult group with the names of sponsors given in the application. **These sponsors must be present at all times during the activity.**
2. No food/drink is to be sold or consumed in the All Purpose Room.
3. Visual Aids equipment furnished by the user must be approved by a school coordinator for proper use.
4. No smoking is permitted in the auditorium or anywhere else in the school.

SPECIAL REGULATIONS FOR USE OF CAFETERIA

1. Groups giving dances must conform to all rules and regulations for use of the cafeteria.
2. The clean-up committee of the group must make arrangements with the school coordinator for removing debris and work required to restore cafeteria to original condition.
3. Youth groups sponsored by adults must submit a list of chaperones with application. One adult is required for every twenty people. **These sponsors must be present at all times during the activity.**
4. No smoking is permitted anywhere in the school.
5. Control of the group is the responsibility of the adult sponsors.
6. Adult groups using the cafeteria or kitchen will adhere to all rules and regulations of the Board of Education.
7. All food must be consumed within the cafeteria. All refuse must be placed in proper containers.

SPECIAL REGULATIONS FOR USE OF GYMNASIUM

1. A responsible adult together with a custodian must check all facilities used after participants have left. Damage should be noted, all water and lights turned off.
2. ***Use of the gymnasium does not permit use of hallways for any reason.***
3. All rules and regulations apply whether admission is charged or not. Use of the gymnasium bears responsibility for supervision of the public lavatories, locker and shower room facilities, and hallway traffic.
4. No smoking is permitted anywhere in the school.
5. No food/drink is to be sold or consumed in the gymnasium.
6. Youth groups must be properly chaperoned with the names of chaperones appearing on the application. A minimum of one adult should be responsible for every fifteen youths. **These sponsors must be present at all times during the activity.**

SCHEDULE OF COSTS

Use of facilities to be charged as follows: (NOTE: The actual charges for additional personnel or special services will be added to the listed costs.)

FOR OFFICE USE ONLY

FACILITY	Type A	Type B	Type C	#of Days	Total
<u>All Purpose Room</u> Mary Volz Bingham Downing	\$10/event	\$20/event (4 hour event)	\$80/hour		
<u>Gymnasium</u> Mary Volz	\$10/event	\$20/event	\$80/hour		
<u>Classroom/Library/ Media Center</u> Mary Volz	\$10/event	\$20/event	\$150/event		
<u>Athletic Fields</u>	\$10/event	\$20/event	\$850/4 hour event \$225 each additional hour		

RUNNEMEDE PUBLIC SCHOOLS
 505 W. Third Avenue, Runnemede, NJ 08078
 856/931-5367

APPLICATION FOR USE OF SCHOOL PROPERTY

Complete one (1) copy (both sides – page 1 and 2) and send to the Business Office.

The undersigned hereby makes application for the use of the school facilities indicated below and acknowledges receipt and understanding of rules and regulations of the Board of Education for community use of school property:

Facilities Requested: (check all that apply)

FACILITY

All Purpose Room _____
 Gymnasium _____
 Classroom(s) (number) _____
 Library _____
 Dressing room(s) (number) _____
 Field Hockey _____
 Soccer Field _____
 Other (Specify) _____

School Requested: _____

EQUIPMENT

Public Address System _____
 Stage Lighting _____
 Projector _____
 VCR/DVD _____
 Screen _____
 Tables (number) _____
 Chairs (number) _____
 Other (Specify) _____

Purpose: _____

Date(s) requested: Start Date: _____ End Date: _____

Hours required for use of property: Between: _____ (access time) and _____ (exit).

Will there be an audience? Yes _____ No _____ If yes, estimate number _____

Admission/Participation fee charged: \$ _____

If spectators will be present, have you scheduled police coverage as required? Yes _____ No _____

NOTE: As a requirement of our insurance carrier, your insurance certificate must name Runnemede Board of Education and/or New Jersey School Boards Association Group (NJSBAG) as additional insureds. THE INSURANCE CERTIFICATE MUST BE SUBMITTED WITH THIS APPLICATION FOR USE OF SCHOOL PROPERTY.

INDEMNITY AND HOLD HARMLESS AGREEMENT

_____ (Organization/Individual Name) agrees to indemnify and hold harmless the Runnemede Board of Education and/or New Jersey School Boards Association Group (NJSBAG), and their agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of performance of the work herein, which is 1) for personal or bodily injury, illness or death, or for property damage, including loss of use, and 2) caused in whole or in part by

_____ (Organization/Individual) negligent act or omission or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable. This indemnification and agreement shall apply in all instances whether Runnemede Board of Education and/or New Jersey School Boards Association Group (NJSBAG), is made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

Person(s) who will be in charge and **present** during rental period: **(PLEASE TYPE OR PRINT)**

Name Complete Address (Day/Evening) Telephone

Signature(s) of person(s) named above

Name of Organization: _____

Organization Type (Please check one): A B C

(Organization type is located on the final page of the Use of Facilities Policy)

PRINTED/TYPED Name and Title of Executive Officer

Name _____ Title _____

Telephone (Day) _____ Email Address (*REQUIRED*) _____

Address: _____ City, State, Zip _____

_____ Date: _____

Signature of Executive Officer

*****IMPORTANT***: You may not use the facility until you have received a fully-signed copy of this application from the Business Administrator's office.**

FOR OFFICIAL USE ONLY * DO NOT WRITE BELOW THIS LINE**

APPROVAL _____/REJECTION _____

Use of above does _____ does not _____ conflict with school activities.

FACILITY COSTS

Facility to be Used	Rental Cost
Cafeteria/Kitchen	\$ _____
Classroom	\$ _____
Gymnasium	\$ _____
All Purpose Room	\$ _____
Athletic Fields	\$ _____
Total Facility Costs:	\$ _____

REQUIRED SCHOOL PERSONNEL TO BE PRESENT FOR THIS EVENT

Person	Hours and Rate	Wages	Social Security
Site Manager	____ hours @ \$____/hr.=	\$ _____	\$ _____
Administrator	____ hours @ \$____/hr.=	\$ _____	\$ _____
Custodian(s)	____ hours @ \$____/hr.=	\$ _____	\$ _____
	Subtotals:	\$ _____	\$ _____
Total Wages and Social Security:		\$ _____	

TOTAL COST FOR USE OF THE FACILITY: \$ _____

Circle One

Approval / Rejection

Supervisor of Buildings & Grounds Signature

Date

Approval / Rejection

Business Administrator's Signature

Date

Approval / Rejection

Superintendent's Signature

Date

NOTE!!!! The Board reserves the right to cancel use of facilities without notice in case of emergency or due to weather condition