

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 fee schedule by organization type located on the final page of Policy.**

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.

Mark Iannucci
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, 2011.

*At the time of the initial request for the use of the facility a security deposit of \$150 per room will be assessed and collected. The fee will be used for extraordinary custodial and maintenance costs and/or minor damages. If the fee is not used for any reason it will be rolled into the facility use for the next school year. The security deposit fee is not subject to waiver.

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 or on school property.

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 or on school property.
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)

School Requested: _____

FACILITY

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

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

Name

Complete Address

(Day/Evening) Telephone

Signature of person named above _____

Name of Organization: _____

Organization Type: A B C (please check one – organization type is located on the final page of the Use of Facilities Policy)

PRINTED/TYPED Name and Title of Executive Officer _____

Name

Title

Signature of Executive Officer: _____ Email Address – ****REQUIRED****: _____

Address

City, State, Zip

(Day) Telephone

Date

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

NOTICE TO APPLICANT: DO NOT WRITE BELOW THIS LINE

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APPROVAL _____ / REJECTION _____

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

FACILITY COSTS

REQUIRED SCHOOL PERSONNEL TO BE PRESENT FOR THIS EVENT

<u>Facility to be Used</u>	<u>Rental Cost</u>	<u>Person</u>	<u>Hours and Rate</u>	<u>Wages</u>	<u>Social Security</u>
Cafeteria/Kitchen	\$ _____	Site Manager	___ hours @ \$ _____/hr.=	\$ _____	\$ _____
Classroom	\$ _____	Administrator	___ hours @ \$ _____/hr.=	\$ _____	\$ _____
Gymnasium	\$ _____	Custodian(s)	___ hours @ \$ _____/hr.=	\$ _____	\$ _____
All Purpose Room	\$ _____		Subtotals:	\$ _____	\$ _____
Athletic Fields	\$ _____				
Total Facility Costs:	\$ _____	Total Wages and Social Security:	\$ _____		

TOTAL COST FOR USE OF THE FACILITY: \$ _____

Circle One

Approval / Rejection

Supv. of Bldgs. & 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 conditions.

7510 USE OF SCHOOL FACILITIES

The district facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules -- providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education -- allows the community to benefit more broadly from the use of its own property.

The Board will permit the use of school facilities when such permission had been requested in writing and has been approved by the Superintendent for:

- A. Uses and groups directly related to the school and the operations of the school;
- B. Uses and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic, athletic or educational purposes.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social function, or any purpose which is prohibited by law.

In the event the Superintendent deems it advisable, any application may be submitted to the Board of Education for action. The Board will reserve the right to assess the user for all costs if additional maintenance and/or supervision is required.

The Superintendent or Board of Education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused. They shall not be required to give reason for such refusal.

Smoking is prohibited at all times in any district building. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator.

POLICY

RUNNEMEDE BOARD OF EDUCATION

PROPERTY
7510/page 2 of 2
Use of School Facilities

Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used, (i.e. the stage lights and piano in the auditorium, basketball baskets in the gym). No district equipment shall be removed from the premises for use by non-district personnel.

The Board shall require that all users of school facilities comply with policies of this Board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization not the purposes they represent.

Use of elementary school playgrounds will be off limits to the public from dusk to dawn. In the interest of public safety and security the Runnemede Police Department will enforce this regulation.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 27 January 2010

REGULATION

RUNNEMEDE BOARD OF EDUCATION

PROPERTY
R 7510/page 1 of 4
Use of School Facilities

R 7510 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 School Business Administrator/Board Secretary 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 School Business Administrator/Board Secretary 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 Runnemedede Board of Education and New Jersey School Boards Association Group (NJSBAG) as additional insured. The insurance certificate must be submitted with the application for use of school property.

Except for costs incurred by the district to provide personnel or special services, charges for the use of school facilities shall be waived for those organizations only that have been listed or approved by the Board:

- Parent-Teacher Associations
- Parent Clubs (Band, Football, Basketball, etc.)
- Teachers' Association
- Men's Basketball League
- Alumni
- The Boy Scouts of America
- The Girl Scouts of America
- Runnemedede Youth Athletic Association
- Church-related organizations located within Runnemedede

*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.
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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.

Fee structure

To prevent inappropriate use of tax funds collected for educational purposes, a schedule of fees shall be established for the use of school facilities and are attached to Policy # 7510. The Superintendent shall review the fee schedule periodically and make recommendations to the Board for changes that are deemed appropriate or necessary. The schedule shall be differentiated according to the Type of group and purpose. Nonprofit youth organizations using the facilities without an admission fee will be charged a nominal fee for facility use. Youth organizations that maintain a roster of 60% Runnemede youth will be considered Type A and will be charged the lowest fee. Those that do not maintain a roster of at least 60% Runnemede youth will be charged a slightly higher fee and will be considered Type B. In cases where admission is charged a fee to recover district costs, including services of personnel, cleanup, utilities and supplies will be estimated and charged accordingly. Adult organizations that maintain participation of 60% or greater Runnemede residents will be charged according to the Type B fee schedule. All for profit organizations and those organizations that do not represent the community by at least 60% of their membership participation shall be charged according to the Type C fee schedule. Fees may be waived at the discretion of the Superintendent of Schools.

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