

Penns Grove - Carneys Point Regional School District
100 Iona Avenue, Penns Grove, NJ 08069
(856)299-4250

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. **Each page must have the initials of the requester indicating they have read and understand all terms and conditions**

Applications must be submitted no later than four (4) weeks prior to the requested usage. (In some cases, more time may be needed due to holidays, vacations, etc.) Applications for use of facilities **must first be approved** as to availability by the principal of the building/site location that you are requesting to use. If an application is preliminarily approved by the Building Principal, the application must then receive final approval by the Board of Education, which meets for action items primarily the third Monday of each month. Please check the schedule of Board meetings to allow sufficient time for your application be considered and approved. The use of school facilities for school functions shall have priority over all applications.

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 back from the District Administration office.

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

A non-refundable application processing fee of \$50 is required for all groups applying for use of school facilities. Application fees will be returned only if request for use of facility is denied

THIS PACKET MUST BE SUBMITTED IN ITS ENTIRETY
PENNS GROVE – CARNEYS POINT REGIONAL SCHOOL DISTRICT

USE OF SCHOOL FACILITIES

Buildings and facilities are constructed, purchased and used by the Board of Education for providing a school program. The Board encourages community use of these facilities, providing that such use does not interfere with the program of the school. All policies, regulations and rules of the Board of Education apply whether admission is charged or not.

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

The Board of Education authorizes the Administration to approve and schedule the use of school facilities by school-related organizations. The Board reserves the authority to approve the use of school facilities by non-school related organizations. **It is the position of the Board to approve non-school related use requests only for community groups whose organization's function will benefit the pupils of the school/community or the school district. Only community based groups will be given consideration for approval for use of school facilities.** School facilities will not be approved for use on Sunday or holidays except for school related activities that cannot be scheduled on another day. Use of school facilities will not be permitted past 10:00 PM, which includes the time necessary for break down and clean up for an event.

The policies, regulations and rules adopted by the Board for facilities usage are designed to safeguard a community investment while at the same time to permit use of the school facilities by the community. In keeping with this, **the Board of Education requires all organizations to have police officers present for any scheduled activity in which there will be anticipated 50 or more spectators.** You must contact the Carneys Point Township Police Department at (856) 299-1212 or the Borough of Penns Grove Police Department at (856) 299-0055 to make arrangements for coverage. **The cost for security, regardless of the organization's exemption status, is to be borne by the organization using the facility.**

The Board of Education shall hold each organization financially responsible for any damage to facilities which occurs during or as result of an out of an organization's use of the school facilities. The Board reserves the right to refuse further permission to any organization not complying with all applicable Board policies, regulations and rules.

Each organization using school facilities must supply proof of sufficient insurance coverage by submitting an insurance certificate which meets the following requirements. Minimum acceptable coverage is \$100,000.00/\$300,000.00 bodily injury and \$100,000.00 property damage liability coverage, with additional umbrella coverage of \$1,000,000.00. The insurance certificate must name the Penns Grove - Carneys Point Regional School District Board of Education and Gloucester Cumberland Salem School Districts Joint Insurance Fund (GCSSDJIF) as additional insureds. **The insurance certificate must be submitted with the application for use of school property.** Organizations may want to make use of the Joint Insurance Fund's Tenant User Liability Insurance Program (TULIP) to obtain the required insurance coverage. Please contact Paula Martin in the school business office at 299-4250 ext. 1112 if interested.

Except for costs incurred by the District to provide personnel or special services and the \$50 application fee, charges for the use of school facilities may be waived by the Board of Education for the following community based organizations only when admission fees or service charges are not being collected.

- Parent-Teacher Associations
- Civic Organizations
- Alumni Organizations
- Boy/Girl Scouts
- Church or other religious related organizations located within Penns Grove/Carneys Point
- Booster Clubs
- Senior Citizens Groups
- YMCA
- Carneys Point/Penns Grove Municipal Organizations
- Youth Athletic groups whose primary purpose is to serve the youth of Penns Grove/Carneys Point and who have at least 50% of their participants who are residents

SPECIAL REGULATIONS FOR USE OF AUDITORIUM

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. The public address system, lighting panel board, movie screen, etc., must be operated by a school authorized person. **The cost for this person shall be borne by the organization using the auditorium.**
3. No food/drink is to be sold or consumed in the auditorium.
4. Visual Aids equipment furnished by the user must be approved by a school coordinator for proper use through our sound system.
5. Use of the auditorium does not permit use of hallways for any reason.
6. 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.

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. Control of the group is the responsibility of the adult sponsors.
5. Groups using the cafeteria or kitchen will adhere to all rules and regulations of the Board of Education.
6. All food must be consumed within the cafeteria. All refuse must be placed in proper designated containers.
7. Use of the cafeteria does not permit use of hallways for any reason.
8. 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.

SPECIAL REGULATIONS FOR USE OF GYMNASIUM

1. Street or casual shoes or black soled sneakers are not permitted on the gym floor. Sneakers with white soles must be worn at all times, by participants, referees, and coaches.
2. 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.
3. Groups using the gym must meet outside the door with the responsible adult at a designated time. The entire group will be admitted at one time by the custodian on duty.
4. Use of the gymnasium does not permit use of hallways for any reason.
5. Use of the gymnasium bears responsibility for supervision of the public lavatories, locker and shower room facilities, and hallway traffic.
6. No food/drink is to be sold or consumed in the gymnasium.
7. 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.**
8. The organization using the facility must make arrangements with the local police department for an officer to be on duty during any competitive activity in which fifty (50) or more spectators will be present. If both gyms are being used, a police officer must be at each of the gyms.

SPECIAL REGULATIONS FOR USE OF ATHLETIC FIELDS

1. A Schedule of games/events must accompany the application for use covering an extended period of time
2. All trash and debris must be cleaned up at the end of each usage. Trash cans must be emptied and loose cans, containers, or paper must be picked up. Long term use requires the placement of a dumpster on site, cost to be borne by user
3. There will be a \$250 fee charged for the striping of any field for use if performed by school employees
4. Any equipment belonging to the user organization must be placed out of the way after each field use

VIOLATIONS OF THESE RULES WILL RESULT IN IMMEDIATE TERMINATION OF CURRENT AND FUTURE USE OF SCHOOL PROPERTY

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.)

	<u># of Days</u>	<u>Total</u>
Cafeteria		
Cafeteria plus kitchen for banquet (Includes cost of school supervisor/coordinator) 4 hour basic charge	\$400	_____
Cafeteria plus kitchen: Serving punch, coffee, food for dances, etc. (Includes cost of school supervisor/coordinator) 3 hour basic charge	\$300	_____
Cafeteria for meetings, etc. 2 hour basic charge	\$200	_____
Over 4 hours	\$50/hr	_____
Classroom per use	\$100	_____
Library per use	\$150	_____
No food or beverages allowed in room during use		
Auditorium: High School- \$500/Middle School-\$300		
Includes: stage crew, amplifying equipment, and operator and janitorial service		
-4 hour basic charge, including preparation and tear-down time		_____
Additional if Over 4 hours	\$125/hr	_____
Rehearsals – Monday through Friday	\$100/hr	_____
Rehearsals – Weekends	\$150/hr	_____
Gymnasium: High School & Middle School-\$300/Elementary Schools-\$200		
-3 hour basic charge		_____
Additional if Over 3 hours	\$50/hr	_____
All Purpose Room		
3 hour basic charge	\$300	_____
Additional if Over 4 hours	\$50/ hr	_____
Athletic Field (does not include cost of police protection, field preparation, custodian or grounds worker costs, press box, concession stand)		
-4 hour basic charge	\$400	_____
Additional if Over 4 hours	\$100/hr	_____
Press box	\$150	_____
Concession stand	\$50	_____
Field Striping (includes paint and labor)	\$250	_____

Custodial time required for set-up, breakdown, cleaning, etc \$45/hour per individual

Seasonal use (10 week period) for a facility or field use may be granted with the understanding that school functions will override any non-school group. At times, a facility area may need to be shared with another organization.

A flat seasonal fee of \$250 shall be paid prior to the first day of use

All fees are to be paid directly to the Penns Grove - Carneys Point Board of Education and at no time may payment be made directly to custodians or other personnel. Premises are provided with the understanding that gratuities are not to be given to custodians or other school personnel. However, custodians or other school personnel may donate their services if authorized by the Superintendent of Schools, provided the attached statement is signed.

REVISED 10/15
PENNS GROVE – CARNEYS POINT REGIONAL SCHOOL DISTRICT
 100 Iona Avenue, Penns Grove, NJ 08069
 (856) 299-4250

APPLICATION FOR USE OF SCHOOL PROPERTY
 (Available on website at <http://www.pennsgrove.k12.nj.us/>)

Complete this form in its entirety; completing all lines, and deliver to the Principal of the School you are requesting to use.

FACILITIES REQUESTED (CHECK ALL THAT APPLY)

<u>SCHOOL</u>	<u>CALL</u>	<u>FACILITIES REQUESTED</u>	<u>EQUIPMENT NEEDED</u>
<input type="checkbox"/> HIGH SCHOOL	299-6300	<input type="checkbox"/> AUDITORIUM	<input type="checkbox"/> SOUND SYSTEM*
<input type="checkbox"/> MIDDLE SCHOOL	299-0576	<input type="checkbox"/> GYMNASIUM	<input type="checkbox"/> STAGE LIGHTING*
<input type="checkbox"/> CARLETON	299-1706	<input type="checkbox"/> ALL PURPOSE ROOM	<input type="checkbox"/> MICROPHONES*
<input type="checkbox"/> FIELD STREET	299-0170	<input type="checkbox"/> CAFETERIA	<input type="checkbox"/> RISERS
<input type="checkbox"/> LAFAYETTE-PERSHING	299-3230	<input type="checkbox"/> KITCHEN	<input type="checkbox"/> TABLES
		<input type="checkbox"/> LIBRARY	<input type="checkbox"/> CHAIRS
		<input type="checkbox"/> CLASSROOMS - # _____	<input type="checkbox"/> OTHER
		<input type="checkbox"/> ATHLETIC FIELDS/COURTS	
		<input type="checkbox"/> OTHER (Driveway/Parking lot)	

<u>Coordination</u> (if required)		
<input type="checkbox"/> FOOD SERVICE DIRECTOR		
<input type="checkbox"/> ATHLETIC DIRECTOR		
<input type="checkbox"/> AV OPERATOR		
<input type="checkbox"/> BUILDING HEAD CUSTODIAN		

<u>Description</u>	
*School operator required	

Name of Organization _____ Full Address _____

Purpose of usage: _____

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

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

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

Admission/Participation fee charged: \$ _____ Police coverage scheduled (check) CP _____ PG _____ N/A _____

NOTE: An insurance certification that complies with the Board of Education's use of facilities policies, regulations and rules must be submitted with this application. You may not use the facility until you have received a fully-signed and approved copy of this application back from the administration office, obtained the appropriate insurance, obtained police coverage if applicable, paid the application fee and agreed to the anticipated usage fees

The undersigned hereby makes application for the use of the school facilities indicated above and acknowledges receipt and understanding of rules and regulations of the Board of Education for use of school facilities and the estimated fees imposed.

Authorized Representative Name/Title (print): _____ Address _____

Authorized Representative Telephone Number _____ Email Address _____

Authorized Representative Signature: _____ Date Submitted _____

Received by: _____ Date: _____

WAIVER, ASSUMPTION OF RISK AND INDEMNIFICATION

Waiver: In addition to the payment of any applicable fee or charge, as well as in consideration of permission to use the facilities, equipment, and/or services of the Penns Grove-Carney's Point Regional School District Board of Education – specifically the _____ (Organization Name) **does hereby release, waive, discharge, and covenant not to sue** the Penns Grove-Carneys Point Regional School District Board of Education and any of its board members, directors, officers, employees, and agents (collectively the “Board”) **from any and all claims including the negligence of the Board** resulting in personal injury, accidents or illnesses (including death), and damage to property arising from, but not limited to, the requested use of facilities,

Assumption of Risk: This use of the Board’s property, facilities, staff, equipment, and/or services carries with it certain inherent dangers and risks that cannot be eliminated regardless of the care taken to avoid injuries, accidents or illnesses (including death), and damage to property. the _____ (Organization Name) specifically acknowledge that the Board has made no representations as to the safety and/or condition of the school facilities to be used, whether those conditions are known or unknown.

Indemnification and Hold Harmless: I further agree to **indemnify and hold** the Board and the Gloucester Cumberland Salem School Districts Joint Insurance Fund (“GCSSDJIF”) and its agents and employees **harmless** from any and all liability, claims and/or litigation or other actions that I may have for injuries of any kind, including but not limited to direct, special, incidental, indirect, punitive, or consequential damages, whether arising in tort, contract or arising out of use of the school facilities, even if caused by the negligence or fault of the Board, any related entities or other authorized agents, including independent contractors.

Severability and Choice of Law: The undersigned further expressly agrees that the foregoing agreement is intended to be as broad and inclusive as is permitted by New Jersey law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. I further agree that this release shall be governed for all purposes by New Jersey law, without regard to such law on choice of law.

Acknowledgment and Understanding: The undersigned, as an authorized representative of _____ (Organization Name) have read this waiver of liability, assumption of risk, and indemnification agreement, fully understand its terms, and **understand that** _____ (Organization Name) **is giving up substantial rights, including the right to sue.** I acknowledge that I am signing this agreement freely and voluntarily on behalf of requesting organization, and **intend my signature to be a complete and unconditional release of all liability.**

For Youth Athletic Groups Only: The undersigned, as an authorized representative of _____ (Organization Name) also acknowledges and warrants that _____ (Organization Name) has received and reviewed a copy of Board Policy #6145.4 “Sports Related Concussion & Head Injuries,” and is in substantial compliance with the provisions of that policy as it relates to concussions and head injuries for participants.

Organization Name (print): _____

Authorized Representative Name/Title (print): _____

Authorized Representative Signature: _____

Date: _____

NOTICE TO APPLICANT: DO NOT WRITE BELOW THIS LINE – SCHOOL USE ONLY

REQUESTING SCHOOL MUST FILL THE FOLLOWING INFORMATION OUT COMPLETELY AND SEND TO DISTRICT OFFICE WITH INSURANCE AND SECURITY DEPOSIT.

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	\$ _____	Coordinator	_____ hours @ \$ _____ /hr. =	\$ _____	\$ _____
Classroom	\$ _____	Administrator	_____ hours @ \$ _____ /hr. =	\$ _____	\$ _____
Auditorium	\$ _____	Cafeteria Help	_____ hours @ \$ _____ /hr. =	\$ _____	\$ _____
Gymnasium	\$ _____	Custodian(s)	_____ hours @ \$ _____ /hr. =	\$ _____	\$ _____
		Groundsmen	_____ hours @ \$ _____ /hr. =	\$ _____	\$ _____
All Purpose Room	\$ _____		Subtotals:	\$ _____	\$ _____
Athletic Fields	\$ _____				
Total Facility Costs:	\$ _____		Total Wages and Social Security:	\$ _____	

TOTAL ANTICIPATED COST FOR USE OF THE FACILITY: \$ _____

Circle One

Approval / Rejection

Principal's Signature

Date

Approval / Rejection

Superintendent's Signature

Date

Approval / Rejection

Board Meeting Date

- _____ Application complete and signed
- _____ Deposit received
- _____ Certificate of Insurance submitted
- _____ Employee volunteer form completed, if applicable
- _____ Indemnity and Hold Harmless Agreement Signed
- _____ Police coverage obtained, if required
- _____ Principal Approved
- _____ Superintendent Approved
- _____ Board of Education Approved
- _____ Approved Application sent to School, Head Custodian
- _____ Approved application sent to organization representative