

PRINCETON PUBLIC SCHOOLS • FACILITY USE RENTAL APPLICATION

25 VALLEY ROAD • PRINCETON, NJ 08540

609-806-4200 EXT. 2015

RENTALS@PRINCETONK12.ORG

DATE SUBMITTED:		BUILDING REQUESTED:	
NAME OF ORGANIZATION:		CONTACT PERSON:	
ARE YOU A NONPROFIT ORGANIZATION (WE ONLY RENT TO NONPROFIT ORGANIZATIONS)? COPY OF 501(C)(3) LETTER ATTACHED?		DOES YOUR ORGANIZATION SERVE RESIDENTS OF PRINCETON?	
STREET ADDRESS:		TELEPHONE NUMBER:	
CITY, STATE, ZIP:		EMAIL ADDRESS:	
SPACE REQUESTED (CHOOSE ONE OR MORE):			
GYM: HS / MS		CAFETERIA: HS / MS	
NEW GYM: HS ONLY		AUDITORIUM: HS / MS	
CLASSROOM(S): HOW MANY? _____		ALL-PURPOSE ROOM: ELEMENTARY ONLY	
OTHER SPACE REQUESTED: INDICATE HERE _____		FIELD: ATHLETIC / GRASS	
DATE(S) REQUESTED:		TIME FRAME REQUESTED:	
DAY(S) OF THE WEEK:		CERTIFICATE OF INSURANCE ATTACHED?	
ALTERNATE DATE(S), IF ANY:		WILL FOOD BE SERVED?	
DESCRIPTION OF USE:			

USE OF SCHOOL FACILITIES POLICY (7510): By signing this application, you acknowledge that you have read, understand, and agree to the policies and procedures applicable to use of the Princeton Public School District (PPS) facilities per Policy 7510 which is included in this packet.

FEES: All fees for facility use rental and applicable staffing / custodial fees shall be paid on receipt of an invoice. Pricing information is included in this packet. Please note there is a different pricing schedule for non-profit organizations headquartered outside of the Princeton municipality boundaries .

CERTIFICATE OF INSURANCE: The PPS Board of Education carries insurance covering its legal liability but assumes no liability of the licensee. The Board of Education requires that the applicant complete the Hold Harmless Agreement on the application and file a Certificate of Insurance naming the PPS Schools Board of Education as an additional insured and providing contractual liability insurance. **The minimum amount of insurance coverage is to be \$1,000,000 Bodily Injury and Property Damage Combined Single Limit. Please attach the Certificate of Insurance.**

HOLD HARMLESS AGREEMENT: The applicant shall covenant for himself, his executors, administrators and assigns that he will keep and save harmless and indemnify the Board of Education, their successors, and assigns, from any and all liability for anything arising from or out of the occupancy of the applicant, his executors, administrators, or assigns, or his or her servants or agents and from any loss or damage arising from any fault, negligence, act or omission by the applicant, his executors, administrators or assigns, or failure on his or their part to comply with any covenant, condition or obligation contained in this application, whether such loss or damage be caused by the failure of the Board or Education, their successors or assigns to perform any covenant contained herein to be performed by said Board of Education, their successors or assigns.

SIGNATURE OF APPROVERS:	
SCHOOL PRINCIPAL: _____	DATE: _____
SUPERVISOR/DIRECTOR: _____	DATE: _____
FACILITIES SUPERVISOR: _____	DATE: _____

7510 USE OF SCHOOL FACILITIES (M)

M

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this Policy, “school facilities” also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the School Business Administrator/Board Secretary, Superintendent or Facilities Director. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Departments and agencies of the municipal government;
4. Other governmental agencies;
5. Community organizations formed for charitable, civic, social, or educational purposes.

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of



any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The School Business Administrator/Board Secretary shall develop procedures/regulations for the use of school facilities that protect the Board and serve its best interests. Such procedures/regulations shall be distributed to every prospective user of the facilities and every applicant for the use of school facilities. The School Business Administrator or designee is authorized to act on behalf of the Board in approving the use of facilities and shall charge fees approved by the Board. The School Business Administrator shall establish, and the Board shall regularly approve, a schedule of fees for the use of school facilities.

Fees for facilities use and custodial services shall be based upon the following guidelines:

1. The use of school facilities by one of the categories listed below, which is directly related to the educational program and district operations, shall be without cost. Cost of any law enforcement agency shall be paid directly to that agency by the organization.
 - a. District Affiliated: District recognized employee organizations, district-run programs,
 - b. PTO run events, and other district-affiliated groups as determined by the Board of Education's administration.
 - c. Government Agencies or Complementary Organizations: Municipality of Princeton, or other governmental agencies or a complementary organization as determined by the Board of Education's administration.
2. The Board recognizes a special relationship with organizations that complement the district's mission. The Board will have separate fee



agreements with these organizations which address their needs and which are congruent with Board Policy. A few such organizations are: Princeton Recreation Department, the YWCA and YMCA (After School Care), Princeton Adult School, and occasionally other recreation programs or service groups serving Princeton resident youth. The Board reserves the right to enter into agreements with other groups as beneficial opportunities may arise. All separate fee agreements proposed to be entered into or renewed pursuant to this subparagraph shall be subject to approval by the Board.

3. All other users, community, or non-community organizations granted the use of the school facilities and/or grounds shall pay in advance, the fees as approved on the fee schedule and the cost of any services, staff or other cost created by that use.

Additional Guidelines:

1. Fees for security coverage, as per fee schedule, may apply during facilities use outside of the regular school hours at all elementary schools as well as the middle and high schools as required.
2. Use of school facilities does not include use of any school equipment, unless specifically approved on the application (applies to PAC rentals). User shall pay fees for the use of equipment and accompanying qualified personnel as determined by the district.
3. Assurance that there will be proper supervision by a qualified and designated individual will be mandatory and indicated on all facilities use applications.
4. The name and cell phone number of the person who will be present at, and accepting responsibility for, the facilities must be submitted along with the application.
5. Evidence of user's insurance coverage, at the limits prescribed by the district must be submitted with the application. Applications for use will not be approved if insurance is not secured by user. The Board of Education provides no insurance protection to users.
6. The user must insure the safety of children in their care at all times. The user must maintain the integrity of the facilities security as well as,



anticipate the need for assistance of police, fire, or security personnel. The user will be responsible for all costs associated with these services. Failure to secure these services upon recommendation of the Board's representative will cause withdrawal of rental privileges.

7. The Director of Plant Operations or designee must receive all cancellations at least five school days prior to the scheduled use. Refunds of charges will be returned if entire requested time is cancelled. No partial cancellations will be refunded. Failure to notify Director of Plant Operations or designee of cancellation will result in full forfeiture of anticipated custodial charges.
8. Permission to use school facilities shall be granted only to organizations that agree in writing to adhere to this Policy and related regulations. Final eligibility and approval will be determined by School Business Administrator/Board Secretary and/or Director of Plant Operations.
9. In any schedule of fees adopted pursuant to this Policy, the term "non-profit organization" shall be limited to corporations or other organizations which have formally qualified for tax exemption under §501(c)(3) of the Internal Revenue Code.
10. Facilities will not be rented to individuals or private groups that do not meet the criteria as set forth in this Policy.

Definitions:

1. Community - User: a nonprofit organization with a physical address within the boundary of the Municipality of Princeton whose purpose is to provide services to residents of Princeton.
2. Non-Community - User: an organization (non-profit or for profit) that was established and operates outside the geographical area comprised by the boundary of the Municipality of Princeton whose purpose is to provide services to other than Princeton residents, while also serving residents of Princeton.
3. Non-profit Organization: an organization which has formally qualified for tax exemption under §501(c)(3) of the Internal Revenue Code.



4. Facility Use Request forms can be found on the district website under Facilities.

The School Business Administrator/Board Secretary or Director of Plant Operations may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused.

Smoking is prohibited at all times in any district building or on school grounds. For purposes of this Policy, "smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this Policy. 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 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 nor the purposes they represent.

The school district shall provide a copy of Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or



after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted: 07 June 2022



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PRINCETON NON-PROFIT ORGANIZATIONS
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NOTE: Our facilities are available for occasional use by non-profit community organizations serving Princeton residents. **We do not rent our facilities for personal or commercial use.**

The pricing information below is for **Non-Profit Community Organizations located in Princeton only**. Pricing for Non-Profit Organizations not located in Princeton serving Princeton residents can be found on the following pages.

- Use is NOT considered approved until formal notification from the Business Office has been received by the applicant.
- Space is not guaranteed and will be assigned on a first-come, first-served basis, according to the Use of School Facilities Policy 7510.
- Only fully completed applications submitted via email to rentals@princetonk12.org will be considered.
- Proof of insurance must be submitted with your application. Only a valid Certificate of Insurance, naming Princeton Public Schools as additionally insured, will be accepted. Please see the Use of School Facilities Policy 7510 in the Rental Packet for more information.
- Applications must include a copy of your 501(c)(3) tax exempt determination letter.
- All invoiced fees must be paid thirty (30) days in advance, prior to the use of facilities.
- A minimum of two custodians will be assigned on weekends and holidays.
- It is at the discretion of the District to provide additional staffing if necessary. Additional costs will be paid by the applicant.
- The Board of Education reserves the right to regularly amend fees. Fees are to be paid as invoiced and are non-refundable.

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Pricing Information for Non-Profit Community Organizations Located in Princeton

NOTE: Specific Information Pricing for Princeton Middle School Auditorium and Music Classrooms can be found [HERE](#), and Princeton High School Auditorium / Performing Arts Center can be found [HERE](#)

Fees for Valley Road Administrative Building Rentals

Large or Small Conference Room: \$25 per use

Athletics Fields: \$75 per half day

Fees for Elementary School Rentals

Classrooms: \$15 per use

Multi-Purpose Rooms: \$30 per use

Athletics Fields: \$60 per half day

Fees for Princeton Middle School Rentals

Classrooms: \$15 per use

Cafeteria: \$30 per use

Gym and Locker Rooms: \$75 per use

Media Center: \$75 per use

Athletics Fields: \$75 per half day

Auditorium and Music Classrooms: See PMS Auditorium and Music Classrooms Pricing [here](#)

Fees for Princeton High School Rentals

Classrooms: \$15 per use

Cafeteria: \$30 per use

Gym and Locker Rooms: \$75 per use

Media Center: \$75 per use

Athletics Fields: \$80 per half day

Tennis Courts: \$20 per one hour of court time

Performing Arts Center / Auditorium: See PHS Performing Arts Center / Auditorium Pricing [here](#)

Additional Staffing Costs for Rentals*

Custodial Staff - Required

Monday through Friday: \$30 per four-hour block

Weekends and Holidays: \$60 per custodian per hour, two-custodian minimum per rental

* A minimum of two custodians will be assigned per rental on all weekends and holidays. Additional staff will be assigned and provided at the discretion of the District. All costs incurred will be paid by the applicant.

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Pricing Information for Princeton Middle School Auditorium and Music Classrooms for Non-Profit Community Organizations Located in Princeton

NOTE: All rental fees listed for the PMS Auditorium and Music Classrooms are for a four-hour time period unless otherwise noted.

Technical Information

- We will provide basic sound and lighting as part of the rental fee. We will also provide chairs, stands, and a podium to the extent possible.
- Extensive technical services will incur additional technician and custodial fees. Load-in and load-out times will incur charges for custodial and technical director services.
- Specialized technical needs must be discussed with the Stage Technician at least one (1) month before the performance.
- No persons will be permitted to use any PPS technical equipment without authorization by the Stage Technician and/or the Supervisor of Visual and Performing Arts.
- Any damage to PPS equipment will be billed at replacement cost.

Auditorium (436 Seats): \$250 per four-hour block

Drama Room (up to 50 seats): \$150 per performance

As Green room or Classroom: \$25 per four-hour block

Orchestra Room: \$25 per four-hour block

Band Room: \$25 per four-hour block

Choir Room: \$25 per four-hour block

Commons Area (Lobby): No fee

Pianos (Includes Cost for Piano Tuning): \$100 per piano per four-hour block

Additional Staffing Costs for Rentals*

Stage Technician – Required

\$50 per hour

Custodial Staff- Required

Monday through Friday: \$30 per four-hour block

Weekends and Holidays: \$60 per custodian per hour, two-custodian minimum per rental

* A minimum of two custodians will be assigned per rental on all weekends and holidays. Additional staff will be assigned and provided at the discretion of the District. All costs incurred will be paid by the applicant.

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Pricing Information for Princeton High School Performing Arts Center / Auditorium for Non-Profit Community Organizations Located in Princeton

NOTE: All rental fees listed for the PHS Performing Arts Center / Auditorium for a four-hour time period unless otherwise noted.

Technical Information

- We will provide basic sound and lighting as part of the rental fee. We will also provide chairs, stands, and a podium to the extent possible.
- Specialized technical needs must be discussed with the Stage Technician at least one (1) month before the performance.
- No persons will be permitted to use any PPS technical equipment without authorization by the Technical Director and/or the Supervisor of the Visual and Performing Arts.
- Load-in and load-out times will incur charges for custodial and technical director services. Changing the level of the Pit Cover will incur charges for custodial services. Set up of the Diva Shell or Marley Floor will incur charges for technical director services.
- Any damage to PPS equipment will be billed at replacement cost.

Trego-Biancosino Auditorium (768 Seats): \$625 per four-hour block

Black Box Theater (Up to 111 Seats): \$325 per four-hour block

Choir Room / Green Room: \$50 per four-hour block

Orchestra Room: \$50 per four-hour block

Practice Room: \$25 per four-hour block

Dressing Room (2): No fee

Pianos (Includes Cost for Piano Tuning): \$100 per piano per four-hour block

Additional Staffing Costs for Rentals*

Technical Director – Required

\$50 per hour

Student Technician – Required

\$15 per hour

Custodial Staff- Required

Monday through Friday: \$30 per four-hour block

Weekends and Holidays: \$60 per custodian per hour, two-custodian minimum per rental

* A minimum of two custodians will be assigned per rental on all weekends and holidays. Additional staff will be assigned and provided at the discretion of the District. All costs incurred will be paid by the applicant.

**PRINCETON PUBLIC SCHOOLS • FACILITY USE RENTALS PRICING INFORMATION
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NOTE: Our facilities are available for occasional use by non-profit organizations serving Princeton residents. **We do not rent our facilities for personal or commercial use.**

The pricing below is for **Non-Profit Organizations not located in Princeton serving Princeton Residents**. Pricing for Non-Profit Community Organizations located in Princeton can be found on the previous pages.

- Use is NOT considered approved until formal notification from the Business Office has been received by the applicant.
- Space is not guaranteed and will be assigned on a first-come, first-served basis, according to the Use of School Facilities Policy 7510.
- Only fully completed applications submitted via email to rentals@princetonk12.org will be considered.
- Proof of insurance must be submitted with your application. Only a valid Certificate of Insurance, naming Princeton Public Schools as additionally insured, will be accepted. Please see the Use of School Facilities Policy 7510 in the Rental Packet for more information.
- Applications must include a copy of your 501(c)(3) tax exempt determination letter.
- All invoiced fees must be paid thirty (30) days in advance, prior to the use of facilities.
- A minimum of two custodians will be assigned on weekends and holidays.
- It is at the discretion of the District to provide additional staffing if necessary. Additional costs will be paid by the applicant.
- The Board of Education reserves the right to regularly amend fees. Fees are to be paid as invoiced and are non-refundable.

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Pricing Information for Non-Profit Organizations Not Located in Princeton Serving Princeton Residents

NOTE: Specific Information Pricing for Princeton Middle School Auditorium and Music Classrooms can be found [HERE](#), and Princeton High School Auditorium / Performing Arts Center can be found [HERE](#)

Fees for Valley Road Administrative Building Rentals

Large or Small Conference Room: \$50 per use

Athletics Fields: \$200 per half day

Fees for Elementary School Rentals

Classrooms: \$40 per use

Multi-Purpose Rooms: \$40 per use

Athletics Fields: \$350 per half day

Fees for Princeton Middle School Rentals

Classrooms: \$40 per use

Cafeteria: \$450 per use

Gym and Locker Rooms: \$450 per use

Media Center: \$450 per use

Athletics Fields: \$450 per half day

Auditorium and Music Classrooms: See PMS Auditorium and Music Classrooms Pricing [here](#)

Fees for Princeton High School Rentals

Classrooms: \$40 per use

Cafeteria: \$450 per use

Gym and Locker Rooms: \$450 per use

Media Center: \$500 per use

Athletics Fields: \$500 per half day

Tennis Courts: \$50 per one hour of court time

Performing Arts Center / Auditorium: See PHS Performing Arts Center / Auditorium Pricing [here](#)

Additional Staffing Costs for Rentals*

Custodial Staff - Required

Monday through Friday: \$80 per hour

Weekends and Holidays: \$130 per custodian per hour, two-custodian minimum per rental

* A minimum of two custodians will be assigned per rental on all weekends and holidays. Additional staff will be assigned and provided at the discretion of the District. All costs incurred will be paid by the applicant.

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Pricing Information for Princeton Middle School Auditorium and Music Classrooms for Non-Profit Organizations Not Located in Princeton Serving Princeton Residents

NOTE: All rental fees listed for the PMS Auditorium and Music Classrooms are for a four-hour time period unless otherwise noted.

Technical Information

- We will provide basic sound and lighting as part of the rental fee. We will also provide chairs, stands, and a podium to the extent possible.
- Specialized technical needs must be discussed with the Stage Technician at least one (1) month before the performance.
- No persons will be permitted to use any PPS technical equipment without authorization by the Stage Technician and/or the Supervisor of Visual and Performing Arts.
- Any damage to PPS equipment will be billed at replacement cost.

Auditorium (436 Seats): \$1,000 per four-hour block

Drama Room (up to 50 seats): \$500 per performance

As Green Room or Classroom: \$100 per four-hour block

Orchestra Room: \$100 per four-hour block

Band Room: \$100 per four-hour block

Choir Room: \$100 per four-hour block

Commons Area (Lobby): No fee

Pianos (Includes Cost for Piano Tuning): \$160 per piano per four-hour block

Additional Staffing Costs for Rentals*

Stage Technician – Required

\$50 per hour

Custodial Staff- Required

Monday through Friday: \$80 per hour

Weekends and Holidays: \$130 per custodian per hour, two-custodian minimum per rental

* A minimum of two custodians will be assigned per rental on all weekends and holidays. Additional staff will be assigned and provided at the discretion of the District. All costs incurred will be paid by the applicant.

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Pricing Information for Princeton High School Performing Arts Center / Auditorium for Non-Profit Organizations Not Located in Princeton Serving Princeton Residents

NOTE: All rental fees listed for the PHS Performing Arts Center / Auditorium for a four-hour time period unless otherwise noted.

Technical Information

- We will provide basic sound and lighting as part of the rental fee. We will also provide chairs, stands, and a podium to the extent possible.
- Specialized technical needs must be discussed with the Stage Technician at least one (1) month before the performance.
- No persons will be permitted to use any PPS technical equipment without authorization by the Technical Director and/or the Supervisor of the Visual and Performing Arts.
- Load-in and load-out times will incur charges for custodial and technical director services. Changing the level of the Pit Cover will incur charges for custodial services. Set up of the Diva Shell or Marley Floor will incur charges for technical director services.
- Any damage to PPS equipment will be billed at replacement cost.

Trego-Biancosino Auditorium (768 Seats): \$2,300 per four-hour block

Black Box Theater (Up to 111 Seats): \$1,200 per four-hour block

Choir Room / Green Room: \$200 per four-hour block

Orchestra Room: \$200 per four-hour block

Practice Room: \$100 per four-hour block

Dressing Room (2): No fee

Pianos (Includes Cost for Piano Tuning): \$160 per piano per four-hour block

Additional Staffing Costs for Rentals*

Technical Director – Required

\$50 per hour

Student Technician – Required

\$15 per hour

Custodial Staff- Required

Monday through Friday: \$80 per hour

Weekends and Holidays: \$130 per custodian per hour, two-custodian minimum per rental

* A minimum of two custodians will be assigned per rental on all weekends and holidays. Additional staff will be assigned and provided at the discretion of the District. All costs incurred will be paid by the applicant.