



**Stafford Township School District  
Application for School Building Use by Outside Groups  
Level/Class I, II and III**

Approvals: (For Administrative Use Only)			
Principal	_____	_____	_____
	Approved	Not Approved	Date
SBA	_____	_____	_____
	Approved	Not Approved	Date
Superintendent	_____	_____	_____
	Approved	Not Approved	Date

Level/Class:  Level/Class I  Level/Class II  Level/Class III

**General Information**

*\*All School Building Use is covered by Policy and Regulation 7510 (a copy of which was provided with this application). Please read it carefully.*

*\*This form should be returned to the Principal/Main Office of the building of which you are requesting use (for the Administration Building, please bring your request to the School Business Administrator/Board Secretary's Office). Please note that this application pertains to SCHOOL BUILDING use only. If you wish to use the Stafford Township Arts Center; please complete the Application of Stafford Township Arts Center Building Use. Further, if you are a school employee seeking to use facilities for a school event, please contact the Building Principal.*

*\*The Stafford Township Board of Education asks that all organizations demonstrate courtesy and respect for our school facilities and leave the facility in the condition in which you found it. Failure to show courtesy and respect for our facilities will lead to additional facility use monitoring and restrictions, and may ultimately lead to a complete restriction on use.*

*\*This form should be returned to the School Business Administrator. Please note that this application pertains to school building use only. If you wish to use the STAC, please complete the application for Stafford Township Arts Center, which can be obtained from the Stafford Township School District website.*

**Event Information**

Event Title: \_\_\_\_\_

Event Date(s) (ie. Monday, October 6, 2014) \_\_\_\_\_

Event Description (Please give a general event description AND indicate: the number of participants; whether food/drink is being served):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Adults \_\_\_\_\_ Children Will food/drink be served?  Yes  No

Requested School:  Intermediate  McKinley  Ocean Acres  Primary Learning Center  Oxycocus

Requested Room(s):

Gymnasium  Cafeteria  Library  Dance Room  Art Room  Classroom # \_\_\_\_\_  Other (please specify) \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_

Setup Begin Time: \_\_\_\_\_ Breakdown End Time: \_\_\_\_\_

**Group/Organization Information**

Group/Organization Name: \_\_\_\_\_

Group Level/Class (please refer to Policy 7510 for Level/Class descriptions):

Level/Class:  Level/Class I  Level/Class II  Level/Class III

Contact Name: \_\_\_\_\_

Day-Time Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

In addition, please provide the name and cell phone number of the person that the School can contact while your group is in the facility:

Name: \_\_\_\_\_ Cell No.: \_\_\_\_\_

\*The District security procedures require that the facility doors remain locked at all times after school hours. Therefore, a representative from your group must be designated to meet the custodian 15 minutes in advance of your event start time to open the facility doors. Thereafter, the representative must remain at the doors to let your event attendees inside. Finally, the representative must notify the custodian when your group leaves the facility. If your group's representative for that purpose is someone other than the individual named above, please indicate the name of the individual:\_\_\_\_\_. If your group wants to submit an alternate security plan, please contact the School Business Administrator.

**Setup & Service Requirements**

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Maintenance/Custodial: Please note that you must use the service of Stafford Township School District custodians. The Stafford Township Board of Education reserves the right to assign a specific custodian or custodians and charge your group in accordance with the attached fee schedule.

Special Requests/Considerations: The rules for the use of School Buildings are as set forth in Policy and Regulation 7510. They include but are not limited to: no drugs/alcohol/dangerous substances; no equipment/decorations without specific permission; only STSD technicians and approved contractors can operate equipment; no signs/posters without specific permission; no animals; no vehicles; and no videotaping/recording/broadcasting (see Regulation 7510 for additional details). Should you have any of these rules waived or modified, or if you have any other special requests, you must request special permission herein (attached separate pages as needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Insurance Information**

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Company:\_\_\_\_\_ Company Policy No:\_\_\_\_\_

Coverage:\_\_\_\_\_

Coverage Dates: \_\_\_\_\_ to \_\_\_\_\_

***A valid Certificate of Insurance meeting the requirements set forth in Policy and Regulation 7510 MUST be obtained and provided to the Building Principal and the School Business Administrator. The preference is that the insurance certificate be attached to the completed application. However, it is recognized that many insurance companies will not provide the certificate until they have a copy of the approved facility use application. Therefore, if it is not possible to obtain a certificate until after the approval of the facility use application, the certificate must be provided as soon as possible once the certificate is obtained and MUST BE PROVIDED PRIOR TO THE EVENT START DATE. If the insurance certificate is not provided prior to the event start date, then the event will not be permitted to proceed as scheduled. All costs incurred for such a cancellation will be the sole responsibility of the organization requesting facility use. "Stafford Township Board of Education" should be listed as additional insured.***

**Building Usage Times & Fee Information**

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Please be advised that school facilities may not be used during regular school hours. Facilities may only be used after school hours and as a condition for use of the Stafford Township School District facilities, all groups/organizations **must** end their program and vacate the building no later than 10pm. On weekends, groups/organizations may only use the facilities between the hours of 7:00am and 3:00pm and **must** end their program and vacate the building no later than 3:00pm. The reason is that the custodial staff shift ends at 11:00pm on weekdays and 4:00pm on weekends and the remaining time is needed for cleaning of the section of the facility that was occupied.

Any group wishing to continue their activity beyond the curfew may do so by indicating same on this Building Use Application. However, the group/organization must do so with the understanding that they will be charged for said usage in accordance with the attached schedule and will be invoiced for same after the event. Further, if a group does not include their extended usage on the application but actually uses the facility for an extended period of time (beyond the regular hours set forth herein), the group will be responsible for the additional cost of extended usage.

Please also be advised that the fees discussed herein are only for anticipated use. Should your actual use incur additional fees, you will receive an invoice for actual use after the event in accordance with Policy 7510.

**Additional Important Information**

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In the event of early dismissal of if schools are closed due to inclement weather, use of the facility will be canceled.

**Group/Organization Certification**

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The following individual has signed his/her name indicating that he/she has the authorization to complete this building use application for the requesting group/organization, that the information contained herein is accurate, that the group/organization agrees to have an group official present at the event during all facility usage, and that he/she has read the policy and regulation governing use of building (#7510) and understands and agrees to all terms of same.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Information – Phone and Address (if different from group information above):

  

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**Fee Schedule/Fee Calculator:**

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Facility / Location	Level I	Level II	Level III
<b>Custodial Fees/Costs</b>			
- Monday through Friday/Normal Work Schedule	\$0/hour	\$30/hour*	\$30/hour
- Monday through Friday – Beyond Normal Work Schedule	\$0/hour	\$45/hour	\$45/hour
- Saturday	\$0/hour	\$55/hour	\$55/hour
- Sunday and Holidays	\$0/hour	\$70/hour	\$70/hour
Classrooms	\$0	\$10/hour*	\$50/hour
Gymnasiums	\$0	\$50/hour*	\$100/hour
Cafeteria (No Kitchen)	\$0	\$50/hour*	\$100/hour
Dance Room (5 Hour Rehearsal)	\$0	\$50/hour*	\$100/hour
Media Center	\$0	\$50/hour*	\$100/hour
Parking Lot	\$0	\$50/hour*	\$100/hour
Technology and Equipment Fees/Costs	Fee determined upon request		
STAC	Please see Policy/Regulation 7510.1		
Toiletries	An additional fee for toiletries of \$100 per day may apply		

**Level II User**

# of Hours	Description	Price per Hour	Total
	Number of Hours for Custodial Fees/Costs (Monday-Friday/Normal Work Schedule)	x \$30/hr	
	Number of Hours for Custodial Fees/Costs (Monday-Friday/ <b>Beyond</b> Normal Work Schedule)	x \$45/hr	
	Number of Hours for Custodial Fees/Costs (Saturday)	x \$55/hr	
	Number of Hours for Custodial Fees/Costs (Sunday & Holidays)	x \$70/hr	
	Number of Hours for Classroom Use	x \$10/hr	
	Number of Hours for Gymnasium Use	x \$50/hr	
	Number of Hours for Cafeteria (No Kitchen)	x \$50/hr	
	Number of Hours for Dance Room (5 Hour Rehearsal)	x \$50/hr	
	Number of Hours for Media Center	x \$50/hr	
	Number of Hours for Parking Lot	x \$50/hr	
Technology and Equipment Fees/Cost		Fee Determined Upon Request	
Toiletries		An additional fee for toiletries of \$100 per day may apply	
			<b><u>TOTAL</u></b>
			<b><u>50% Deposit Due</u></b>
			<b><u>Balance Due</u></b>

**Level III User**

# of Hours	Description	Price per Hour	Total
	Number of Hours for Custodial Fees/Costs (Monday-Friday/Normal Work Schedule)	x \$30/hr	
	Number of Hours for Custodial Fees/Costs (Monday-Friday/ <b>Beyond</b> Normal Work Schedule)	x \$45/hr	
	Number of Hours for Custodial Fees/Costs (Saturday)	x \$55/hr	
	Number of Hours for Custodial Fees/Costs (Sunday & Holidays)	x \$70/hr	
	Number of Hours for Classroom Use	x \$50/hr	
	Number of Hours for Gymnasium Use	x \$100/hr	
	Number of Hours for Cafeteria (No Kitchen)	x \$100/hr	
	Number of Hours for Dance Room (5 Hour Rehearsal)	x \$100/hr	
	Number of Hours for Media Center	x \$100/hr	
	Number of Hours for Parking Lot	x \$100/hr	
Technology and Equipment Fees/Cost		Fee Determined Upon Request	
Toiletries		An additional fee for toiletries of \$100 per day may apply	
			<b><u>TOTAL</u></b>
			<b><u>50% Deposit Due</u></b>
			<b><u>Balance Due</u></b>

Checks are to be made payable to:

Stafford Township Board of Education  
 Attn: School Business Administrator  
 250 North Main Street  
 Manahawkin, NJ 08050

**\*\*IMPORTANT NOTICE\*\***  
**REGARDING AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)**

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To: Groups Using Stafford Township School District Facilities After School Hours  
From: Stafford Township Board of Education

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The Stafford Township School District recognizes lives can be saved with the proper use of Automated External Defibrillators (AEDs). There are, however, certain **mandatory** procedures which **must** be followed in order to ensure proper use of these devices. In order to ensure that groups utilizing our facilities after regular school hours have been notified of these **mandatory** procedures, we offer the following information:

**Location of AEDs:**

The following locations within the Stafford Township School District are each equipped with at least one AED:

- Administration Building
- Education Center
- Ocean Acres School
- Oxycocus School
- McKinley Avenue School
- Ronald L. Meinders Primary Learning Center
- Intermediate School
- Stafford Township Arts Center

We would encourage you to be familiar with the location of the AED so that it can be immediately accessed in the event of an emergency.

**Mandatory Requirements for Proper Use of AED:**

According to New Jersey State Law (N.J.S.A. 2A:62A-25, et. seq.), there are certain procedures that must be followed when using the AED:

1. Person using AED must have successfully completed a training program and hold a current certification in cardio-pulmonary resuscitation (CPR) from the American Red Cross, American Heart Association or other Department of Health and Senior Services approved program. Or, in the alternative, the person using the AED must be licensed by the Department of Health and Senior Services as a Paramedic, Emergency Medical Technician (EMT)-D, or a First Responder-D.
2. Person using the AED must request emergency medical assistance from the appropriate first aid/rescue squad as soon as practicable.

We recommend that your group ensure that at all times while using our facilities, there is at least one person from your group that meets the above requirements, so that if an emergency occurs, your group can make use of the AED.

**Available Resources:**

If you choose to utilize the AED, it is the responsibility of your group to ensure that the person operating the AED meets the above requirements and follows the proper procedures. However, we will be providing CPR and AED approved training programs to members of our staff and we will make these programs available to your group.