



Plumsted Township School District
131 Evergreen Road
New Egypt, NJ 08533

FACILITY USE APPLICATION

In order to be considered to use the school facilities the following **must** be completed:

1. All applications for the use of the school facilities must be submitted at least **FOUR WEEKS IN ADVANCE** of the date of activity.
2. The attached application must be completed in full and signed.
3. Applicant must read "Rules and Regulations Governing the Use of School Facilities" (attached) and sign page #5A.
4. A copy of an **INSURANCE POLICY CERTIFICATE** must also be submitted before the application will be considered for approval by the Board of Education. Certificate must name the Plumsted Township Board of Education as the Certificate Holder.

Please submit these requirements to:

Coordinator of Buildings and Grounds
New Egypt High School
117 Evergreen Road
New Egypt, NJ 08533.

After the application has been reviewed by the Board of Education you will be notified.

Should you have any questions regarding the above, please feel free to contact the Buildings and Grounds Office at (609) 758-6800.

*****PLEASE NOTE:** There will be an additional billable charge for 30 minutes prep time before and after the event scheduled.

Thank you for your cooperation in serving our community members.

**Plumsted Township School District
New Egypt, New Jersey**

PROCEDURE

Complete and sign copy of **Application for Use of Building**.

Read thoroughly and sign copy of **Rules and Regulations Governing the Use of School Facilities**.
Keep the Rules and Regulations for your information - return **Page 5A** with signature.

Complete and sign copy of **High School Auditorium Request**, if applicable.

Complete and sign copy of **Physical Education Equipment, Athletic Scoreboard and Public Address System**, if applicable.

Complete and sign copy of **Fields Request** form, if applicable.

Complete and sign copy of **Signed Assurance** certificate.

INSURANCE CERTIFICATE MUST ACCOMPANY THE COMPLETED APPLICATION.

When all of the above have been completed, please submit the entire application to the Buildings and Grounds Office at the New Egypt High School. Application should be given to Buildings and Grounds at least 4 weeks prior to the date requested. Any questions, call (609) 758-6800.

RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

Please read the following carefully.

1. Class "A" organizations will be charged for weekend use of any facility, at the rate of \$15 per hour, per facility. The custodian's services are not at the disposal of the sponsor. (excluding the PTO).
2. All applications for the use of the school facilities must be submitted at least four weeks in advance of the date of the activity through the Buildings and Grounds Office.
3. No reservation will be made until the entire Application is returned and approved by either the Superintendent of Schools or the Board of Education.
4. Application to use school property must be sponsored by a local organization for use by the people of Plumsted Township.
5. No organization is permitted to sub-contract the facility to any other organization without the knowledge of and written permission of the Coordinator of Buildings and Grounds.
6. School facilities are made available to organizations outside of Plumsted Township for educational, cultural and civic purposes.
7. School facilities are not available until after all daily school activities have been completed.
8. School facilities may be rented only when not needed for school purposes and under such circumstances that the renting will not interfere in any way with the school program or operation. NO use of school facilities will be granted during regular school hours.
9. No grant of permission to use school property shall carry with it any right to exclude member of the Board of Education or Board representatives from the property. Any member of the Board of Education, or any Board representative, shall have full and free access at all times, to any part of the buildings.
10. The school custodian is present as a representative of the school for purposes of security, inspection and observation. Services of the custodian are not at the disposal of the sponsor. Fees or gratuities are not to be paid to the custodians. Only the Board of Education may pay employees for services involving the Use of School Facilities.
11. The sponsor must ensure that a representative of their organization is in attendance at each event who is responsible for supervising the event so that it meets with all required regulations.
12. All equipment to be used for approved purposes must be transported to and from the activity. No storage of equipment is available unless specifically approved by the Coordinator of Buildings and Grounds.

13. No one is permitted in any building unless a custodian is on duty or a school district administrator is present.
14. The sponsor is responsible for the proper care and use of all school property. The sponsor shall be the first person admitted and the last person to leave and shall be in attendance at all times during the occupancy of the building. It is the responsibility of the sponsor to see that the premises are vacant promptly as specified on the permit.
15. All organizations are urged to close their activities on or before 10:00pm. An overtime fee will be charged - non-paying as well as paying groups, in accordance with the rate schedule.
16. The sponsor is responsible for maintaining proper order on the part of all participants.
17. The sponsor is responsible for supplying all doorkeepers, ticket-takers, attendants, uniforms, all necessary personnel, tickets, programs, props, scenery and other apparatus.
18. The use of school district owned audio-visual, back stage, electrical and specialty equipment require the assignment of an audio-visual person, who shall receive \$30.00 per hour, for duties performed. Their duties will consist of those dealing only with lighting and sound. A request must be made at least two weeks in advance.
19. The Board of Education, the school, or its employees, are not responsible for damage to, or loss of, any items left on the stage, or at any other area within the school, or on school property. The sponsor assumes liability for all claims resulting from accident, theft, or other cause.
20. The applicant shall submit, with completed application, a Certificate of Insurance for liability in the face amount of \$100,000 per person, \$300,000 per incident and \$25,000 property damage, with the Plumsted Township Board of Education named as co-insured. Special events and activities involving large groups may require additional insurance coverage, as determined by the Superintendent of Schools.
21. The sponsor requesting the use of a school for such productions as plays, musicals, operettas, dance recitals, concerts, etc., should check with the Business Office, regarding the use of school equipment and services to be requested. School equipment may be used only after approval of Application and Audio-Visual Equipment request.
22. Only the dates, times and facilities listed on the Application are included. All rehearsal, decorations, special rooms, services, or equipment, must be included in the Application.
23. It is not permissible to move a piano from a classroom to the stage.
24. There must be no nailing to floors, walls, or fixtures, no paint dropped on any part of the building and the building equipment must not be marked or defaced in any manner. Decorations are not to be attached to curtains in any form (use of pins, tape, stitching on curtains, prohibited). Scotch tape is not permitted on the walls.

25. No alterations are permitted to buildings or electrical systems. Before scheduling a performance, the sponsor must determine that the production can be staged with existing equipment, without special switchboards or wiring. The location of school equipment and scenery on stage should be cleared in advance with the Principal, or their representative.
26. Each organization is responsible for providing their own stage crew to run the curtain, carry cases or personal equipment, setting up scenery and other tasks related to the production.
27. Smoking is prohibited in all school facilities and on school grounds. It is the responsibility of the sponsoring organization to indicate that smoking is prohibited in the school, on school grounds and on all printed programs and advertising.
28. The use or presence of intoxicating drinks is prohibited from all buildings and grounds. It is the responsibility of the sponsor to see that this regulation is strictly enforced.
29. There shall be no gambling in any of the Plumsted Township School facilities.
30. All performances must conform to the laws of Plumsted Township and the rules and regulations of the Plumsted Township Board of Education.
31. Permission to sell or display anything must be requested in writing to the Board of Education.
32. When a charge is made, it is the responsibility of the sponsoring organization to report the amusement tax directly to the Collector of Internal Revenue.
33. Any person or community organization conducting a public fund-raising program, or charging admission, must submit a report of receipts and expenditures in detail, showing the net receipts to be turned over to the charitable organization, or non-profit activity, for which the program was held. The report is to be sent to the Buildings and Grounds Office within the two weeks after the activity.
34. The Board of Education will grant the full use of the non-classroom spaces, but does not provide the use of school furniture or other accessories, beyond usual seating.
35. All bills for use of the school facilities must be paid promptly. If the bills are not paid within sixty days of the date of the statement, the organization shall be denied the use of the facilities in the future.
36. All payments are made to the Plumsted Township Board of Education. All school property is rented conditionally upon the conformity of the user to the rules and regulations now, or hereafter, established by the Board of Education. If any of the rules are broken, or property damaged, through carelessness or neglect, the Board of Education may decline to accept any further application for use.
37. The applicant will receive only the facilities requested on the form and responsibility for reasonable care of the facilities is required. Responsibility for cleanliness and for damage to the building, furniture, or equipment, is the liability of the sponsoring organization.

38. It is the responsibility of the persons in charge to supply sufficient supervision so that authorized persons are in attendance and restricted to the authorized area. The right to revoke a permit any time is reserved by the school authorities.
39. The sponsor is responsible for providing the necessary chaperons and police to properly control and protect school property. This includes corridors, rest rooms, gym, and outside areas. The following areas must be supervised at all times: rest rooms, corridors, exits, outside areas and major activity area. There shall be at least one chaperon for every 25 participants.
40. Activities such as a dance, festivals, etc., may not be advertised outside the boundaries of Plumsted Township, on radio, television, or in print.
41. The person signing the application represents that he/she is a local resident and is President, Chief Executive, or sponsor of the group/organization.
42. No staging equipment placed on stadium field surface or track surface at any time.
43. No requests for football field or track area taken for the months of July and August. This is due to field maintenance.
44. No requests taken for football field usage during the Fall Sports season - August thru December.
45. No stadium field requests taken during Spring Sports season - March thru May.
46. All school sponsored activities must also be approved by the Superintendent of Schools.

The applicant represents that the facilities requested will not be utilized by any person, group, or organization, which advocated the overthrow or subversion of the government of the United States, or any activity related to or designed to accomplish, such an objective, and the applicant further represents that is has not engaged any speaker to appear before it who advocates any of the aforementioned objectives

**Plumsted Township School District
New Egypt, New Jersey**

CLASS: "A" - "B" - "C"

Class "A": Any Plumsted Township nonprofit organization, or college/university with a relationship with the school district, whose sole purpose is to advance or benefit the interest of the schools, or youth of Plumsted Township, such as the Boy/Girl Scouts, 4H, Township Recreation, First Aid Squad, Fire Company, American Legion, Veterans of Foreign Wars.

FEE: No Charge

Class "B": Any local organization whose sole purpose is for the social, civic, or charitable benefit of Plumsted Township as a community or to further National or International welfare.

Examples: religious bodies, service clubs, political groups, Cancer/Heart Fund, etc.

FEE: 50% off Building Usage Rate Schedule attached.

Class "C": Any organization which does not fall into the above classifications whose sole purpose is to build up its own organization or interests. The organization also has the option of using the marquee in front of the school for advertising. NOTE: A sign will also be displayed stating this is not a school sponsored event/occasion.

FEE: Building Usage Rate Schedule as attached.

BUILDING USAGE RATE SCHEDULE

REGULAR HOURS - (will be used Monday-Friday when school is in session up to 10:30pm)

<u>Room</u>	<u>High School</u>	<u>Middle</u>	<u>Elementary</u>	<u>Primary</u>
Classroom	\$50.00	\$50.00	\$50.00	\$50.00
Auditorium	\$100.00	N/A	N/A	N/A
Gym	\$100.00	\$75.00	\$75.00	\$50.00
Cafeteria	\$50.00	\$50.00	\$60.00	\$60.00
Library (IMC)	\$60.00	\$60.00	\$50.00	\$50.00

OVERTIME HOURS - (will be used weekends/holidays/when school is closed).

<u>Room</u>	<u>High School</u>	<u>Middle</u>	<u>Elementary</u>	<u>Primary</u>
Classroom	\$65.00	\$65.00	\$65.00	\$65.00
Auditorium	\$125.00	N/A	N/A	N/A
Gym	\$125.00	\$100.00	\$100.00	\$75.00
Cafeteria	\$60.00	\$60.00	\$75.00	\$75.00
Library (IMC)	\$75.00	\$75.00	\$60.00	\$60.00

All charges include custodian (as representative, not to utilize as cleaner) and utilities.

The School District reserves the right to determine if; any or how many, classrooms may be used.

If the kitchen is used along with the cafeteria, a food service employee must be present. This will require an additional fee paid directly to the current food service company.

Only rubber soled shoes or sneakers will be permitted on the wooden floor of the gyms. **NO** activity is allowed that will scratch its surface. Damages to resurface the gym floor will be assessed and sent to the organization's representative.

FOOD AND DRINKS IN CAFETERIA ONLY *(unless special authorization is given by the District/Coordinator of Buildings and Grounds).*

ABSOLUTELY NO FOOD OR DRINKS IN GYM.

Plumsted Township School District

FIELD USAGE RATE SCHEDULE

1. Use of any individual soccer, lacrosse, field hockey, or football fields will include a daily one-time fee of \$100; which will cover the cost of the lining of the field and the placement of goals. A charge of \$60 per game, per field will be charged for any game played after the first game.
2. Use of any baseball or softball field will include a daily one-time fee of \$75; which will cover the cost of lining the field. A charge of \$60 per game, per field will be charged for any game played after the first game.
3. If lights are requested for the stadium field, there is a charge of \$200 for 4 hours (minimum charge) and \$40 per additional hour.
4. Organizations wishing to use district audiovisual, (clock, scoreboard, etc.) physical equipment, or public address items (PA system, microphones, etc.) should refer to the **Physical Education Equipment, Athletic Scoreboard and Public Address System** form. A district approved person to operate school equipment is required. If no district employee is available to operate the equipment on a voluntary basis, a charge of \$50 per hour will be made, with a minimum of 4 hours.
5. The rate for a non-sport activity using athletic fields: (per field) \$100 first hour - \$60 every hour thereafter (includes usage of bathrooms). Concession stand usage rate pending.
6. The Plumsted Township School District reserves the right to cancel any activity without notice for any reason.
7. The rate for using parking lot(s), any or all: \$60 first hour - \$50 every hour thereafter (includes usage of bathrooms).

Plumsted Township School District
New Egypt, New Jersey

RETURN TO BUILDINGS AND GROUNDS OFFICE

**ALL DOCUMENTS MUST BE RETURNED TO ABOVE OFFICE BEFORE
CONSIDERATION IS GIVEN TO REQUEST.**

Please check as completed and returned:

- _____ Application for Use of Building
- _____ Physical Education Equipment, Athletic Scoreboard and Public Address System Request (if applicable)
- _____ High School Auditorium Usage (if applicable)
- _____ Certificate of Insurance with certificate holder named:

**Plumsted Twp. Board of Education
131 Evergreen Rd.
New Egypt, NJ 08533**

- _____ Signed Assurance with the Organizations representative
- _____ Retainer Fee - \$250, if applicable
- _____ Request Fields (if applicable)

Please return this form and all of the above documents to:

New Egypt High School
Attn: Coordinator of Buildings and Grounds
117 Evergreen Road,
New Egypt, NJ 08533
(609) 758-6800

APPLICATION FOR USE OF SCHOOL FACILITIES

Date of Application _____

Request is hereby made by the undersigned for the use of the following school premises on the date(s) set forth below.

_____ Beginning & Ending Time

_____ Beginning & Ending Days and Dates

On-Site Representative responsible for program _____ Phone # _____

FACILITY REQUESTED: (check appropriate choices)

High School _____ Middle School: _____ Elementary School: _____ Primary School: _____

Gym: _____ Cafeteria: _____ Classroom: _____ Kitchen: _____ Auditorium: _____

Library (IMC) _____ Field(s) _____

Note: (Kitchen will be kept locked unless specifically requested)

Special Arrangements: (if necessary - chairs, tables, desks. Please be as specific as possible):

Complete schedule of events & activities going on during this meeting/activity: _____

Expected Attendance: _____

What is the purpose of this meeting/activity: _____

An admission charge, collection, donation or solicitation: will be made ___ will not be made ___

We hereby certify that we shall be personally responsible, on behalf of our organization, for any damage sustained by the school premises, furniture, or equipment because of the occupancy of said premises by our organization. I have read and agree to abide by and to enforce the rules, regulations and policies of the Plumsted Township Board of Education rules and regulations governing the use of facilities pg. 1-5.

Name of Organization: _____

Address: _____

Name of Representative: _____ Phone: _____

Address: _____ Email: _____

Proof of insurance is on file in: Buildings and Grounds Office _____ Attached: _____

Name of Insurance Company: _____ Policy No. _____

Signature of Representative: _____

BUILDINGS AND GROUNDS OFFICE USE ONLY

Rental Fee: _____ Fee Exempt: _____ Cleared & Recorded on Calendar: _____

Plumsted Township School District
131 Evergreen Road, New Egypt, NJ 08533

Signed Assurance

_____ assumes full responsibility for the conduct of all persons in attendance at the activity and for any damages done to the school premises during the time the activity is under its control, its agents, employees and invites.

In consideration of the use of said facilities, _____, shall indemnify and hold harmless the Board of Education, its agents, employees, officers and members, individually, severally and jointly, to the fullest extent permitted by law, from and against any and all claims, demands, liabilities, fines, suits, actions, proceedings, orders, decrees and judgment of any kind or nature, by or in favor of anyone whomsoever and from and against any and all costs and expenses, including reasonable attorney's fees resulting from or in connection with the loss of life, bodily or personal injury or damage to or loss of property arising directly or indirectly, out of or from or on account of the use of facilities and property as permitted herein, or by an act or omission or negligence of _____, or its employees, agents, or contractors, or any of its patrons.

Signature of Representative of Above Organization

Plumsted Township School District

HIGH SCHOOL AUDITORIUM REQUEST

Fill out only if needed.

1. Date(s) of Use: _____

2. Day(s) of Use: _____

3. Activity Time: _____ Beginning Ending

4. Total Activity Time: _____ Pre-Set-up Activity Post Activity Total Hours

5. Sponsoring Organization: _____

6. Phone: _____

7. Name of Sponsoring Organizations Supervisor : _____

8. Address of Supervisor: _____ Phone: _____

9. Equipment Needs (operated by Plumsted Twp. School District employee or someone trained by certified school employee & approved by District Technology Coordinator):

Microphone(s): Qty. _____

Sound System: _____

Special Lighting: _____

VCR/TV: _____ Other: _____

10. RETAINER FEE: When equipment is being requested a \$250 retainer will be collected at the time of application. This will be returned to the organization when all equipment used as been evaluated and is functioning properly.

BUSINESS OFFICE USE ONLY

Retainer Fee (\$250) Collected: Check _____ Cash _____

Retainer Fee Waived by Plumsted Twp. School District: _____

Name of Plumsted Twp. School District equipment operator or trained person: _____

Total Hours Worked _____ x \$50 per hour (4hr minimum) = _____

NOTE: This charge will be added to the total charge of renting the facility.

Signature of Plumsted Twp. School District Audio Visual Coordinator: _____

