

**MIDDLE TOWNSHIP PUBLIC SCHOOLS
216 SOUTH MAIN STREET
CAPE MAY COURT HOUSE, N.J.**

USE OF SCHOOL FACILITIES REGULATIONS

Please print out and upload in your application

The order of priority of use of school facilities in the school district will be as follows: 1) school district; 2) other educational institutions; 3) general public use. No commitments for use of the facilities will be made prior to establishing the school calendar. All requests for use of school facilities by any outside organization shall be made as follows:

1. APPLICATION PROCEDURES:

- A.** The application for the use of any school facility or parts thereof will be submitted to the Principal for signature and/or Athletic Director verifying that the facility is available on the date(s) and at the time(s) requested.
- B.** The application will then be submitted to the District Superintendent's Office. All applications shall receive the approval or rejection of the District Superintendent.
- C.** All applications for the use of school facilities shall comply with the legal requirements as prescribed by state law.

2. CONDITIONS FOR USE:

- A.** Approved youth groups shall be given priority over adult groups.
- B.** School facilities shall not be available to any private individual or group desiring such use for financial profit or private purpose.
- C.** The use of school facilities shall not be granted for public dances or sectarian or political meetings.
- D.** School facilities will be available on weekends and holidays by special arrangements only.
- E.** Unless specific arrangements are made, the facilities will not be used later than 11:00 PM.

**After final approval, copies will be filed in the Superintendent's Office, School Front Office and Athletic Dept*

- F.** The use of any kitchen equipment shall be allowed only if one of the school district's cooks is present and paid in addition to any other fees.
- G.** Any extra custodial service required shall be paid in addition to all other fees.
- H.** Tobacco use shall not be permitted in any school facility or on school grounds.
- I.** There shall be no alcoholic liquors or beverages brought to or consumed in the building or on the grounds.
- J.** Furniture or fixtures may be moved only with permission from the building administration.
- K.** Property of outside organizations may not be stored on school property.
- L.** All electrical equipment and arrangements shall be in the charge of and under the control of the Board or its representatives.
- M.** Any organization using any school facility shall be responsible for any damage or breakage to property resulting during the period of use by such organization.
- N.** The Board or its representatives shall have free access to all rooms at all times.
- O.** The applicant will be responsible for the preservation of order. Each group shall discuss in detail all supervision that it plans to use. In the event that a question arises relative to either the quality or quantity of supervision, the school authorities will have the final say.
- P.** Where permitted by law, the applicant shall agree to indemnify, save and hold free and harmless, the Middle Township School District, their officers, agents and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever, which the school district, its officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the public school building as provided herein.

3. FACILITIES USE FEES:

FEES FOR USE OF FACILITIES AND GROUNDS
(Occasional Use)

Fees are required of any organization planning activities that have the sole purpose of benefiting the organization, whether an admission fee is charged or not. These fees are charged for rehearsal as well.

	<u>CLASS II</u> <u>COMMUNITY</u>	Class III <u>PROFIT ORGANIZATION</u>
<u>Cafeteria (without kitchen)</u>	<u>\$75 Per Day</u>	<u>\$200 Per Day</u>
<u>Gymnasium (H.S. Main Gym)</u>	<u>\$200 Per Day</u>	<u>\$1000 Per Day</u>
<u>Gymnasium (H.S. B Gym)</u>	<u>\$75 Per Day</u>	<u>\$500 Per Day</u>
<u>Gymnasium (Middle School)</u>	<u>\$75 Per Day</u>	<u>\$750 Per Day</u>
<u>Gymnasium (Elementary #2)</u>	<u>\$75 Per Day</u>	<u>\$350 Per Day</u>
<u>Gymnasium (Elementary #1)</u>	<u>\$75 Per Day</u>	<u>\$350 Per Day</u>
<u>Classroom</u>	<u>Free</u>	<u>\$25 Per Day</u>
<u>Football Field</u>	<u>\$100 Per Day</u>	<u>N/A</u>
<u>Baseball/Softball Fields</u>	<u>\$50 Per Day</u>	<u>\$250 Per Day</u>
<u>Use of Fields</u>	<u>\$100 Per Day</u>	<u>\$500 Per Day</u>
<u>Tennis Courts</u>	<u>\$25 Per Day</u>	<u>\$100 Per Day</u>

4. PROOF OF INSURANCE:

- A. User shall furnish PROOF of 2,000,000.00 INSURANCE CERTIFICATE
- B. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury 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.
- C. User shall submit Indemnity & Hold Harmless Agreement

All approvals are subject to insurance requirement compliance.

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5. STATEMENT OF COMPLIANCE:

All applicants must read and comply with Middle Township School District Policy 2431.4. Complete & Sign the Statement of Compliance.

6. THE BOARD OF EDUCATION RESERVES THE RIGHT TO:

- A. Deviate from the rental guide.
- B. Restrict the use of the facilities to any group, which in the Board's opinion will impair the image of the school community or children.

INDEMNITY & HOLDHARMLESS AGREEMENT

_____ Agrees to indemnify and hold harmless MIDDLE TOWNSHIP BOARD OF EDUCATION and/or the ATLANTIC & CAPE MAY COUNTIES SCHOOL BUSINESS OFFICAL JOINT INSURANCE FUND (ACCASBOJIF), 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 part by _____ negligent act or omission or that of sub-contractor or sub-contractor may be liable. This indemnification and agreement shall apply in all instances whether MIDDLE TOWNSHIP BOARD OF EDUCATION and or the ATLANTIC & CAPE MAY COUNTIES SCHOOL BUSINESS OFFICAL JOINT INSURANCE FUND (ACCASBOJIF) is made a party to the action or claim or is subsequently made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of the action or claim.

By: _____

Date: _____

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STATEMENT OF COMPLIANCE

Undersigned acknowledges they have received and read the MIDDLE TOWNSHIP BOARD OF EDUCATION'S Policy and Regulation #2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSION AND HEAD INJURIES.

Name: _____

Organization: _____

Signature: _____

Date: _____