

CLEMENTON SCHOOL DISTRICT COMMUNITY EDUCATION PROGRAM

APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES

(MUST be returned by second Wednesday of each month for BOE to vote for that month)

This request will be placed on the _____ Board of Education Agenda for approval. You will not be able to use the facilities until after this date.

Please submit requests in duplicate. One copy will be returned to you indicating approval and charges, if any.

1. Name of Organization: _____

2. Facilities Requested: _____

3. Day(s) Requested: _____ Hours: _____ / _____ AM or PM
From/ To

Beginning _____ / _____ / _____ Ending _____ / _____ / _____
Month/ Day/ Year Month/ Day/ Year

Exceptions: _____

4. Purpose of Use and Nature of Activity (describe in detail):

5. Special Requests: _____
(i.e., special seating arrangements)

6. Estimated Attendance: _____
(# adults / # children)

7. Name of Person in Charge: _____

Address: _____ Phone: _____

8. Group Representative to Whom Permit and Charges (if any) will be sent:

Name: _____ Phone: _____

Address: _____

I hereby certify that all of the above information is correct.

Signature of Applicant _____ Date: _____

Address: _____ Phone: _____

Please return 2 copies of this completed application to:

**Kate Teschner, Community Education Director
Clementon School District
4 Audubon Avenue
Clementon, NJ 08021-4499
teschnerk@clementon.k12.nj.us**

FOR USE BY COMMUNITY EDUCATION OFFICE ONLY

Charge for Rental of Facility _____

Payment Received/ Date _____

Custodial Charge _____

Other Charges _____

Total _____

Insurance Received _____

Expires _____

Approved: _____
Community Education Director

Chief School Administrator

**CLEMENTON SCHOOL DISTRICT
COMMUNITY EDUCATION PROGRAM**

BUILDING USE AGREEMENT

As the designated representative of the _____ organization, I certify that we have read and understand the following rules and regulations and do hereby agree to abide by them. Furthermore, we understand that failure to abide by these rules and regulations will result in the following:

- FIRST OFFENSE: A verbal warning
- SECOND OFFENSE: A written warning from the Community Education Director
- THIRD OFFENSE OR
SINGLE SERIOUS OFFENSE: Loss of all building and grounds privileges

Organization Representative

Date

Address

Telephone Number

Community Education Director

Date

RULES AND REGULATIONS

1. Smoking is not permitted in the school building or on school grounds.
2. No intoxicants are permitted on school premises. Food and beverages are prohibited in the classroom and the gymnasium.
3. School building use shall occur between the hours of 3:30 PM and 9:30 PM on Monday through Thursday. Other days may be approved.
4. The application does not permit use of any machine, apparatus, equipment or tools owned by the Board of Education, and does not include the use of any rooms except as specified.
5. Any materials, equipment, or fixtures damaged or stolen by the organization will be replaced with materials, equipment, or fixtures of equal value, including any installation fees.
6. The applicant agrees to leave the rooms used in clean and tidy condition, and to promptly make good any loss or damage incurred during the use of said rooms.
7. The applicant will notify the Police Department if more than average traffic is expected and will pay for any service rendered in this regard.
8. Furniture rearrangement or installation of special equipment, furnishings, or apparatus provided by the applicant must be approved by the Superintendent. The applicant shall assume the cost for labor and/or materials in this regard.
9. All persons using the Multi-purpose Room or Gymnasium for sport activities must wear sneakers.

10. All spectators in the Gymnasium must remain off the playing areas at all times. Any agency not respecting this policy will have their usage revoked immediately.
11. Building use is not permitted unless a custodian or representative of the Board is on duty. The custodian is present as a representative of the Board for purposes of security, inspection and observation, and has the authority to eject unruly persons.
12. The applicant must designate a representative of each group or team who shall be responsible for the care and use of the designated areas. This representative shall be the first person admitted, the last person to leave, shall be in attendance at all times during occupancy of the building, and shall see that the premises are vacated promptly as specified. A listing of each representative or coach must be provided for each team using the facility in the application.
13. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in this policy statement, the judgment of the Board of Education concerning such controversy or dispute shall be final.
14. Charges:
 - a. There will be no charge for use of facilities for activities that are part of the Community Education Program.
 - b. There will be no charge for meetings held by local non-profit organizations having town-wide representation and open to all qualified persons. The objective of such organizations must be in the area of education, health, and character/ citizenship training.
 - c. Charges, as set by the Board of Education, will be made to all other groups who wish to conduct fund-raising activities or who are charging an admission to the general public.
 - d. Charges, as set by the Board of Education, will be made for any weekend activities.
15. The users of facilities shall secure and maintain, for the duration of the Agreement, liability insurance with minimum limits of liability as follows:

General Aggregate Limit (Other than Products-Completed Operations)	\$500,000.
Products-Completed Operations	\$500,000.
Personal and Advertising Injury Limit	\$500,000.
Each Occurrence Limit	\$500,000.
Fire Damage Limit	\$ 50,000. ANY ONE FIRE

The Board of Education of the Borough of Clementon shall be named as additionally named insured.

The users shall deliver to the Community Education Director a Certificate of Insurance indicating the above requirements. Failure to deliver the required Certificate of Insurance shall prohibit use of the intended premises until delivery and acceptance of the Certificate of Insurance.

16. Hallway supervision of children by an adult appointed by the coach of each team must be provided at all times.
17. General adult supervision within the facility must be provided for groups of children under 18 years of age at a ratio of one adult for every twelve (12) children. This includes classroom use, gymnasium, and multi-purpose room. The coach or group leader must designate an adult monitor for the children.
18. Cancellation or changes of any meeting by the organization must be brought to the attention of the Community Education Director no less than three (3) days prior to the scheduled date.