

**DEPTFORD TOWNSHIP BOARD OF EDUCATION**  
**2022 Good Intent Road, Deptford, NJ 08096**  
**856-232-2700**

**USE OF SCHOOL FACILITIES**

Please note that it is your responsibility as the applicant to read this application packet thoroughly and ensure you have complied with all requirements. ***(Please pay particular attention to the insurance requirements since you will need to allow time for your insurance carrier to issue the certificate.)***

All applications must be filled out in their entirety. Any applications lacking information will be returned unapproved for completion.

Lastly, it is suggested that you allow a minimum of two weeks from the time you submit your application to when you should expect to receive final approval. (In some cases, more time may be needed due to holidays, vacations, etc.)

**As noted on the last page of the application, use of the facilities/grounds may not occur until you have received a fully-signed copy of your approved application from the Business Administrator's office.**

Thank you for your understanding and cooperation in following these guidelines.

Harold E. O'Neil, Jr.  
Interim School Business Administrator/  
Board Secretary  
July, 2011

**THIS PACKET MUST BE SUBMITTED IN ITS ENTIRETY**  
**DEPTFORD TOWNSHIP BOARD OF EDUCATION**

2022 Good Intent Road, Deptford, NJ 08096

Phone: 232-2700, ext. 3008

Fax: 232-7961

**USE OF SCHOOL FACILITIES**

Buildings and facilities are constructed and purchased by the Board of Education for providing a school program. The Board encourages community use of these facilities providing that this use does not interfere with the program of the school.

**In accordance with State law, no smoking is permitted anywhere in school facilities or on school grounds.**

The Board of Education authorizes the Business Administrator to approve and schedule the use of school facilities by school-related and non-school organizations. The Board reserves to itself this authority to approve the use of school facilities by non-school organizations. **It is the position of the Board to approve only community groups whose organization's function will benefit the pupils of the school/community or the school district. Only outside groups that have been previously approved prior to July 1, 2002, will be given consideration for approval for use of school facilities.** School facilities will not be approved for use on Sunday except for school related activities that cannot be scheduled on another day.

The rules and regulations thus adopted are designed to safeguard a community investment while at the same time to permit use of the school facilities by the community. In keeping with this, **the Board of Education requires all organizations to have police officers present for any competitive activity in which there will be 200 or more spectators.** You must contact Patrolman Matt Martin of the Deptford Township Police Department at 609-820-4263 to make arrangements for coverage. **The cost, regardless of the organization's exemption status, is to be borne by the organization using the facility.**

The Board of Education shall hold each organization financially responsible for damage to facilities while in its care and retains the right to refuse further permission to any organization not complying with all rules and regulations.

The Business Administrator shall require the organization using the facility to supply proof of insurance coverage. Minimum acceptable coverage is \$100,000/\$300,000 bodily injury and \$100,000 property damage, with an umbrella at a \$1,000,000 limit. As a requirement of our insurance carrier, your insurance certificate must name Deptford Township Board of Education and Gloucester Cumberland Salem School Districts Joint Insurance Fund (GCSSDJIF) as additional insureds. **The insurance certificate must be submitted with the application for use of school property.**

Except for costs incurred by the district to provide personnel or special services, charges for the use of school facilities shall be waived for those organizations only that have been listed or approved by the Board:

Parent-Teacher Associations	Parent Clubs (Band, Football, Basketball, etc.)
Teachers' Association	Boosters Club
Alumni	The Boy Scouts of America
The Girl Scouts of America	Deptford Recreation Commission
Church-related organizations located within Deptford	

**SPECIAL REGULATIONS FOR USE OF AUDITORIUM**

1. Youth groups must be sponsored by a responsible adult group with the names of sponsors given in the application. **These sponsors must be present at all times during the activity.**
2. The public address system, lighting panel board, movie screen, etc., must be operated by a school authorized person. **The cost for this person shall be borne by the organization using the auditorium.**
3. No food/drink is to be sold or consumed in the auditorium.
4. Visual Aids equipment furnished by the user must be approved by a school coordinator for proper use through our sound system.
5. No smoking is permitted in the auditorium or anywhere else in the school.
6. Arrangements must be made with the Deptford Township Police for an officer to be on duty during the activity, including one-half hour before and one-half hour after the activity.

**SPECIAL REGULATIONS FOR USE OF CAFETERIA**

1. Groups giving dances must conform to all rules and regulations for use of the cafeteria.
2. Arrangements must be made with the Deptford Township Police for an officer to be on duty one-half hour before and one-half hour after the dance.
3. The clean-up committee of the group must make arrangements with the school coordinator for removing debris and work required to restore cafeteria to original condition.
4. Youth groups sponsored by adults must submit a list of chaperones with application. One adult is required for every twenty people. **These sponsors must be present at all times during the activity.**

5. No smoking is permitted anywhere in the school.
6. Control of the group is the responsibility of the adult sponsors.
7. Adult groups using the cafeteria or kitchen will adhere to all rules and regulations of the Board of Education.
8. All food must be consumed within the cafeteria. All refuse must be placed in proper containers.

**SPECIAL REGULATIONS FOR USE OF GYMNASIUM**

1. Shoes or black soled sneakers are not permitted on the gym floor. Sneakers with white soles must be worn at all times, by participants, referees, and coaches.
2. A responsible adult together with a custodian must check all facilities used after participants have left. Damage should be noted, all water and lights turned off.
3. Groups using the gym must meet outside the door with the responsible adult at a designated time. The entire group will be admitted at one time by the custodian on duty.
4. Use of the gymnasium does not permit use of hallways for any reason.
5. All rules and regulations apply whether admission is charged or not. Use of the gymnasium bears responsibility for supervision of the public lavatories, locker and shower room facilities, and hallway traffic.
6. No smoking is permitted anywhere in the school.
7. No food/drink is to be sold or consumed in the gymnasium.
8. Youth groups must be properly chaperoned with the names of chaperones appearing on the application. A minimum of one adult should be responsible for every fifteen youths. **These sponsors must be present at all times during the activity.**
9. The organization using the facility must make arrangements with the Deptford Township Police Department for an officer to be on duty during any competitive activity in which 200 or more spectators will be present. If both gyms are being used, a police officer must be at each of the gyms.

**SCHEDULE OF COSTS**

Use of facilities to be charged as follows: (NOTE: The actual charges for additional personnel or special services will be added to the listed costs.)

**FOR OFFICE USE ONLY**

	<b><u># of Days</u></b>	<b><u>Total</u></b>
<b>Cafeteria</b>		
<b>Cafeteria plus kitchen for banquet</b> (Includes cost of school supervisor/coordinator) 4 hour basic charge	<b>\$900</b>	_____
<b>Cafeteria plus kitchen:</b> Serving punch, coffee, food for dances, etc. (Includes cost of school supervisor/coordinator) 4 hour basic charge	<b>\$800</b>	_____
<b>Cafeteria for meetings, etc.</b> 4 hour basic charge	<b>\$300</b>	_____
Over 4 hours	<b>\$80 per hour</b>	_____
<b>Classroom</b>	<b>\$150</b>	_____
<b>Auditorium - at High School</b>		
Includes: stage crew, amplifying equipment, and operator and janitorial service 4 hour basic charge, including preparation and tear-down time	<b>\$1,200</b>	_____
Over 4 hours	<b>\$100 per hour</b>	_____
Rehearsals – Monday through Friday	<b>\$100 per hour</b>	_____
Rehearsals – Weekends	<b>\$150 per hour</b>	_____
<b>Gymnasium - High School &amp; Middle School</b>		
4 hour basic charge	<b>\$600</b>	_____
Over 4 hours	<b>\$80 per hour</b>	_____
<b>All Purpose Room</b>		
4 hour basic charge	<b>\$600</b>	_____
Over 4 hours	<b>\$80 per hour</b>	_____
<b>Athletic Field</b> (does not include police protection, cleanup, or lavatory custodial costs)		
4 hour basic charge	<b>\$850</b>	_____
Over 4 hours	<b>\$225 per hour</b>	_____

**NOTE:** These fees do not include personnel costs for weekend use.

**DEPTFORD TOWNSHIP PUBLIC SCHOOLS**

2022 Good Intent Road, Deptford, NJ 08096  
856-232-2700

***APPLICATION FOR USE OF SCHOOL PROPERTY***

(Available on website at <http://deptford.k12.nj.us>)

Complete one (1) copy (both sides – page 1 and 2) and send to the Principal of the School you are requesting to use. (If you wish to use the High School, your application is to be sent to the High School Athletic Director.) You may email this application to the Principal/Athletic Director.

The undersigned hereby makes application for the use of the school facilities indicated below and acknowledges receipt and understanding of rules and regulations of the Board of Education for community use of school property:

**Facilities Requested: (check all that apply)**

**School Requested:** \_\_\_\_\_

FACILITY

- Auditorium \_\_\_\_\_
- Gymnasium \_\_\_\_\_
- Classroom(s) (number) \_\_\_\_\_
- Library \_\_\_\_\_
- Dressing room(s) (number) \_\_\_\_\_
- Softball Field \_\_\_\_\_
- Hardball Field \_\_\_\_\_
- Soccer Field \_\_\_\_\_
- Cafeteria \_\_\_\_\_
- Other (Specify) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

EQUIPMENT

- Public Address System \_\_\_\_\_
- Stage Lighting \_\_\_\_\_
- Projector \_\_\_\_\_
- VCR/DVD \_\_\_\_\_
- Screen \_\_\_\_\_
- Tables (number) \_\_\_\_\_
- Chairs (number) \_\_\_\_\_
- Other (Specify) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Purpose: \_\_\_\_\_

Date(s) requested: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hours required for use of property: Between: \_\_\_\_\_ (access time) and \_\_\_\_\_ (exit).

Will there be an audience? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, estimate number \_\_\_\_\_

Admission/Participation fee charged: \$ \_\_\_\_\_

If spectators will be present, have you scheduled police coverage as required? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: As a requirement of our insurance carrier, your insurance certificate must name Deptford Township Board of Education and/or Gloucester Cumberland Salem School Districts Joint Insurance Fund (GCSSDJIF) as additional insureds. THE INSURANCE CERTIFICATE MUST BE SUBMITTED WITH THIS APPLICATION FOR USE OF SCHOOL PROPERTY.**

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ (Organization/Individual Name) agrees to indemnify and hold harmless the Deptford Township Board of Education and/or Gloucester Cumberland Salem School Districts Joint Insurance Fund (GCSSDJIF), 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 in part by \_\_\_\_\_ (Organization/Individual) negligent act or omission or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable. This indemnification and agreement shall apply in all instances whether Deptford Township Board of Education and/or the Gloucester Cumberland Salem School Districts Joint Insurance Fund (GCSSDJIF), is made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

Person who will be in charge and present during rental period: **(PLEASE TYPE OR PRINT)**

Name	Complete Address	(Day/Evening) Telephone

\_\_\_\_\_  
Signature of person named above

Name of Organization: \_\_\_\_\_

**PRINTED/TYPED** Name and Title  
of Executive Officer \_\_\_\_\_

Name Title

Signature of Executive Officer: \_\_\_\_\_ Email Address –  
\*\*REQUIRED\*\*:

\_\_\_\_\_  
Address City, State, Zip

\_\_\_\_\_  
(Day) Telephone Date

**\*\*\*IMPORTANT\*\*\*: You may not use the facility until you have received a fully-signed copy of this application from the Business Administrator's office.**

**NOTICE TO APPLICANT: DO NOT WRITE BELOW THIS LINE**

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APPROVAL \_\_\_\_\_ / REJECTION \_\_\_\_\_

Use of above does \_\_\_\_\_ does not \_\_\_\_\_ conflict with school activities.

**FACILITY COSTS**

<u>Facility to be Used</u>	<u>Rental Cost</u>
Cafeteria/Kitchen	\$ _____
Classroom	\$ _____
HS Auditorium	\$ _____
HS/MS Gymnasium	\$ _____
MS/Elementary School	
All Purpose Room	\$ _____
Athletic Fields	\$ _____
Total Facility Costs:	\$ _____

**REQUIRED SCHOOL PERSONNEL TO BE PRESENT FOR THIS EVENT**

<u>Person</u>	<u>Hours and Rate</u>	<u>Wages</u>	<u>Social Security</u>
Site Manager	___ hours @ \$_____/hr.=	\$ _____	\$ _____
Administrator	___ hours @ \$_____/hr.=	\$ _____	\$ _____
Cafeteria Help	___ hours @ \$_____/hr.=	\$ _____	\$ _____
Custodian(s)	___ hours @ \$_____/hr.=	\$ _____	\$ _____
Groundsmen	___ hours @ \$_____/hr.=	\$ _____	\$ _____
Subtotals:		\$ _____	\$ _____

Total Wages and Social Security: \$ \_\_\_\_\_

**TOTAL COST FOR USE OF THE FACILITY: \$ \_\_\_\_\_**

Circle One

\_\_\_\_\_  
Principal's Signature Approval / Rejection \_\_\_\_\_  
Date

\_\_\_\_\_  
Supv. of Bldgs. & Grounds Signature Approval / Rejection \_\_\_\_\_  
Date

\_\_\_\_\_  
Business Administrator's Signature Approval / Rejection \_\_\_\_\_  
Date

**NOTE!!!! The Board reserves the right to cancel use of facilities without notice in case of emergency or due to weather conditions.**