

**Atlantic County Special Services School District  
Mays Landing, NJ 08330**

**Procedures - Application for Use of Building or Grounds**

**Purpose:** Buildings and facilities are constructed and purchased by the Board of Education for providing a school program. The Board believes that school facilities should be used to further the educational and recreational needs of the community providing that this use does not interfere with the educational program offered to students.

**Procedure:**

The Board of Education authorizes the Business Administrator to approve and schedule the use of school facilities by school related and non-school organizations. It is the position of the Board to approve only community groups whose function will benefit the students, staff, community or the school district. The rules and regulations adopted are designed to safeguard a community investment while at the same time permit use of the school facilities by the community.

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.

An Application for Use of Building or Grounds must be filed with the District's School Business Administrator at least one month prior to the date of the requested activity/event.

Fees may be charged for use of facilities as follows: \$25 per day for classroom; \$50 per day for gymnasium or fields. Fees will be waived for school related and non-profit organizations and may be waived for other organizations upon request.

All approved applicants must furnish a Certificate of Insurance as proof of comprehensive General Liability Coverage at least five days prior to the use of the facilities, naming the Atlantic County Special Services School District Board of Education as additional insured. The coverage must be written by a company licensed to do business in the State of New Jersey and must include the following coverage: Combined single limit policy of one million dollars per occurrence for bodily injury/property damage and/or personal injury.

If the activity/event is scheduled outside of normal business hours and requires overtime for security staff and/or maintenance staff (Black Seal Operator) the applicant agrees to pay for the cost of overtime (to include the hourly rate at 1.5 times plus the appropriate charge for workers compensation and FICA). District staff is not provided to assist outside groups with set up, dismantling, cleanup or assistance during their activity/event.

An approved application does not automatically include the use of Board of Education equipment such as athletic or projection equipment, speakers or flood lights. Separate

arrangements must be made in advance through the School Business Administrator's office.

Special permission must be obtained for decorating, installing scenery, moving furniture and/or equipment or the installation of any apparatus. All such materials must be flame retardant and must be removed from the school building or grounds promptly after the activity/event.

The applicant shall be solely responsible for obtaining any licenses, permits, etc. that are required by Hamilton Township. Seating and room capacities must not be exceeded.

Smoking and alcoholic beverages are prohibited in all school facilities and on school grounds.

In the event of cancellation, please notify the School Business Administrator at least 24 hours in advance. If no notice is received and the applicant fails to appear, any resulting costs to the district will be charged to the applicant.

Oct. 2009  
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