

**TABERNACLE TOWNSHIP SCHOOLS
TABERNACLE, NEW JERSEY**

**APPLICATION
TO
TABERNACLE TOWNSHIP BOARD OF EDUCATION**

Tabernacle, New Jersey

**For the Use of
Public School Buildings and Grounds
By Non-School Groups and Organization
For Education, Cultural, and Recreational Purposes**

It is the policy of the Tabernacle Township School Board to make its school facilities available to all non-school groups and organizations of Tabernacle Township.

Such use, however, is subject to certain rules and regulations which are contained within this application form. (Regulation 7510.....Use of School Facilities)

For Youth Sports and Organizations, such use, however is subject to certain rules and regulations which are contained within Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries.

TO ALL APPLICANTS:

This application must be in the Office of the Superintendent of Schools, 132 New Road, Tabernacle, New Jersey 08088, at least one month before the date of the event.

You will be notified of the approval or disapproval of the use of the buildings within five days after the scheduled Board of Education Meeting.

Date of Issue _____ Date of Approval _____

Superintendent of Schools
(or other designated person)

**TABERNACLE TOWNSHIP SCHOOLS
TABERNACLE, NEW JERSEY**

APPLICATION FOR USING SCHOOL FACILITIES

1. Name of Organization_____

2. Date of Application_____

3. The undersigned hereby makes application for use of

_____Elementary School Dates:_____

_____Olson Middle School Hours: From_____ Until_____

Rooms:_____

4. The Facilities' usage rates for custodial coverage not already on duty is \$40/hour (e.g., weekends/school holidays). Please make check payable to the "Tabernacle BOE" and remit once Board approval is received. Send to:

Business Administrator
Tabernacle School District
132 New Road
Tabernacle, NJ 08088

5. The following equipment is requested:

6. This application is made for the purpose of

7. An admission fee of \$_____ per person will be charged. The funds obtained are to be used for the following purpose:

IMPORTANT: When the application is submitted, the applicant must attach proof of insurance coverage as required by the attached Group I requirements.

Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.

2. Users of school facilities will respect Board property.
 - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
 - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
 - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
 - d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
 - e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.

- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without prior approval.
- l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

3. Uses Must be Properly Supervised.

- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.
- b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.

- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

The applicant by the signature below affirms that it has read all of the rules and regulations pertaining to the use/rental of said building and is familiar with same, and further agrees that it shall accept the use/rental of the building subject to all of the regulations imposed. The applicant will complete the "Statement of Waiver Claim" and return the statement with the application.

For youth sports organizations, the applicant's signature below also affirms compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports Related Concussions and Head Injuries.

NAME OF ORGANIZATION _____
(PRINT)

PERSON IN CHARGE _____
(PRINT)

ADDRESS _____

Signature: _____

Home Phone: _____

Cell Phone: _____

Business Phone: _____

Email Address: _____

**TABERNACLE TOWNSHIP SCHOOLS
TABERNACLE, NEW JERSEY**

**STATEMENT OF WAIVER OF CLAIM
AGAINST ALL DAMAGE AND LOSS RESULTING INJURIES**

The undersigned, having applied for permission to use _____

on _____, said facility being owned by the Tabernacle Township Schools Board of Education: and

The Tabernacle School District Board of Education having authorized the undersigned's use of said facility for said date, provided the undersigned complies with all regulations concerning the use of the said facility: and

In consideration of the use of said facility the undersigned hereby agrees as follows:

The undersigned hereby waives and relinquishes all claims, and causes of action, of every kind which they have or may have against the Tabernacle School District Board of Education arising out of the undersigned's use of the above mentioned facility personal injury or property damage, the undersigned recognizing and acknowledging that it assumes all risks in connection with the undersigned's use of said facility.

The undersigned further releases the Tabernacle School District Board of Education from any and all claims and causes of action of every kind which they have or may have against the Tabernacle School District Board of Education arising out of the undersigned's use of the aforementioned facility.

The undersigned shall also indemnify the Tabernacle School District Board of Education against any and all liability of loss, and against all claims or actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the undersigned's use of the aforementioned facility, and, the defense of any such claims or action, whether the liability, loss or damage is caused by, or arises out of negligence of the Tabernacle School District Board of Education or any of the agents, employees or otherwise. The undersigned further agrees to reimburse the Tabernacle School District Board of Education for any necessary expenses, attorneys' fees, or costs incurred in the enforcement of any part of this agreement.

Furthermore, the undersigned shall provide notice of this statement to all individuals or members (or parents or legal guardians if a minor) of the undersigned who use or may use said facility on said date pursuant to the Tabernacle School District Board of Education's authorization.

(Signature)

(Organization)

(Date)