

LINWOOD PUBLIC SCHOOLS  
LINWOOD, NJ 08221

APPLICATION FOR USE OF SCHOOL FACILITIES

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

Event Title: \_\_\_\_\_

School(s) Requested: \_\_\_\_\_

Facility or Room (s) Requested: \_\_\_\_\_

Date (s) Requested: \_\_\_\_\_

Times Requested:      From \_\_\_\_\_ a.m. / p.m.      To \_\_\_\_\_ a.m. / p.m.

Specific Purpose of Use: \_\_\_\_\_

\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Equipment Needed? (computers, projection systems, audio systems, microphones, chairs, tables, etc.)

Please Specify: \_\_\_\_\_

\_\_\_\_\_

Person (s) Designated as "Person in Charge" of the group to be in attendance:

Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Use Organization Billing Address: \_\_\_\_\_

Your signature attests to the fact that you have read the rules and regulations that are included with this application and are willing to accept the responsibility for their enforcement. Further, that you assume the responsibility for the preservation of order in said facility and liability for any damage thereto or loss of property that may accrue.

\_\_\_\_\_  
Signature of Person in Charge

**RETURN COMPLETED, SIGNED APPLICATION TO:**

Michelle M. Cappelluti, Ed.D.  
Interim Superintendent  
Linwood Public Schools  
51 Belhaven Avenue  
Linwood, NJ 08221

## **RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES**

1. Requests must be made in writing for the school facilities 60 days prior to usage date.
  - a. Three (3) documents constitute an official application for use of school facilities:
    - i. The application
    - ii. The enclosed Agreement properly executed
    - iii. A certificate indicating that the Board of Education is covered by the user's liability insurance in connection with this use of school property.  
  
\$10,000 / \$25,000 Liability Property Damage: \$100,000 / \$300,000 Bodily Injury.  
The Linwood Board of Education must be named as additional insured.
2. Payment to cover a custodian, hired by and responsible to the Board of Education, in charge of the building to open, to be on hand if needed, and to clean and close down the facility outside of normal working hours.
3. A designated list of person (s) responsible for the group that is to be on hand for the activities must be submitted at the time of written request.
4. A person is to be designated as "person in charge" of the group who is to be in attendance.
5. Shower and locker facilities will not be available.
6. No footwear other than appropriate sneakers or gym shoes are to be on the gym floor at any time.
7. All equipment is to be provided by the group involved.
8. If bleachers are desired, a phone call to the Superintendent's office is necessary by 4:00 PM of the same day.
9. Linwood residents will be the only participants in any function dealing with recreational activities unless previously approved by the Superintendent of Schools.
10. No food or beverages are permitted in the Gymnasiums or classrooms.
11. Positively no smoking in the school building.
12. No alcoholic beverages will be brought to or consumed in the buildings or on the grounds.
13. Prior permission must be obtained prior to putting up decorations or scenery, or moving pianos or other furniture is not permitted unless special permission is granted from the superintendent.
14. The applicant agrees to reimburse the Board of Education or the school promptly for any loss or damage occurring to the building or any equipment during use by the applying organization.
15. The applicant is responsible for the preservation of order, including both participants and spectators which also include the evacuation of the building during an emergency.  
  
A minimum of one (1) adult chaperone for every ten (10) children attending the activity is required to maintain expected order in the location of the activity and the hallways where needed. Children are not to be left unsupervised at any time.
16. The Board of Education or its representatives shall have access to all areas of the building at all times.
17. No reservations will be made until the application is approved and written approval is issued to the applicant.
18. Fees are to be paid to the Board of Education at least one week in advance of the scheduled use of the requested facility.

19. Violation of any of the above conditions may be the cause for depriving the group of the immediate or further use of the school.
20. All portable objects must be removed from the Gym prior to its use and repositioned following the activity.
21. Outdoor recreation areas are to be kept free of litter. Trash containers are to be emptied after each activity.
22. All doors, including gym doors, are not to be propped open, and must be closed at all times.

**RATE SCHEDULE FOR USE OF SCHOOL FACILITIES BY OUTSIDE GROUPS PER USE**

A. Belhaven Cafetorium	\$300.00
B. Seaview Cafetorium	\$250.00
C. Belhaven Gymnasiums	\$400.00 per gym
D. Seaview Gymnasium	\$400.00
E. Field Use	\$250.00
F. Computer Lab	\$100.00
G. Classrooms (each-per day or evening)	1 <sup>st</sup> room \$ 50.00
	Each room thereafter \$ 25.00
a. Projection system in Cafetorium or classroom (Belhaven or Seaview)	\$ 25.00
b. Portable projection system with audio	\$ 25.00
H. Technician After Hours	\$ 25.00 per hour; minimum 1 hour
I. Custodial Fees - Hourly	
a. Regular Hours	\$30.00
b. Overtime and Saturday	\$45.00
c. Doubletime and Sunday	\$60.00

**Internet is not available to outside groups**

All activities are to end by 10:00 PM  
Cafeteria Facilities- No Rental

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Board of Education of the City of Linwood in the County of Atlantic, hereinafter called the "Board", and the \_\_\_\_\_ hereinafter called the "Organization;"

**WHEREAS**, the Board is a body corporate which has been constituted and governed by Title 18A, Education of the New Jersey Statutes and is responsible for the establishment, management and operation of certain Schools located within the municipal boundaries of the City of Linwood;

**WHEREAS**, the Organization has requested the use of school facilities of the Board to conduct activities of said Organization;

**WITNESSETH:**

1. The Board does hereby permit the use of said school facilities for the purposes and activities as outlined in the Application for Use of School Facilities as submitted by the Organization, or if modified or conditional, as appears in the Approval for Use of Facilities granted to the Organization.
2. The Organization agrees that such use shall be in conformity with the existing policy of the Board regarding the use of its facilities and any future amendment or change thereto, and shall also be in compliance with the Rules and Regulations contained in the Application for Use of Facilities.
3. The Organization agrees to be solely and exclusively responsible for the supervision, care, custody, monitoring, safety, health, well-being and welfare of any and all persons including minors and others associated or involved in, related to, or connected with the activities conducted on or about the facilities provided by the Board.
4. The Organization shall be further solely and exclusively responsible for any property damage suffered by the Board or any other party as a result of Organization's Use of Facilities.
5. The Organization further agrees to indemnify and defend Board from and against any and all liabilities, losses and costs, including Board's counsel fees, which Board may incur by reason of or as a result of Organization's Use (either direct, indirect, incidental or otherwise) of school facilities.
6. The Organization shall obtain property and liability insurance and provide evidence of the same by delivering to the Board an original Certificate of Insurance naming the Organization as the insured, and the Board as an additional insured.
7. The Board hereby reserves absolute right and privilege to revoke at will the use of facilities granted by this or any other agreement.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Board Secretary

**ORGANIZATION:**

Dated: \_\_\_\_\_

By \_\_\_\_\_  
(Requester Please Sign)