

BARNEGAT TOWNSHIP SCHOOL DISTRICT

FACILITIES USE

Please read the following rules and regulations, acknowledging they have been read by signing on the last page. A current insurance certificate must accompany these rules. Without this acknowledgment you will not be granted permission to use our facilities.

For groups that will be using the facilities multiple times throughout the school year – you must indicate two people that can request facility use, people other than those indicated will be denied usage for your organization.

Facilities Use approvals must adhere to the following by making sure your organization has the supervision to impose the following conduct upon any member, parent, friend, sibling(s), spectator(s), or any other person(s) coming to the facility in relation to your event.

1. Any organization that does not abide by the following rules or causes damage to the facility may be subject to termination of building usage.
2. No usage application will be accepted (or change of usage) without 10 (ten) days notice.
3. The requesting organization is responsible for all conduct of spectators and participants related to their event. Proper supervision is required to ensure the safety of everyone inside and outside the facility.
4. Any damages to the facility will be billed to the using organization at the actual cost of repair incurred by the district.
5. The person named as the responsible party for supervision/security on the event application must attend the event. That person must remain until all participants have left and must notify the custodian before leaving the building.
6. Schools are now locked 24 hours per day, seven days per week. Specific arrival times must be set by the organization, and a representative must be stationed at the door during that period to allow entry for participants. If doors are propped open, the organization will be subject to forfeiture of its security deposit and possible loss of privileges for future usage of the facilities.
7. Smoking on school grounds is strictly prohibited.
8. Alcoholic beverages on school grounds are strictly prohibited.
9. Controlled dangerous substances on school grounds are strictly prohibited.
10. All children/young adults must be supervised at all times.
11. No child/young adult is to go to a rest room unsupervised.
12. No child/young adult is to be anywhere inside or outside the facility unsupervised.
13. No skateboards, bicycles, roller skates, roller blades, motor bikes, are allowed inside the facilities.

14. Unlicensed motor vehicles are prohibited from the school grounds.
15. Licensed motor vehicles are permitted to park on the school grounds only in identified parking stalls.
16. Exterior school building walls shall not be used as backboards for any game or athletic equipment and for any activity with a skateboard.
17. No gambling or games of chance.
18. No animals are allowed in the facilities.
19. No school keys shall be issued to any user.
20. No facility may be used for a purpose in conflict with the purpose for which the facility was designed.
21. Lighting equipment, ventilation systems, electrical, and thermostatic controls may be operated **only** by an employee of the district.
22. 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.
23. School facilities will not be granted for the advantage of any community political organizations, partisan political activity, private social function, or any purpose that is prohibited by law.
24. When schools are closed because of inclement weather or other reason, scheduled community use will automatically be cancelled.
25. All fees plus a refundable security deposit of \$250 must be paid 5 days prior to the date of the event.
26. Refunds of fees will not be made if the notice of cancellation is made less than 48 hours prior to the event.

Specific room usage:

Classroom:

1. Usage limited to student desks and chairs, chalkboard/whiteboard, restroom closest to the reserved room. **Computers and Smartboards are not to be used under any circumstances.**
2. No one may use, touch, and/or consume any items that belong to the classroom, students, and/or the teacher.
3. After the activity, the classroom must be returned to its original condition.

Gymnasium:

1. Spectators and participants must wear sneakers or flat rubber soled shoes.

2. Advanced request must be made for use of the bleachers. When the bleachers are closed, they are not intended for use. No running, jumping or climbing is permitted on the bleachers.
3. No food is permitted in the gymnasium.
4. Restroom usage limited to the restroom nearest to the gymnasium.

Auditorium:

1. Usage limited to auditorium, entrance area, and restroom nearest to auditorium. No one is permitted in any other section of the building.
2. Absolutely no food permitted in the auditorium.

Cafeteria:

1. Due to the safety of everyone, only those individuals working for the cafeteria service (currently Chartwells) can enter the kitchen premises for any reason. If kitchen usage is needed, a cafeteria service person must be hired and the organization will be charged for their services.

Insurance:

The requesting organization must furnish evidence of a \$1,000,000 (one million) liability insurance policy. Barnegat Township School District must be named as a certificate holder and the Certificate of Insurance needs to be sent to the school district prior to usage. Applications for usage will not be processed until the Certificate of Insurance is received.

The Board of Education assumes no responsibility for bodily injury or damage or loss, including consequential damage, to any personal property, including hats, coats and other personal property or equipment as a result of any school use.

Barnegat Township School District Facility Use
Acknowledgement Form

The _____
(official organization name)

has read the rules and regulations for Barnegat School Districts facility usage. The following two (2) people are approved to request facility usage:

Name: _____
(print name clearly) (signature)

Contact phone #: _____

Email: _____

Name: _____
(print name clearly) (signature)

Contact phone #: _____

Email: _____

The organization acknowledges that they understand the rules and regulations and that they are responsible to enforce the rules.

Signed: _____

Print Name and Title _____

This page along with your current insurance certificate must be sent back to:

Barnegat Township School District
550 Barnegat Blvd. North
Barnegat, NJ 08005

August 17, 2010