



HADDONFIELD BOARD OF EDUCATION

One Lincoln Avenue • Haddonfield, NJ 08033-1892

(856) 429-4130 • FAX: (856) 429-6015

www.haddonfield.k12.nj.us

COMMUNITY USE OF SCHOOL FACILITIES

Indoor/Outdoor

Thank you for your inquiry on the use of school facilities.

The Board of Education recognized that school facilities are public property and as such should be made available for community use. However, the Board also recognizes that the primary purpose of the facilities is to support the education of young people and as such cannot permit non-school activities to interfere with that purpose.

Enclosed is an application for community use of school facilities and also a copy of the rules, regulations and fees. The application form should be submitted 30 days prior to the desired date of use to:

Haddonfield Board of Education
One Lincoln Ave.
Haddonfield, NJ 08033
Attn: Business Administrator

An approved copy of your application will be returned to you along with a statement of rental charges and appropriate additional fees as applicable.

John J. Deserable
Business Administrator



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Reservation of Rights

The Board reserves the right to deny approval for the use of the facilities when the Board determines that a proposed activity may place at risk the safety of the students, staff, members of the community, or the participants, or may adversely affect the facility, or which may place the Board in a position of bearing inordinate liability. Such activities, which may be denied, include those activities for which the sponsors are unable to certify the presence of adequate safety or security.

As the representative of this organization, I agree to the following:

1. Complete application must be submitted to the Board Office at least **30 days prior** to the event. The Board of Education meets monthly and may be required to approve the application.
2. No applications will be approved if for personal gain of any individual(s) or commercial entity, or for the political or sectarian purposes, except by special permission of the Board of Education.
3. It is understood and agreed that the applicant assumes full responsibility for the prevention of order in the school building or on its premises and liability for any damage or loss of school property.
4. It is understood that all fees will be paid in full at least one week prior to the event or the event may be canceled. Please make checks payable to the Haddonfield Board of Education.
5. The organization must comply with all local and state laws regarding public assemblies.
6. All applicants must have liability insurance of at least \$1,000,000. The Haddonfield Board of Education must be named as additionally insured on the Certificate of Insurance for the dates the facility will be used. Proof of coverage must accompany this application or it will not be approved. Failure by the district to enforce the required certificate will void user's obligation to provide the insurance as foresaid.
7. **SMOKING OR ALCOHOLIC BEVERAGES** on any part of the School property is positively prohibited. **ANIMALS** of any kind are not permitted in the School Building.
8. Advertising is the responsibility of the organization and must not begin until written approval of the facility is received from the District. Advertising must not use the school telephone number for information.

9. NOTIFICATION OF CANCELLATION IS REQUIRED ONE WEEK PRIOR TO THE EVENT.
10. As a representative of the organization, I understand that after we have been granted approval, any modification in the dates, times or locations may result in additional charges for the organization.
11. As a representative of the organization, I have read, understand and agree to abide by the terms of the Board of Education policy and Regulation for Use of School Facilities.

Signature: _____ Print Name: _____

Title: _____ Organization: _____

Phone Number: _____



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INDEMNITY AND HOLD HARMLESS AGREEMENT

_____, agrees to indemnify and hold harmless Haddonfield Board of Education, 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 the use of a facility owned by Haddonfield Board of Education, 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 _____ negligent act or omission or that of a coach/group leader, or that of anyone utilized by them. This indemnification and agreement shall apply in all instances whether Haddonfield Board of Education 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 collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily; no oral representatives, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by the same.

This release is valid until the expiration of our current General Liability policy which is

_____.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this _____ day of

_____, _____.

Signature

Printed Name

Group Name/Organization



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2017-2018

FACILITY USE FEE SCHEDULE

The following per diem rates will apply to organizations and individuals who use the Haddonfield Board of Education.

Group 1	Any school affiliate organization (PTA, Student Council, Scouts) requesting facilities to conduct programs that will promote the interests of students. Organizations in this group will not be charged for facility usage.
Group 2	Civic community based organization, community based recreational groups, community based non-profit organizations are those organizations based in Haddonfield Borough. All groups who wish to qualify under this category must have a roster of members, sixty percent of who must be residents of the school district. Copies of rosters must be submitted. No facility fee, require security fee and custodial/grounds fees apply.
Group 3	Non-community based organizations, recreational groups, and non-profit organizations are those groups that cannot establish a direct link with Haddonfield Borough. The presence of one or more local residents with a group or organization does not qualify the group. All other agencies or for profits group within or outside the district shall be included in this category. Facility fees, security fees and custodial/grounds fees apply.



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(Use is defined as a 4 hour period of time. An hourly rate of ¼ of the base rate will apply for all usage beyond 4 hours.)

	GROUP 1	GROUP 2	GROUP 3
HIGH SCHOOL			
Auditorium	None	None	\$1,200.00
Stadium/Track	None	None	\$1,200.00
Gymnasium	None	None	\$500.00
Cafeteria	None	None	\$300.00
Classroom	None	None	\$50.00
Concession Stand	None	None	\$50.00
Parking Lot	None	None	\$50.00
Locker Rooms	None	None	\$50.00
Steinway Piano	None	\$75	\$200.00
Middle School		None	
Cafeteria	None	None	\$300.00
Gymnasium	None	None	\$500.00
Auditorium	None	None	\$1,200.00
Classroom		None	\$50.00
Grass Fields	None	None	\$500.00
Elementary Schools			
APR Room	None	None	\$500.00
Library	None	None	\$50.00
Classroom	None	None	\$50.00
Art Room	None	None	\$50.00
Basketball Courts (EH)	None	None	\$60.00
Grass Fields	None	None	\$500.00
Misc. Charges			
Custodial Staff	None	\$50.00 M-S/\$70.00 Sundays & Holidays (per hour)	\$50.00 M-S/\$70.00 Sundays & Holidays (per hour)
Lighting Technician	None	\$50.00	\$50.00
Sound Technician	None	\$50.00	\$50.00
Police	Prevailing Rate	Prevailing Rate	Prevailing Rate
Ambulance	Prevailing Rate	Prevailing Rate	Prevailing Rate
Kitchen Personnel	Prevailing Rate	Prevailing Rate	Prevailing Rate

1. SECURITY

- Security may be required when at the discretion of the Business Administrator deems it necessary based on the size and or quantity of locations.
- It is the responsibility of the applicant to arrange security with the Haddonfield Police Department. Documentation from the Haddonfield Police Department that the event has been scheduled for security submitted two weeks prior to the event to the Business Administrator.
- When an event is planned and a plan is deemed necessary, the applicant is to submit a security plan for the locations proposed for use, parking lots and entry ways.
- Any incident, damage, etc. is to be reported to the Business Administrator.

2. CUSTODIAL AND GROUNDS STAFF

- Custodial staff will be on site for all indoor events. Number of staff assigned to an event will be at the discretion of the Facilities Director.
- Grounds Staff may be on site for larger events and number of staff will be determined by the Facilities Director.
- Custodial and grounds staff are employees and/or contracted service employees whose responsibilities include, opening and closing the facilities, employing trash, cleaning and monitoring bathrooms and supplies, turning on lights.
- Based on the size and timing of the event, the staff will arrive to open the building 30 minutes prior to the arrival of the organization. The staff members(s) will stay approximately one hour after the event to clean and secure the building. These hours will be a part of the cost estimate. Hours of opening and closing may be adjusted based on size and will be determined by the Facilities Director.
- If special setups are required, (chairs, tables, mat, etc.) an additional charge of \$50.00 may be assessed but will not exceed \$250.00. This charge is meant to cover the wear and damage of district owned property. A detailed list and layout will need to accompany application if any setup is requested.

3. MISC FEES AND REQUIREMENTS

- All applications submitted by organizations in Groups 3 are to be accompanied by a \$25.00 nonrefundable check.
- Rental Applications not submitted 30 days prior to the requested date, may be charged an additional \$100.00.

- Full payment is to be made 7 days prior to the event start date. If payments are not made in full, an administrative fee may apply.
- Applications may not be accepted if there is a balance owed.
- Any damages to district property will be billed to the organization. An estimate of repairs will be forwarded to the organization and an administrative fee will be determined based on amount of damage. Subsequent rental applications may not be accepted until the above is resolved. Activation a fire alarm or burglar alarm shall be considered under the same terms as damages.
- Organizations found using the facilities without an application or permission granted may receive a written warning and a second offense may result in loss of use for 3 months and a third offense may result in being barred permanently.
- Uses of the school kitchens are prohibited. If a need for kitchen equipment is required for the organization to conduct its event, the organization is to request their needs either on the application or attach their detailed request to the application. If the request is granted, a member(s) of the contracted kitchen staff will be assigned to the event. Costs for the contracted employee will apply at the time of the event. The cost will be documented on the cost estimate received prior to the event.
- Food is not permitted in the gymnasiums and auditoriums. If food is being served, it is to be in the designated areas such as cafeteria or lobby. Serving of food and refreshments are to be requested on the application and approved.
- If the organization intends to have outside vendors sell food, apparel or other items at an event, the organization is to provide the following:
 - A certificate of insurance to be provided by each vendor
 - A detailed description/map of locations of vendors
 - A \$25 fee for each vendor per day onsite



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GUIDELINES FOR SCHOOL AUDITORIUM USE

Individuals/groups using the school auditorium should keep in mind that the stage area is a teaching station used on a daily basis. Therefore, we ask that all users of the auditorium space adhere to the following guidelines so that the daily instruction that occurs can run efficiently for our students:

1. Equipment (chairs, stands, etc.) moved from the stage to create more floor space on the stage, behind the curtain, or in the wings should be returned to the back of the stage following the event. This includes all rehearsals, dress rehearsals, and performances. Chairs should be arranged in stacks of 10 or less.
2. Groups moving chairs and stands on the stage should stack chairs and move stands to the back of the stage or into the wings. The stage should never be “bulldozed” (pushing stands and chairs back without stacking chairs).
3. Scenery may not be left on the stage floor. The stage is used daily as a teaching area for band and orchestra. All of these groups require use of the full stage area. Any scenery left overnight must fit in the wings and allow for student passage via the doors that connect the wings to the stairwells.
4. Chairs, stands, props, food, drinks and scenery should never be placed on top of the timpani, bass drum, percussion cabinets, piano, dimmer board, or sound box cabinet. This may damage heads, mar surfaces, or cause damage to mechanisms. Spilled liquids can cause substantial damage to the items listed above.
5. Tape put down on the floor of the stage to mark spots or cover floor grooves must be removed at the end of group usage.
6. The light board should be shut down following each usage. This includes moving all channel sliders and the master level back to “0” and turning the board off using the rocker switch on the back of the panel.
7. The sound board should be turned off at the end of all usages. Groups should not move the master volume control on the board or adjust any switches or dials on the rack. Dials that control individual mic lines (numbered in the sound box) may be adjusted to fit individual users.
8. Any equipment or instruments in the hallway beneath the stage are to be left untouched.



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HADDONFIELD MEMORIAL HIGH SCHOOL MUSIC DEPARTMENT

STEINWAY PIANO USAGE FORM

Organization _____

Contact Person _____

Date of Use _____

Reason for Use _____

Pre-Event Inspection:

Please note any damage/problems evident:

Post Event Inspection:

Please note any damage/problems identified:

District Representative: _____ Date: _____

Organization Representative: _____ Date: _____

Conditions of Use: The user assumes responsibility for any changes in conditional of the Steinway Piano between the Pre-Event inspection and the Post Event inspection. A district representative must secure the piano in the storage area at the end of the vent. A district representative must be on the premises during use of the Steinway piano.

I understand the conditions of use clause in this contract.

Signature of Organization Representative

Date:



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APPLICATION FOR USE OF FACILITIES

Indoor _____ **Outdoor** _____

Applicant/Organization _____

Telephone: _____

Contact Person: _____

Cell No. _____

Onsite Contact: _____

Fax No. _____

Billing Address: _____

Email Address: _____

Indoor Facilities:

	APR	CAFETERIA	GYM	LIBRARY	CLASSROOM ROOM #	ART ROOM	MUSIC ROOM	AUDITORIUM
CENTRAL		N/A	N/A					N/A
ELIZABETH HADDON		N/A	N/A					N/A
J.F. TATEM		N/A	N/A					N/A
MIDDLE	N/A							
HMHS	N/A	N/A						

Outdoor Facilities:

	CENTRAL/MIDDLE SCHOOL FIELD
	CENTRAL/MIDDLE SCHOOL BLACKTOP
	ELIZABETH HADDON BASKETBALL COURTS
	ELIZABETH HADDON FIELDS
	FARWOOD SOCCER FIELD
	FARWOOD BASEBALL FIELD
	HMHS STADIUM/TRACK
	HMHS CONCESSION STAND
	RADNOR AVENUE – FIELD HOCKEY FIELD
	SCOUT FIELD – SOFTBALL
	SCOUT FIELD – SOCCER/LACROSSE COMPLEX
	SPICER DIAMOND – BASEBALL
	TATEM FIELDS

Hours Requested: _____ AM/PM TO _____ AM/PM

Dates Requested _____

Is this event a (circle one) Performance, Camp, Tournament, Meet League Play, Classroom Instruction, Other.

Is admission or activity fee charges (Circle One) YES/NO if yes, what is the cost/fee: _____

Do you require fields to be lined? (Circle One) YES/NO If yes, sport: _____

Number of Expected Attendance: _____ Number of Teams Participating: _____

IMPORTANT: The facility may not be used until a fully signed copy of this application and a fee school is returned to you and the terms of payment are met prior to the event date.

*****A Certificate of Insurance is required prior to date of facility use.*****

I submit this application as an authorized representative of the applicant/organization. I acknowledge receipt of the facility rules and regulations and agree to pay usage fees.

Applicant Signature: _____ Date: _____

SECTION BELOW FOR SCHOOL USE ONLY

Application Received: _____ Insurance Certificate Received: _____

Maintenance Notified: Supervision Required: Roster (Group 2 only):

Posted to Calendar: Certification of Insurance:

Hourly Rental Fee: \$ _____

Estimated Cost: \$ _____

Date of Invoice: \$ _____

Payment Received \$ _____ check # _____ Date: _____

Approval: _____ Date: _____



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ESTIMATE OF FEES WORKSHEET

Group Name: _____

Group Classification: _____ **Date(s) of Use:** _____

Type of Event or Field Use: _____

Facility Costs	Hours	Fees
Classroom		
Gymnasium		
Cafeteria		
Auditorium		
Parking Lot		
Locker Rooms		
Steinway Piano		
APR Room		
Art Room		
Library		
	Subtotal	
Custodial Cost		
Weekday and Saturdays (\$50.00 an hour)		
Sundays and Holidays (\$70.00 an hour)		
Outdoor Costs		
Grass Fields		
Stadium/Track		
Basketball Courts (EH)		
Concessions Stand		
	Subtotal	
Misc. Fees		
Application Fee		
	Subtotal	
	Total	



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APPLICATION OF USE OF FACILITIES CHECKLIST

- _____ Application for Use of Facilities must be filed 30 days prior to the scheduled event.
- _____ A current Certificate of Insurance naming Haddonfield Board of Education as additional insured must be attached with the application. If the certificate expires before the scheduled event, then a current certificate must be received two weeks prior to the event.
- _____ Signatures on the following: Application, Reservation of Rights, Indemnity & Hold Harmless, 7510 Use of Facilities Policy and Piano Use forms (if applicable).
- _____ Supply a contact name, contact phone number, cell phone number of contact during event onsite and an email address.
- _____ Dates and Times are listed on the application
- _____ Room and/or field needs are listed on application
- _____ Setup requests are detailed on application or attached. To include tables, chairs etc.
- _____ Detailed summary of security, police, EMS and parking plan if required
- _____ All other requests are detailed on application or attached