



Haddon Heights Public Schools

Administrative Offices

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Michael W. Adams
Superintendent

Mark J. Stratton
Business Administrator/Board Secretary

Lisa M. Owen
Director of Curriculum & Instruction

Jocqueline Renner
Director of Special Education

Whom It May Concern:

There have been numerous requests for the use of school facilities at Haddon Heights Public Schools in the past few years. Because of the increasing number of school facility use requests, we are compelled to implement the revised board policy on **Use of School Facilities**.

The documents necessary to request the use of school facilities are listed below and are also included in this packet:

- Agreement for Use of School Facilities
- General Procedures and Board Regulations Concerning Community Use of School Facilities
- Insurance Coverage Requirements for Use of School Facilities
- Application for Use of School Facilities - Out of District Organizations
- Schedule of Building Fees
- Food or beverages - *cafeteria only*
- Must vacate premises by 10PM (unless otherwise approved)

Please review the enclosed criteria carefully. The rules and regulations set forth will be strictly enforced. Permission to use the facilities will not be granted to any organization unless all forms are completed properly and are submitted on time. All requests are subject to the approval of the Haddon Heights Board of Education. Please send all requests to the attention of: **Mr. Joseph Cramp, Director of Athletics, Haddon Heights High School, 301 Second Avenue, Haddon Heights, NJ 08035.**

If you have any questions regarding use of school facilities, please feel free to contact my office. Thank you for your cooperation. I look forward to continuing our school/community relationship.

Sincerely,

Mr. Mike Adams
Superintendent
Enclosures

AGREEMENT FOR USE OF SCHOOL FACILITIES

THIS AGREEMENT entered into between the BOARD OF EDUCATION OF THE BOROUGH OF HADDON HEIGHTS, IN THE COUNTY OF CAMDEN, NEW JERSEY (hereinafter called the Board), and

_____ (hereafter called the User), for the use of (name and location) _____

_____ for the (specify period of use and purpose) _____

_____ The Terms and Conditions under which permission to use the facilities of the Board is granted are as follows:

1. The user agrees to pay to the board the sum of \$_____ (fee).
2. The user will pay for the custodian designated by the board for his/her attendance during the event and for cleaning up afterwards. This amount may vary. \$_____.
3. The user will provide a statement of insurability to cover any liabilities which occur during the term of this agreement. (Applicable to fee agreement only.)
4. The board is not liable for damage or loss by fire, theft, or otherwise of any property of the user, nor of those attending the function, nor for injury to any person or persons either in the user's organization or the persons attending the function, and the user's organization agrees to save harmless the Board from any liability.
5. The premises shall be restored after the event to the same condition as they were when the user took possession.
6. No intoxicating liquors shall be brought into the building nor on the premises.
7. No smoking shall be permitted in any portion of the building.
8. If the use of any equipment is granted by the Board to the user, the user shall be responsible to return the same in as good condition as when received, and shall be responsible for any loss or breakage.
9. All equipment shall be operated or the use thereof supervised by a person designated by the Board.
10. The user shall keep order in its own organization and those attending the function during the time the premises are being used by the user.
11. The user has read, understands and will abide by the Terms and Conditions of this Agreement, and Board Regulation, cited in Policy 7510 on Community Use of School Facilities which is made part of the Agreement. Revisions to Board policy adopted during the period of usage shall automatically be included in this Agreement upon notification to the user of such revisions.
12. Terms and Conditions No. _____ above are not applicable to this Agreement.
13. The Board reserves the right to withdraw its permission to use school equipment or facilities at any time.

Organization Representative

Board Secretary/Business Administrator
Haddon Heights Board of Education

Date: _____

Board President
Haddon Heights Board of Education

**GENERAL PROCEDURES AND BOARD REGULATIONS CONCERNING
COMMUNITY USE OF SCHOOL FACILITIES**

A. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Athletic Director.
2. Application for use of school facilities must be submitted to the Athletic Director not less than 10 working days before the date of the requested use. A use that requires the approval of the board must be submitted not less than 10 working days prior to a regular board meeting and not less than 10 working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wished to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of the rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

B. Approval

1. The Athletic Director will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled.
 - a. For use in the instructional or co-curricular program.
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization
2. If the facility is not available for use, the Athletic Director will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy 7510 and these regulations, the Athletic Director will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Superintendent for final approval or for referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only on weekdays, including school vacations. School facilities may be available for use on Saturdays from 8:00am to 4pm from September 1 through June 15 and other public holidays depending on appropriate and adequate custodial coverage. School facilities may be used after 4:00pm provided the user pays an overtime fee.
 - b. School facilities are available for use only during the hours of 3:00pm and 10:00pm. Permission may be granted for use up to 11:00pm, Monday through Friday, provided the user pays an overtime fee. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
School facilities are available for use on Sundays, provided the user pays an overtime fee.

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- c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
- d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
- 5. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
- 6. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
- 7. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
- 8. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
- 9. Permission to use school facilities is not transferable.
- 10. The organization representative must inform the Athletic Director of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Athletic Director of a canceled use at least 24 hours in advance of the scheduled time of the use may result in imposition of service charges.
- 11. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

C. Insurance and Indemnification

- 1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
- 2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
- 3. The user shall furnish evidence of the purchase of liability insurance in the amount of
 - a. \$1,000,000 per person,
 - b. \$1,000,000 per accident or event, and
 - c. \$1,000,000 property damage

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COMMUNITY USE OF SCHOOL FACILITIES**

4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The your sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.
For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

D. 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 No's. 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.

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- 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 building 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.

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- 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.

E. Fee Schedule

- 4. An itemized bill for the use of school facilities will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization in advance of the use and payment is request in advance of the use.
- The complete schedule of **Building Rental Fees** continues on the next page.

SCHEDULE OF BUILDING RENTAL FEES

The following rates are **per day** for outside organizations. Non-profit organizations based in Haddon Heights, Barrington and Lawnside whose purpose is to provide a service to their respective community shall not be charged a rental fee for short term limited use. However, there will be a charge for custodial services, if necessary and charges may be assessed for continuous and/or long term use (i.e. summer programs, etc.) Other than non-profit organizations may be permitted to use school facilities without charge under certain circumstances, as determined by the Superintendent (i.e. neighboring school districts under construction).

| <u>HIGH SCHOOL</u> | <u>Out of District</u> | <u>Profit In District</u> |
|--|----------------------------|-------------------------------|
| Auditorium | \$ 800.00 | \$ 400.00 |
| Auditorium and cafeteria | \$1000.00 | \$ 500.00 |
| Large gymnasium | \$ 500.00 | \$ 250.00 |
| Wrestling Room | \$ 250.00 | \$ 125.00 |
| Large gymnasium and cafeteria (no kitchen) | \$ 600.00 | \$ 300.00 |
| Cafeteria (no kitchen use) | \$ 500.00 | \$ 250.00 |
| Cafeteria with use of kitchen (Plus hrly. rate from NutriServe) | \$ 500.00 | \$ 250.00 |
| Classroom(s) | \$ 100.00 | \$ 50.00 |
| Lighting & sound | \$ 30.00 per hr. | |

ELEMENTARY SCHOOLS

| | | |
|-----------------------------------|-----------|-----------|
| Atlantic Avenue Gym plus stage | \$ 500.00 | \$ 250.00 |
| Atlantic Avenue Gym | \$ 400.00 | \$ 200.00 |
| Glenview (multi-purpose room) | \$ 250.00 | \$ 125.00 |
| Seventh Ave. (multi-purpose room) | \$ 250.00 | \$ 125.00 |
| Elementary Cafeteria | \$ 150.00 | \$ 75.00 |
| Elementary Playgrounds | \$ 150.00 | \$ 75.00 |
| Classrooms | \$ 100.00 | \$ 50.00 |

SECURITY DEPOSIT

| | |
|--------------------------------------|-----------|
| Auditorium | \$ 500.00 |
| Gyms, Multi-Purpose Rooms, Cafeteria | \$ 250.00 |

ALL GROUPS ASSOCIATED WITH THE SCHOOL ARE PERMITTED TO USE SCHOOL FACILITIES FREE OF CHARGE.

Source: Haddon Heights Board of Education
Date: Revised 9/30/75
Reviewed: 9/27/84, 8/19/03, 8/23/05, 2/10/09
Revised: 12/6/88, 12/14/99, 8/19/03, 8/23/05, 2/10/09, 9/26/13

HADDON HEIGHTS SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES

General regulations governing public use of school facilities are attached. **Applications should be submitted not less than 10 working days prior to the next scheduled board meeting.**

Name of school requested: _____

Date(s) of use: _____

Name of Activity: _____

Event time: From _____ To _____

Set up time: _____

Size of Audience anticipated _____ Will admission fee be charged: Yes ___ No ___ Amt. _____

Number of Chaperones _____

Sponsored by: _____

Is the membership of your organization limited to Haddon Heights' residents? Yes _____ No _____

List two responsible officials of organization who will be present at the time the facilities are being used and who will accept responsibility for adherence to school district regulations.

| <u>Name</u> | <u>Address</u> | <u>Phone Number</u> |
|-------------|----------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

The undersigned hereby makes application for use of school facilities and agrees to be bound by the Haddon Heights Board of Education regulations.

Applicant making arrangements: _____

Address: _____

Phone Number: _____ Date: _____ Signature: _____

Certificate of Insurance Is Attached: Yes _____ No _____ (if no, please state reason) _____

***NO USE OF FACILITY REQUESTS WILL BE APPROVED WITHOUT THE REQUIRED INSURANCE CERTIFICATE**

ATLANTIC AVENUE

Gym _____
Cafeteria _____
Computer Lab _____
Library _____

GLENVIEW AVENUE

Cafeteria _____
Multi-Purp. Rm _____
Computer Lab _____
Library _____

SEVENTH AVENUE

Cafeteria _____
Multi-Purp. Rm _____
Computer Lab _____
Library _____

Please specify room # for other rooms:

Other Room(s) _____ Other Room (s) _____ Other Room (s) _____

EQUIPMENT (Please use space provided below to draw diagram of or describe how you would like tables, chairs, etc. set up for your event).

HIGH SCHOOL/JUNIOR SCHOOL

Gym _____ Auditorium _____ Other Room(s) (Please specify room #) _____ Cafeteria _____

Wrestling Room _____ Locker Room _____ Library _____ Computer Labs (room #) _____

EQUIPMENT (Please use space provided below to draw diagram of or describe how you would like tables, chairs, etc. set up for your event).

Podium w/microphone _____ Stage and lights operator _____
Risers _____ Curtain operator _____
Table(s) _____ Sound System _____
Chair (s) _____ Bleachers _____
Projector & Screen _____ Public Address System _____
Other _____

Cafeteria Facilities – High School, Atlantic Ave., Seventh Ave., and Glenview Ave.

FACILITIES

NO SCHOOL EQUIPMENT _____ Number of cafeteria help needed _____
Dishwasher (required additional cafeteria employee) _____
Cafeteria Counter _____ Sink, Water, Electricity _____
Pans, utensils _____ Dishes, glassware, silverware _____
Oven _____

DIAGRAM:

(Official Use Only) _____

Date Submitted _____ Logged by _____ Superintendent's Signature _____



HADDON HEIGHTS FIRE DEPARTMENT

CAMDEN COUNTY, NEW JERSEY

BUREAU OF FIRE PREVENTION

608 STATION AVENUE
HADDON HEIGHTS
NEW JERSEY 08035

856.546.7135
FAX: 856.546-5340

APPLICATION FOR PERMIT

Note: Each individual act requires a separate permit. There are four types of permits. You should consult the Fire Official for the number and types of permits required for information on fees.

| | | |
|----------------------|---------------------------------------|--------|
| Date of application: | Location of activity, storage or use: | |
| Applicant's name: | Address: | |
| Activity date: | Contact person: | |
| Activity time: | Phone #: | Fax #: |

The above named applicant hereby requests permission to conduct the following activity at the indicated location: _____

And the keeping, storage, occupancy, sale, handling or manufacture of the following: _____

State quantities for each category to be stored or used and the methods used to store (you may attach additional sheets or inventory statement) _____

I hereby certify I have read the application, that the information given is correct, and that I am the owner or duly authorized to act in the owner's behalf, and as such hereby agree to comply with the applicable requirements of the Fire Code as well as any specific conditions imposed by the Fire Official.

Signed: _____ Date: _____