

MAPLE SHADE TOWNSHIP PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: _____

Purpose of Use: _____

Dates of Usage: _____

Day(s) of the week requested: Monday Tuesday Wednesday Thursday Friday
Time Requested - From: _____:_____ a.m. p.m. to: _____:_____ a.m. p.m.

Day(s) of the weekend requested: Saturday Sunday
Time Requested - From: _____:_____ a.m. p.m. to : _____:_____ a.m. p.m.

School Requested: High School Steinhauer Maude Wilkins Howard Yocum

Area Requested: Gym Cafeteria Auditorium Classroom (Room # _____) Bathrooms
Parking lot location: _____

Use of Equipment: Chairs # _____ Tables # _____ Microphone Sound System
Other: _____

Field Requested:

High School - Football Field Practice Football Field Field Hockey Field Baseball Field

Steinhauer School - Softball Field JV Softball Field

Howard Yocum School - Lower Field Upper Field

Estimated number in attendance: _____ Admission fee: \$ _____

Name of adults to be present and in charge: (This information may be given to individuals who may call for information about your event.)

Name: _____

Name: _____

Contact phone number: _____ - _____ - _____

Contact phone number: _____ - _____ - _____

E-mail: _____

E-mail: _____

REGULATIONS/INSURANCE COVERAGE: Applicants agree to abide by the Rules and Regulations governing the use of school facilities as promulgated by the Board of Education of the Maple Shade Township District. All applicants and participants, including vehicle owners, drivers and passengers shall indemnify and hold harmless the Board of Education, its agents and/or employees from and against any and all claims, damages, actions, liability and expenses including reasonable attorney fees and court costs in connection with a loss of life, personal injury and/or damage to the property arising from or out of life, personal injury and/or damage to the property arising from or out of the occupancy use or the performance by the applicant, and/or applicant's employees, agents, members or invitees, as well as any participants in the activity sponsored by the applicant occasioned wholly or in part by any act or omission of the applicant, its employees, agents, members, invitees and/or participants in its activities. The applicant has inspected the area in which its activities will be conducted and acknowledge hereby that such area is safe and suitable for the activity contemplated by the applicant. The Board of Education reserves the right to refuse, to cancel or postpone any request for use of school facilities if conditions warrant such actions. If you will not be using the facilities as requested, please notify the Board of Education by calling 779-1750 ext. 5202 48 hours in advance, otherwise applicable fees will be charged. All fees are to be paid in full to the Maple Shade Board of Education upon receipt of invoices. You will be advised if advanced deposits are required. The above stated organization maintains a current insurance policy that insures or covers all participants, spectators or other persons in attendance: also covers any damage to facilities that occur while the organization is present. Minimum amount of coverage required shall be \$1,000,000 combined single limit bodily injury and property damage. **The Maple Shade Board of Education shall be named as an additional insured.** A certificate of insurance which includes (30) thirty day cancellation clause must be submitted prior to the scheduled event.

SUBMITTED BY:

Name of Organization: _____

Printed Name: _____

Signature: _____

Address to mail approval notification: _____

Contact phone number: _____ - _____ - _____ E-mail: _____

Administrator: _____ Date: _____

High School Athletic Director Steinhauer Principal Maude Wilkins Principal Howard Yocum Principal

School Business Administrator: _____ Date: _____

Supervisor of Buildings & Grounds: _____ Date: _____

**MAPLE SHADE TOWNSHIP PUBLIC SCHOOLS
USE OF FACILITIES REGULATIONS**

The Board of Education believes in maximizing the use of the school facilities by making them available to non-school groups and organizations when such use will not interfere with school programs. All arrangements shall be subject to the following provisions:

A) Granting Approvals:

All requests must be submitted for Board approval on the appropriate Use of Facilities Request Form.

A Certificate of insurance must be provided indicating the Board of Education as an Additional Insured. A Hold Harmless agreement must be provided as well. (Please refer to the attached insurance requirements)

Consideration will be given to the degree Maple Shade residents are involved in the proposed function and the ability of the sponsoring organization to provide leadership and control.

Any activity for school age children must have adequate adult supervision at all times.

The Board and/or its agents reserve the right to prohibit, rescind or change the use of its facilities without notice.

Use of facilities is subject to availability of custodial coverage.

Use of facilities is prohibited when schools are closed for holidays.

The Board reserves the right to deny requests which are submitted more than 90 days in advance of events(s).

New – Effective November 01, 2013

Applications for seasonal sports will only be accepted as follows:

March 15th to April 1st for Fall Sports,

August 15th to September 1st for Winter Sports

December 15th to January 1st for Spring Sports

B) Care of Use

All individuals and/or organizations shall be responsible for the care of school property from misuse, theft, and accidents, etc. and shall reimburse the Board to repair and/or replace such items that are misused and/or damaged.

There shall be no smoking or use of alcoholic beverages or drugs on school property.

For use of kitchen equipment, arrangements must be made through our food service department. Only school district personnel are permitted to use the equipment and an additional charge will be made.

For use of High School auditorium sound and lighting, arrangements must be made through the High School. Only school district personnel are permitted to use this equipment and an additional charge will be made for their time. Projectors, recorders/public addressing systems, and other such items are not to be used unless specifically requested and approved on the Use of Facilities application. A charge will be made for their use separately.

Refreshments may not be served or brought into the High School auditorium or High School gymnasium.

C) Other

Postponement or cancellations must be made to the Board Secretary at least 48 hours in advance. Failure to notify the Board will result in a charge for any expenses incurred by the Board.

When it is thought necessary by the Board to have police coverage for control, such coverage will be arranged by the Board and charges billed to the sponsor.

The Board of Education reserves the right to make exceptions to this policy, as it deems necessary and in its best interests.

Fees will be charged in accordance with the following schedule:

Class A – No charge, except custodial hourly rate when in addition to regular schedule.

All School facilities listed can be used free of charge by organizations whose sole purpose is to benefit the interest of Maple Shade Township School's students. Examples of Class A organizations are Home and School Associations (PTA), Maple Shade Township Recreation Department Organizations, Maple Shade Education Foundation, Boy Scouts, Girl Scouts, and Community Alliance. Class A organizations must reimburse the school district for custodial time when their activities occur outside regularly scheduled custodial hours or additional services are required.

Class B – Charged 50% of standard fee, plus hourly rate of custodians.

These are local (Maple Shade) non-profit, non-commercial organizations.

Class C – Charged 75% of standard fee, plus hourly rate of custodians.

These are non-profit, non-commercial organizations from outside the township.

Class D – Charged 100% of standard fee, plus hourly rate of custodians.

All other organizations including for profit/commercial groups.

Note: Custodial Summer hours start the week after Graduation, 6:00 a.m. to 2:00 p.m.

Standard Fee Schedule on next page

Maple Shade Township Public Schools Use of Facilities Standard Fee Schedule

School	Room/Area Used	Fee
High School	Auditorium	\$400.00
High School	Auditorium (For Rehearsals - includes use of one choral and one band room during same time)	\$100.00
High School	Cafeteria - Room only	\$200.00
	Cafeteria - Room and Kitchen	\$250.00
Maude Wilkins, Steinhauer	All Purpose Room (Cafetorium) - Room only	\$150.00
Howard Yocum	All Purpose Room (Cafetorium) - Room and kitchen	\$200.00
High School	Choral or Band Rooms	\$100.00
High School	Library	\$125.00
Maude Wilkins, Steinhauer & Howard Yocum	Library	\$100.00
All Schools	Standard Classrooms	\$75.00
High School	Gym - Practices	\$200.00
	Gym - Games	\$250.00
High School	Auxiliary Gym - Practices	\$150.00
	Auxiliary Gym - Games	\$200.00
High School	Baseball Field	\$200.00
High School	Football Field	\$200.00
High School	Field Hockey Field	\$100.00
Howard Yocum	Soccer Field	\$150.00
Steinhauer	Softball Field	\$100.00

Miscellaneous Fees:

An hourly rate will be determined at time of application for air conditioning, outdoor lighting of fields, and use of audio visual equipment such as projectors and sound equipment.



MAPLE SHADE BOARD OF EDUCATION

Administration Building

170 Frederick Avenue, Maple Shade, N.J. 08052-3299

Michael Livengood
Superintendent of Schools

Joe Langowski
Assistant Superintendent

Diana Cawood
School Business Administrator
Board Secretary

Certificate of Insurance

Please be advised that any *Vendor that is coming into our buildings to perform a service or use our facilities must complete a Hold Harmless Agreement and provide a Certificate of Insurance prior to any service being performed or usage of our buildings. The Certificate of Insurance must name the Maple Shade Board of Education as Additional Insured. Please refer to the attached insurance requirements.

*Outside organizations using our facilities are also considered a Vendor.

If you should have any questions or concerns please contact Debbie Saenz, Administrative Assistant to the Business Administrator at 856-779-1750 x 5202.

Insurance Requirements

Indemnification

The Vendor shall defend, indemnify and hold harmless, the School District against any and all claims, damages, loss and expenses, including any and all legal expenses incurred, arising out of or resulting from the performance of the contract. The Vendor's failure to procure and/or maintain any required insurance coverage and/or the failure of Vendor's insurance carrier to provide insurance coverage shall not relieve Vendor of its indemnification obligations.

Vendor's Insurance

The Vendor shall procure and maintain in force Workers' Compensation Insurance, Employer's Liability Insurance, Comprehensive or Commercial General Liability Insurance on an occurrence basis. The Vendor's failure to procure and/or maintain any required insurance coverage and/or the failure of Vendor's insurance carrier to provide insurance coverage shall not relieve Vendor of its indemnification obligations.

"Additional Insured" Status

- The School District, as designated in the Contract Documents, shall be named as an "Additional Insured" on the Vendor's general liability and umbrella insurance policies.
- The Additional Insured coverage will not be limited. Coverage for the Additional Insured shall be as broad as the Named Insured.
- The Additional Insured coverage will be primary.

HOLD HARMLESS AGREEMENT

WHEREAS, _____ will perform a service or use the facilities of the Maple Shade School District;

WHEREAS, _____ has provided a Certificate of Insurance naming the Board of Education of the Township of Maple Shade as Additional Insured;

WHEREAS, the liability insurance carrier for the Board of Education of the Township of Maple Shade requires that _____ also provide a Hold Harmless Agreement;

NOW, THEREFORE, in consideration of the mutual promises contained herein, it is on this _____ day of _____, 20____ agreed by and between the parties as follows:

_____ shall indemnify and hold harmless the Board of Education of the Township of Maple Shade, its officers, employees, agents and servants from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses including any attorney's fees incurred or suffered on account of property damage or loss and/or personal injury including loss of life of any person, agency, corporation or governmental entity which shall arise of the course of or in consequence to any actual admissions of _____, its employees, agents or servants in the use of the facilities owned by the Board of Education of the Township of Maple Shade.

Signature: _____

Title: _____

Date: _____