

OFFICE OF BUILDINGS AND GROUNDS

Camden City Board of Education ♦ 901 S. 8th Street ♦ Camden, NJ 08103

USE OF FACILITIES CHARGES

ALL USE OF FACILITY PERMITS MUST BE SUBMITTED TO THE OFFICE OF BUILDINGS AND GROUNDS WITHIN **FIFTEEN (15) WORKING DAYS IN ADVANCE OF EVENT.**

PAYMENT MUST BE MADE FIVE (5) DAYS IN ADVANCE OF EVENT.

CLASS I *(No charge except hourly custodial and/or security when applicable)*
School Based Activities (i.e. Boy Scouts / Girl Scouts, PTA, PTO, Boys & Girls Club, Parks & Recreation Activities)

High School Auditorium	Free of Charge
Middle/Elementary Auditorium	Free of Charge
Cafeteria (Kitchen excluded)	Free of Charge
All Purpose Rooms	Free of Charge
Full Size Gyms	Free of Charge
Classrooms	Free of Charge
Football Fields	Free of Charge
(No Varsity Fields except for games)	

CLASS II *(25% standard, plus custodial and/or security)*
Non-profit organization, tax supported agencies located within the Camden City School District that are not open to the general public and religious based events. (FEE BASED)

High School Auditorium	\$100.00 minimum 2 hours / \$50.00 each hour after
Middle/Elementary Auditorium	\$40.00 minimum 2 hours / \$20.00 each hour after
Cafeteria (Kitchen excluded)	\$40.00 minimum 2 hours / \$20.00 each hour after
All Purpose Rooms	\$40.00 minimum 2 hours / \$20.00 each hour after
Full Size Gyms	\$50.00 minimum 2 hours / \$25.00 each hour after
Classrooms	\$7.50 minimum 2 hours / \$3.75 each hour after
Football Fields	\$7.50 minimum 2 hours / \$3.75 each hour after
(No Varsity Fields except for games)	

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CLASS III (75% standard, plus custodial and/or security)

For profit businesses in or out of the district and non-profit organizations located outside the Camden City proving programs that are genuinely open and inviting to our students and their families which the Board of Education or his/her designee determine are inherently beneficial or enriching to the district's students and families.

High School Auditorium	\$300.00 minimum 2 hours / \$150.00 each hour after
Middle/Elementary Auditorium	\$150.00 minimum 2 hours / \$75.00 each hour after
Cafeteria (Kitchen excluded)	\$150.00 minimum 2 hours / \$75.00 each hour after
All Purpose Rooms	\$150.00 minimum 2 hours / \$75.00 each hour after
Full Size Gyms	\$150.00 minimum 2 hours / \$75.00 each hour after
Classrooms	\$22.50 minimum 2 hours / \$11.25 each hour after
Football Fields	\$22.50 minimum 2 hours / \$11.25 each hour after
(No Varsity Fields except for games)	

CLASS IV (100% standard plus custodial and/or security)

All others including sports leagues, non-district functions and religious based organizations located outside the District.

High School Auditorium	\$400.00 minimum 2 hours / \$200.00 each hour after
Middle/Elementary Auditorium	\$200.00 minimum 2 hours / \$100.00 each hour after
Cafeteria (Kitchen excluded)	\$200.00 minimum 2 hours / \$100.00 each hour after
All Purpose Rooms	\$200.00 minimum 2 hours / \$100.00 each hour after
Full Size Gyms	\$200.00 minimum 2 hours / \$100.00 each hour after
Classrooms	\$30.00 minimum 2 hours / \$15.00 each hour after
Football Fields	\$30.00 minimum 2 hours / \$15.00 each hour after
(No Varsity Fields except for games)	

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ALL USER RULES AND REGULATIONS

- ♦ **School facilities are reserved first for school purposes and will have first priority.**
(Permits for other uses will be issued only when no interference with these will arise).
- ♦ An application for the use of school facilities after 5 p.m. by persons or groups not officially connected with the schools must be filed with the office of Buildings and Grounds at least fifteen (15) days prior to the date of requested use. **(The application must also be approved by the principal of the school to be used.)**
- ♦ There is a two (2) hour minimum charge for the use of any Use of Facility.
- ♦ **All rental fees must be paid one week in advance of the Use of Facility.**
- ♦ Auditorium will only be rented for performances and large group meetings.
- ♦ Community use of built-in lighting and sound equipment in the school auditoriums requires **district approved personnel only** at an additional charge to operate the equipment. The school district will set the minimum number of technicians at a cost of \$50.00 an hour per technician.
- ♦ The 2010-2011 School Year custodial hourly rates will range from \$22.06 to \$34.61 depending on each assigned custodian. Custodial hourly rate is based on CWA Contract, which changes yearly.
- ♦ There will be an additional charge to any group requiring extra custodial personnel due to the size of the group. The charge will be based on the above fees.
- ♦ There will be additional charges to any group requiring security that the District determines to be necessary at an hourly rate of \$18.98 per assigned School Law Informant Officer.
- ♦ All users must vacate buildings by 10:00 pm Sunday through Thursday and by 11:00 pm Friday and Saturday.
- ♦ Any organization using district facilities must provide, at its own expense, public liability insurance for bodily injury and property damages. (Public Liability and owner's protective insurance shall be in an amount not less than \$1,000,000.00 for injury. The district assumes no risk and by the acceptance of the permit, the organization expressly releases the Board of Education of and from any liability for damages, injury, or loss, to any person or property, from any cause whatsoever.)
- ♦ A District Staff Black Seal Licensed Boiler Operator **must** be present at all functions when the heat is being used.

SPECIFIC REGULATIONS GOVERNING FACILITIES USE INCLUDING THE FOLLOWING:

- ♦ **No facilities may be used unless the application is formally approved.**
- ♦ Permits do not allow the use of facilities' equipment, supplies apparatus or tools not specified in the permit.
- ♦ The Board of Education reserves the right to cancel any permit when in its opinion it is deemed necessary.
- ♦ If the holder of a permit wishes to cancel a reserved date, the Buildings and Grounds Office should be notified at least (24) hours before the date of the meeting or performance. If no notice is given and the holder of the permit fails to appear within one hour after the meeting or performance is schedule to start, the holder of the permit must pay the regular charge for the extra services of each custodian employed and also the operating costs (if any) for the time the building is kept open.
- ♦ A permit is not transferable.
- ♦ Permit holders shall confer with the School Principal to obtain permission to bring materials to rented space. The Board of Education assumes no liability for damage to properties of others.

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- ♦ Whenever materials, furnishings and rubbish are left after the use of school property, the applicant will be required to pay for the removal of same.
- ♦ No keys shall be issued to any organizations.
- ♦ No pianos, scenery or other apparatus is to be moved into the building unless special permission is granted by the Board of Education. No pianos will be moved by district personnel.
- ♦ It is understood that school auditoriums are not adapted to receive professional entertainment equipment and that special equipment of any kind will not be furnished by the district.
- ♦ The custodian will see that the building is closed promptly. No custodian shall have the right to open any school building outside of school hours for any person(s) unless they first have authority to open said building from the Board of Education Buildings and Grounds Office.
- ♦ The number of tickets sold must not exceed the seating capacity of the room for which the permit is granted.
- ♦ The District is not responsible for any injuries to applicants or guests while they are using the building.
- ♦ When using buildings, proper police protection when required must be supplied by the applicant.
- ♦ Any group using buildings must be financially responsible for any damages to property.
- ♦ There is to be no smoking and/or alcoholic beverages on school property.
- ♦ All summer programs are to end no later than August 15th of each year.
- ♦ The applicant must provide proof of non-profit and/or tax-exempt status.
- ♦ There will be **NO USE OF THE KITCHEN IN ANY BUILDING.**

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UOF #: _____

CLASS _____

INTERNAL USE ONLY

PLEASE PRINT

WHICH SCHOOL IS DESIRED FOR EVENT? _____

PERSON IN CHARGE OF PERMIT: _____

TELEPHONE NUMBER: () _____ / CELL: () _____

E-MAIL: _____

APPLICATION FOR PERMIT TO USE PUBLIC SCHOOL BUILDINGS

TO THE BOARD OF EDUCATION OF THE CITY OF CAMDEN, NEW JERSEY:

DATE OF APPLICATION: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

DATE OF EVENT: _____

BETWEEN WHAT HOURS WILL THE BUILDING BE USED? _____

ESTIMATED ATTENDANCE: _____

HOW MANY AREAS TO BE USED?	AUDITORIUM	_____	HOURS NEEDED	_____
	# OF CLASSROOMS	_____	HOURS NEEDED	_____
	CAFETERIA	_____	HOURS NEEDED	_____
	MULTI-PURPOSE ROOM	_____	HOURS NEEDED	_____
	GYMNASIUM	_____	HOURS NEEDED	_____
	OTHER _____	_____	HOURS NEEDED	_____

TYPE OF ENTERTAINMENT TO BE PRESENTED, GIVE DETAILS: _____

IF MEETING IS TO BE HELD, GIVE OUTLINE OF SUBJECTS TO BE DISCUSSED: _____

IF PLAY OR SHOW IS TO BE GIVEN, ACCOMPANY TRANSCRIPT THEREOF WITH THIS APPLICATION: _____

IF A MOVIE IS TO BE SHOWN, STATE TITLE AND SUBJECT MATTER: _____

WILL ADMISSION BE CHARGED? YES NO PRICE OF ADMISSION: _____

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FOR WHAT IMMEDIATE PURPOSE WILL THE PROCEEDS BE USED? _____

HOW MANY REHEARSALS ARE WANTED? _____ FOR WHAT DATES? _____

IF ORGANIZATION, GIVE NAME(S) AND ADDRESS OF PRESIDENT, SECRETARY AND TREASURER:

IF SCHOOL SPONSORED EVENT, GIVE NAME(S) OF MEMBERS OF THE FACULTY WHO HAVE CONSENTED TO BE PRESENT DURING THE ENTIRE TIME:

IF PERMIT IS GRANTED, APPLICANT AGREES TO COMPLY WITH ALL OF THE RULES AND REGULATIONS AS ATTACHED TO THIS APPLICATION AS WELL AS:

- ♦ PAY PROMPTLY THE CHARGES AS STATED ON THE PERMIT
- ♦ SUBMIT ONLY ONE APPLICATION FOR EACH EVENT
- ♦ OBTAIN PRINCIPAL'S SIGNATURE ON THE APPLICATION OF THE SCHOOL BEING USED BEFORE SUBMITTING TO THE OFFICE OF BUILDINGS AND GROUNDS

SIGNATURE OF APPLICANT

SIGNATURE OF PRINCIPAL

DATE

DATE

ACCEPTED FOR THE BOARD OF EDUCATION

DATE

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INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

APPROVED _____

CAMDEN CITY PUBLIC SCHOOLS BOARD OF EDUCATION
APPLICATION FOR PERMIT TO USE PUBLIC SCHOOL BUILDINGS

WAIVER OF CLAIM

To Whom It May Concern:

Be it known by these parties that a mutual agreement exists between the Camden City Public Schools Board of Education (hereinafter the “Board”), and _____, that said Board of Education, nor any of its employees are not under any circumstances to any person or persons held liable or responsible for, any injury received by, or resulting from, participation as a spectator, or anyone engaged in competitive activities, while in attendance at, or while using school buildings, grounds, facilities and equipment.

The said _____, further agrees to indemnify and hold harmless, the Board, the District and its employees from any and all manner of actions, cause and causes of action, damages, judgments, claims and demands arising out of or in any manner connected with any injury or damage to any person or property resulting from, or arising out of, the use of the said building, equipment, facilities and school grounds under the above mentioned permit.

This Waiver of Claim includes the use of any equipment, building, or part of building, facilities and services, and school ground which is owned or leased by the Board which is being used by _____ on a rental, concession, contract, or gratis basis.

The terms of this release form shall be construed as the entire agreement and may not be altered, amended, or modified except in writing and signed by both parties. The terms of this release shall be governed by the laws of the State of New Jersey.

Date: _____ **Signed:** _____

Authorized officer or agent for the Board

Title: _____

Date: _____ **Signed:** _____

Authorized officer or agent for the contracting party

Title: _____