

**SOMERS POINT PUBLIC SCHOOLS**  
*New York Avenue School*  
 121 W. New York Avenue, Somers Point, NJ 08244  
 Telephone (609) 927-2053

**PERMIT FOR USE OF SCHOOL FACILITIES**

No. \_\_\_\_\_

Name of Organization / Teacher \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of organization / Grade \_\_\_\_\_

Date (s) Requested: To Begin \_\_\_\_\_ Ending \_\_\_\_\_  
Month Day Year Month Day Year

Day(s) of the Week \_\_\_\_\_ Hours \_\_\_\_\_  
From - To

Exceptions \_\_\_\_\_

Specific Purpose of Use
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Estimated Public Attendance \_\_\_\_\_ No. of Chaperones (if youth activity) \_\_\_\_\_

Estimated Staff \_\_\_\_\_ Estimated Student Count \_\_\_\_\_

Name of Person / Group Sponsoring Event \_\_\_\_\_

Will there be an Admission Charge or Donation \_\_\_\_\_

I have read the rules and regulations pertaining to the use of school facilities and agree to be responsible that said rules and regulations are observed.

\_\_\_\_\_  
Sponsor Signature

**FACILITIES / EQUIPMENT REQUESTED**

<input type="checkbox"/> Dawes Avenue School	<input type="checkbox"/> Jordan Road School	<input type="checkbox"/> New York Avenue School
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	No. of Pieces	Projector(s) – State Type and No.
<input type="checkbox"/> Cafetorium	<input type="checkbox"/> Screen _____	_____
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Tables _____	_____
<input type="checkbox"/> Band Room	<input type="checkbox"/> Chairs _____	_____
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Lectern _____	Other _____
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Amplifier _____	_____
<input type="checkbox"/> Classroom(s) Number _____	<input type="checkbox"/> Microphone _____	
<input type="checkbox"/> Media Center / Library	<input type="checkbox"/> Grounds – (specify) _____	

**FOR OFFICE USE ONLY**

Facilities / Usage	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Unavailable
Usage reserved on calendar _____			
Fee (if any) _____			
Insurance Certificate Required /Received		_____ Facility Use Coordinator	
<input type="checkbox"/>			
Superintendent _____		_____ Date Approved	
Business Administrator _____			
Assigned Personnel: _____			

**Copies to:** Sponsor, Superintendent, Business Administrator, Building Principal, Supervisor – Building / Grounds

## **RULES AND REGULATIONS**

### **I Basic Guidelines**

It is the sincere wish of the Somers Point Board of Education and Administration that school buildings, grounds, and equipment of this district be utilized to the fullest advantage by the people of the community. Keeping in mind the priority given to all regularly scheduled school function, these policies have been established to promote equitable operation of this basic principle.

### **II General Requirements**

1. Schools and their facilities shall be made available to the public as freely as is consistent with state statutes and policies of the Board of Education.
2. Applicants for use permits must satisfy the building principal: (a) they are responsible for persons and officially represent responsible organizations; (b) they will guarantee orderly behavior and will underwrite any damages due to their use of the premises; (c) their program is of a nature suitable for presentation in a public school; (d) the proposed activity is lawful and in conformity with regulations of the Board of Education.
3. Responsibility for use of facilities and observance of regulations shall rest upon the applicants. Custodians or other designated representatives of the Board of Education, on duty in the schools at the time, are required to report all irregularities to their principals.
4. Inaccurate or untruthful statements made in application or violations of regulation may place the responsible persons or organizations or both on an ineligibility list. Subsequent application of such ineligibilities will be referred to the building principal who will determine whether disqualification shall be temporary or permanent.
5. The permit holder must agree to save and hold harmless the said public schools and must agree to assume responsibility for all liabilities arising incident to occupancy.

### **III Special Requirements and Restrictions on Use**

1. Schools may not be used for teaching or promoting any theory or doctrine of a subversive nature or which is intended to undermine or overthrow the government of the United States. This does not prohibit discussion of controversial subjects in a public forum.
2. Use of tobacco is prohibited. Intoxicating beverages are prohibited on all school properties and any person under the influence of alcohol shall not be permitted to remain thereon. Responsibility for these controls rests upon the party signing the application.
3. All meetings involving children must be in charge of responsible adults, the number of supervisors must be provided throughout the period authorized for use. Recommended ratio is 1-15.
4. Use of school facilities for game of chance or the use of any scheme or device which encourages or suggests gambling or games of chance is prohibited.
5. Organizations and groups using rooms without charge must set up and restore, if moved, all furniture and equipment and leave clean.
6. Permit holder shall be fully responsible for all damages or loss of school property, including that belonging to students and employees, as well as his own property, occurring during the time the building is in use under permit.
7. Permission for use of special or extra equipment must be included in application. If such equipment is desired, it must be used within the school property and special arrangements made at the time of application. Extra compensation must be paid for employees to operate or supervise this equipment.

### **IV Fee Schedule**

1. Fees vary in regards to facilities requested and type of use. A schedule can be obtained from the building principal.

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

**FOR USE OF SCHOOL FACILITIES**

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*(Organization, Group, Individual, etc.)*

agrees to indemnify and hold harmless Somers Point 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 their use of the facility 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 part by \_\_\_\_\_  
*(Organization, Group, Individual, etc.)*

negligent act or omission of that of the Organization, Group, Individual, etc. or that of anyone of them or for whose acts the Organization, Group, Individual, etc. may be liable. This indemnification and agreement shall apply in all instances whether the Somers Point 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 a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

By \_\_\_\_\_  
*(Organization, Group, Individual, etc.)*

Date: \_\_\_\_\_