



**Seaview Elementary School**  
**Belhaven Middle School**  
51 Belhaven Avenue  
Linwood, NJ 08221  
609.926.6700  
[www.linwoodschoools.org](http://www.linwoodschoools.org)  
@LinwoodSchools

## APPLICATION FOR USE OF SCHOOL FACILITIES

### I. General Information

Date Submitted	
Name of Organization	
Event Title	
School(s) Requested	
Space (s) Requested	
Date (s) Requested	
Times Requested	
Specific Purpose of Use	
Estimated Attendance	
Equipment Needed	

### II. Designated "Person in Charge" of the group to be in attendance:

Name(s)	
Address	
Phone	
Email	
Cell	

III. Organization Information

Name of Organization	
Billing Address	

Your signature attests to the fact that you have read the rules and regulations that are included with this application and are willing to accept the responsibility for their enforcement. Further, that you assume the responsibility for the preservation of order in said facility and liability for any damage thereto or loss of property that may accrue.

\_\_\_\_\_  
Signature of Person in Charge

\_\_\_\_\_  
Date

RETURN COMPLETED, SIGNED APPLICATION TO:

- Via Email:  
Mary Kate Pellegrino  
[marykatepellegrino@linwoodschoools.org](mailto:marykatepellegrino@linwoodschoools.org)
- Regular Mail:  
Mr. Brian M. Pruitt  
Superintendent Linwood Public Schools  
51 Belhaven Avenue  
Linwood, NJ 08221

#### IV. RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

1. Requests must be made in writing for the school facilities 60 days prior to usage date.
2. Three (3) documents constitute an official application for use of school facilities:
  - a. The application
  - b. The enclosed Agreement properly executed
  - c. A Certificate of Insurance indicating a minimum of \$1,000,000 each occurrence, of Commercial General Liability Insurance, including Blanket Contractual, Premises and Products Liability and must provide coverage for sexual abuse and molestation. The Certificate of Insurance must be provided by the organization at least one week prior to use of the facility. Sports Associations must show evidence that their General Liability Policy will respond to injuries sustained by athletic participants, and/or show a COI evidencing an Athletic Participants Medical Payments Policy. The certificate must state "Linwood Board of Education is an additional insured on a primary and noncontributory basis by endorsement." Applicant assumes all responsibility and liability and further agrees to hold the BOE harmless from the same.
3. Payment to cover a custodian, hired by and responsible to the Board of Education, in charge of the building to open, to be on hand if needed, and to clean and close down the facility outside of normal working hours.
4. A designated list of person (s) responsible for the group that is to be on hand for the activities must be submitted at the time of written request.
5. A person is to be designated as "person in charge" of the group who is to be in attendance.
6. Shower and locker facilities will not be available.
7. No footwear other than appropriate sneakers or gym shoes are to be on the gym floor at any time.
8. All equipment is to be provided by the group involved.
9. If bleachers are desired, a phone call to the Superintendent's office is necessary by 4:00 PM of the same day.
10. Linwood residents will be the only participants in any function dealing with recreational activities unless previously approved by the Superintendent of Schools.
11. No food or beverages are permitted in the Gymnasiums or classrooms.
12. Positively no smoking in the school building.
13. No alcoholic beverages will be brought to or consumed in the buildings or on the grounds.
14. Prior permission must be obtained prior to putting up decorations or scenery, or moving pianos or other furniture is not permitted unless special permission is granted from the superintendent.
15. The applicant agrees to reimburse the Board of Education or the school promptly for any loss or damage occurring to the building or any equipment during use by the applying organization.
16. The applicant is responsible for the preservation of order, including both participants and spectators which also include the evacuation of the building during an emergency.
17. A minimum of one (1) adult chaperone for every ten (10) children attending the activity is required to maintain expected order in the location of the activity and the hallways where needed. Children are not to be left unsupervised at any time.
18. The Board of Education or its representatives shall have access to all areas of the building at all times.
19. No reservations will be made until the application is approved and written approval is issued to the applicant.
20. Fees are to be paid to the Board of Education at least one week in advance of the scheduled use of the requested facility.
21. Violation of any of the above conditions may be the cause for depriving the group of the immediate or further use of the school.
22. All portable objects must be removed from the Gym prior to its use and repositioned following the activity.
23. Outdoor recreation areas are to be kept free of litter. Trash containers are to be emptied after each activity.
24. All doors, including gym doors, are not to be propped open, and must be closed at all times.

## V. AGREEMENT

THIS AGREEMENT, entered into on : \_\_\_\_\_, between the Board of Education of the City of Linwood in the County of Atlantic, hereinafter called the "Board", and the \_\_\_\_\_ hereinafter called the "Organization;"

WHEREAS, the Board is a body corporate which has been constituted and governed by Title 18A, Education of the New Jersey Statutes and is responsible for the establishment, management and operation of certain Schools located within the municipal boundaries of the City of Linwood;

WHEREAS, the Organization has requested the use of school facilities of the Board to conduct activities of said Organization;

WITNESSETH:

1. The Board does hereby permit the use of said school facilities for the purposes and activities as outlined in the Application for Use of School Facilities as submitted by the Organization, or if modified or conditional, as appears in the Approval for Use of Facilities granted to the Organization.
2. The Organization agrees that such use shall be in conformity with the existing policy of the Board regarding the use of its facilities and any future amendment or change thereto, and shall also be in compliance with the Rules and Regulations contained in the Application for Use of Facilities.
3. The Organization agrees to be solely and exclusively responsible for the supervision, care, custody, monitoring, safety, health, well-being and welfare of any and all persons including minors and others associated or involved in, related to, or connected with the activities conducted on or about the facilities provided by the Board.
4. The Organization shall be further solely and exclusively responsible for any property damage suffered by the Board or any other party as a result of Organization's Use of Facilities.
5. The Organization further agrees to indemnify and hold harmless the Board and their agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, which the Board may incur by reason of or a result of Organization's use (either direct, indirect, incidental or otherwise) of school facilities.
6. The Organization shall obtain Commercial General Liability insurance and provide evidence of the same by delivering to the Board an original Certificate of Insurance naming the Organization as the insured, and the Board as an additional insured on a primary and noncontributory basis.
7. The Board hereby reserves absolute right and privilege to revoke at will the use of facilities granted by this or any other agreement.
8. The Organization shall provide evidence of Workers Compensation coverage if the organization is subject to the Workers Compensation statutes.

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

Title	Name	Signature
Superintendent	Brian Pruitt	
Business Administrator	Patricia Swanson	
Organization Representative		

## Use of School Facilities Costs

Location	Rate
Belhaven Cafetorium	\$360
Seaview Cafetorium	\$300
Belhaven Gyms	\$480
Seaview Gym	\$480
Field Use	\$300
Computer Lab/Media Center	\$120
Classrooms (Each per day/evening)	\$60 \$30

### Group L Rates (50% reduction in rates listed above)

Group L rates are for the local governments of Linwood, Northfield, and Somers Point, FT employees of the District running an event to benefit Linwood students, and other groups as determined by the BOE.

### Other Fees:

<b>Custodial*</b>	1 1/2 times the prevailing hourly rate (2-hour minimum)
<b>Technology Staff*</b>	\$32/hour (2-hour minimum)
<b>Security Officer</b>	BOE has the authority to require the Linwood Police Department at specific events (cost to be shared)
<b>Site Manager**</b>	\$50/hour (2-hour minimum)

\*Rates for these staff increase to 2 times the prevailing rate on holidays/Sundays.

\*\*A site manager may be assigned for events with over 300 participants or at the discretion of the Supervisor of Facilities and Security.

### NOTES:

- Outside organizations made up of Linwood residents must have 80% Linwood residents to avoid the use of facilities fee.
- For all events where children are present, an adult representative from your organization must monitor the halls/bathrooms and immediately report any incidents to the Coordinator/Site Manager, or the Custodian on duty.
- All activities are to begin after 5:45 PM and end before 8:45 PM.
- Cafeteria Facilities - no rental.