

It is the policy of the Collingswood Public Schools (CPS) to make school facilities and grounds available to a variety of organizations belonging to CPS and inside and outside of Collingswood Borough as per Policy #7510. Such use is subject to certain guidelines contained in this Policy and its accompanying Regulation. Facility and personnel fees vary dependent on the organization.

Steps:

- Determine your GROUP
- Check the fee schedule
- Read the complete *CPS Use of School Facilities Terms & Guidelines*
- Fill out the *Request for Use of School Facility* form
- Fill out and sign the *INDEMNITY & HOLD HARMLESS AGREEMENT (Class II, Class III & Class IV Only)*
- Fill out Tech Rider for Auditorium (If Needed)
- Provide **Proof of Insurance**
- Send all documents to:
Collingswood Public Schools
Attn: Facilities Use
200 Lees Avenue
Collingswood, NJ 08108

ALL FORMS MUST BE INCLUDED FOR APPROVAL

* Note that **ALL NON-PROFIT** organizations or individuals must provide a federal ID number or tax exempt certificate.

Any individual or group that cannot provide this information will be considered a private interest group.

The Superintendent or Superintendent's designee reserves the right to determine an individual or organization Class based upon the information provided.

Questions regarding the Class status of your organization or use of facilities may be directed to the B&G Office at 856-962-5701 x 6144 or by email to msinesi@collsk12.org.

Class I

School Groups

- A group made up of CPS students led by a CPS employee paid by the district or by a supplemental contract issued by the school district (*i.e., school sport, school musical*)
- An activity scheduled by the school for the benefit of Collingswood students (*i.e., PTA's, school carnival*)

Borough/Town Group

- An activity scheduled through the Borough of Collingswood or Oaklyn directly with the Collingswood BOE. This includes all **Borough approved Recreation Groups.**

Class II

*Student Group**

- A non-profit group operating for the benefit of CPS Students (*i.e., Scouts, Booster Groups*)

*Non-Profit Group/Service Organization**

- A non-profit group or a service organization benefiting students and the Collingwood community (*i.e., Lion's Club, Rotary, or Local Church*)

Class III

*Non-Profit Group**

- A non-profit group operating **outside the boundaries of Collingswood** including, but not limited to, parochial, private, or public schools

Private Interest Groups

- Businesses and/or individuals operating **within the boundaries of Collingswood** for the purpose of profit.
- Individuals or groups operating **within the boundaries of Collingswood** that cannot provide tax-exempt information.

Class IV

Travel Sports Programs/Clinics/Camps

- All Sports programs not approved or sponsored by the BOE or the Boroughs of Collingswood & Oaklyn
- Sports Clinics/Camps sponsored by groups outside Collingswood/Oaklyn

ANY GROUP scheduling an event outside of school days/hours including, but not limited to weekends, holidays, school breaks (i.e., summer, spring & winter break) will be required to pay personnel labor fees for any non-customary use of custodial and/or maintenance employees beyond their normal working shifts. This includes extra staff brought in and any OT incurred by said event.

Any use of the HS Kitchen will require the scheduling of a Kitchen staff member to operate all equipment.

Collingswood Public Schools reserves the right to require security for both indoor and outdoor events at the expense of the User. Security may be provided by the Collingswood Police Department, a member of CPS Staff, or by the organization with a pre-approved security plan.

All Labor Rates are below:

Maintenance/Custodians \$50/hr
Kitchen Staff \$18/hr
Security..... \$35/hr
AV Tech..... \$80/hr

FACILITY FEES & PAYMENT

Organization/Groups responsible for facility and/or personnel fees will be invoiced upon approval of event. Additional charges, if necessary will be invoiced following the event and will be immediately due.

Facility and personnel labor fees are assessed to protect the investment made by our community in the Collingswood School District. Fees are used to cover the expense of personnel, facility maintenance and upkeep as well as supply and utility costs.

The Facility/Personnel Fee Schedule is approved by the Board of Education and is non-negotiable. Failure to abide by the Fee Schedule can result in CPS refusing subsequent requests.

Inside Facilities		CLASS I	CLASS II	CLASS III
FACILITY	EVENT TYPE	FACILITY FEE	FACILITY FEE	FACILITY FEE
Classroom (All)	Single	\$ 0	\$ 100	\$ 200
	Season*	\$ 0	\$ 250	\$ 500
LMC (Library)	Single	\$ 0	\$ 175	\$ 350
	Season*	\$ 0	\$ 350	\$ 800
Auditorium (MS)	Single	\$ 0	\$ 200	\$ 400
	Season*	\$ 0	\$ 500	\$ 1,000
Elem. AP Room	Single	\$ 0	\$ 150	\$ 300
	Season*	\$ 0	\$ 400	\$ 800
Cafeteria (HS/MS)	Single	\$ 0	\$ 175	\$ 350
	Season*	\$ 0	\$ 400	\$ 800

Athletic Facilities		I	II	III	IV
FACILITY	EVENT TYPE	FEE	FEE	FEE	FEE
Gym	Single	\$ 0	\$ 200	\$ 400	◆
	Season*	\$ 0	\$ 500	\$ 1000	◆
Wrestling Center	Single	\$ 0	\$ 100	\$ 200	◆
	Season*	\$ 0	\$ 250	\$ 500	◆
Football Stadium	Single - Day	\$ 0	\$ 200	\$ 400	◆
	Single - Night	\$ 0	\$ 350	\$ 700	◆
	Season*	\$ 0	\$ 750	\$ 1500	◆
Outside Courts	Single - Day	\$ 0	\$ 100	\$ 200	◆
	Single - Night	\$ 0	\$ 150	\$ 300	◆
HS Track	Single	\$ 0	\$ 150	\$ 300	◆
	Season*	\$ 0	\$ 400	\$ 800	◆
Athletic Fields	Single	\$ 0	\$ 100	\$ 200	◆
	Season*	\$ 0	\$ 250	\$ 500	◆

EXPLANATION OF CHARGES (Effective 30 April 2018)

* A season is considered 5 or more dates per request; after 5th date, each additional date will be the single day fee per Class & Facility

◆ Class IV charges are as follows: Class II Facility Fee plus \$10 per participant

INSURANCE COVERAGE

The Collingswood School District has been informed by its insurance carrier that we are required to meet the standards listed below in the area of General Liability in order for you to use our facilities/property as a Class II, III & IV groups. Before you can use the facilities/property, you must provide us with a certificate of insurance that fulfills these five requirements. Insurance certificate and the hold harmless agreement **MUST** be included with your application.

1. **Commercial General Liability with a minimum \$1,000,000, per occurrence, which shall include abuse and molestation coverage.**
2. **Private Coverage to be primary and MUST be indicated on Insurance Certificate**
3. **Applicant shall submit a certificate of insurance showing evidence of required coverage and naming the Collingswood Board of Education as certificate holder and additional insured. A copy of additional insured endorsement must be provided along with the certificate of insurance.**
4. **The Indemnity and Hold Harmless Agreement shall be properly executed and returned to Michael Sinesi. Both the insurance certificate and hold harmless agreement shall be received by Michael Sinesi. And approved before the requesting individual or organization uses the facility.**
5. **Sports Associations must show evidence that their General Liability Policy will respond to injuries sustained by athletic participants, or shall have a separate Athletic Participants Medical Payments Policy.**

ORGANIZATION REPRESENTATIVE

One person shall be designated by the contracting organization to assume the responsibility for the conduct of all persons in the organization. That person's name, phone number and email address must appear on the CPS Request for School Facility application.

All requests must be made by the designated organization representative. No communications relative to the use of any facility shall be made through third-party representatives. The individual representing the contracting party shall assume full responsibility for assuring that the regulations set forth in the agreement are followed.

The designated organization representative will be responsible for signing the contract and for any and all payment due to CPS.

CANCELATIONS

In the event school is canceled due to weather or any reason beyond the control of the school district, events previously scheduled for that day or evening will also be canceled.

GENERAL GUIDELINES

1. All Class II, Class III and Class IV organizations must submit an "Application for Use of School Facilities" to the Superintendent not less than 60 days prior to the event.
2. All Class II, Class III & Class IV organizations must provide a Certificate of Insurance (See INSURANCE COVERAGE) and the signed Hold Harmless Agreement.
3. The User shall leave the school buildings and facilities in the same condition as prior to use.
4. The group using the facilities shall be held responsible for all damages, which are caused by or are a result of its activity.
5. Damage to any facility must be immediately reported to the school employee on duty and all costs of damages shall be paid to the Board of Education within 30 days of the scheduled activity.
6. Food and beverages are not permitted in any indoor facility except for the HS and MS Café.
7. Consumption of alcohol in any form shall not be permitted on school premises, nor shall any person possessing same be allowed on premises.
8. Smoking is not permitted anywhere on school grounds.
9. Use of facilities shall comply with all state and local fire, health, safety and police regulations and shall be limited to the use requested and approved.
10. The Board of Education assumes no responsibility for bodily injury or damage or loss of personal property.
11. Any organization requesting use of a school facility is responsible for the conduct of participants at all times and must provide adult supervision for the entire time the facility use has been approved.
12. Group participants are only permitted in the area requested and are not allowed access to other rooms in the building.
13. Any organization requesting use of the Auditorium will be required to fill out the attached Tech Rider and must be submitted with the application.
14. Any organization requesting the use of the kitchen facilities will require a Kitchen employee at the designated rate to operate the equipment in the kitchen and will provide their own food. Access to kitchen store rooms and refrigerators/freezers will be strictly limited.
15. The Board of Education reserves the right to take any action necessary to preserve order or to protect the property and facilities within its jurisdiction.
16. Any violation of the above will result in the termination of this and future agreements by the Superintendent pending Board action.

Group: _____
(Print name of Group)

Name: _____
(Print name of responsible individual)

Street Address: _____

City, State, Zip _____

(Signature of responsible individual)

Agrees to indemnify and hold harmless the Collingswood School District, its officers, employees, volunteers and agents, from and against all claims, damages, losses and expenses, including reasonable attorney's fees in case it shall be necessary to file an action 1) for personal or bodily injury, illness or death, or for property damage, including loss of use, and; 2) cause in whole or in part by _____'s negligent act or omission or that anyone employed by them be liable. This Indemnification and agreement shall apply to all instances whether Collingswood Public School District, its officers, employees, volunteers, and/or agents, is/are 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 issues emanating from the original cause of action or claim.

By: _____
(Signature)

Date: _____

REQUEST FOR USE OF SCHOOL FACILITY

This form must be submitted to the Buildings & Grounds Office 60 Days prior to scheduled event to ensure availability, approval, and proper scheduling. Last minute requests may not be honored.

NOTICE FOR AUDITORIUM USE:

*Any group requesting use of the MS Auditorium **may not** serve/sell food on the 2nd Floor (**ALL** food is restricted to the MS Café) and **MUST** submit Tech Rider for all Sound & Lighting requirements for said event. If not completed cannot guarantee necessary tech.*

NAME/DESCRIPTION OF EVENT:		
DATE(S) of EVENT:	SET-UP TIME(S): _____ am/pm to _____ am/pm	EVENT TIME(S): _____ am/pm to _____ am/pm
LOCATION(S) <input type="radio"/> High School <input type="radio"/> Middle School <input type="radio"/> Garfield <input type="radio"/> Newbie <input type="radio"/> Sharp <input type="radio"/> Tatem <input type="radio"/> Zane North <input type="radio"/> Athletic Fields		
SPECIFIC AREA(S) IN ABOVE LOCATION(S): <input type="radio"/> Classroom(s) # _____ <input type="radio"/> Auditorium <input type="radio"/> Library <input type="radio"/> Tennis Courts <input type="radio"/> Practice Field <input type="radio"/> Cafeteria/AP Room <input type="radio"/> Gymnasium <input type="radio"/> Football Field <input type="radio"/> HS Track <input type="radio"/> Kitchen (HS Only - \$18/hr Fee) <input type="radio"/> Wrestling Room <input type="radio"/> Softball Field <input type="radio"/> Playground		
Please list Facility Requirements below: <i>NOTE: If using Auditorium, please fill out Tech Rider; any TECH needs should be submitted via ZenDesk</i>		
GROUP SPONSORING EVENT:		
CONTACT PERSON:	CELL #:	EMAIL ADDRESS:

Group Sponsor: _____ Date: _____ Blg. Principal: _____ Date: _____ Athletic Director: _____ Date: _____ Tech Dept.: _____ Date: _____ Buildings & Grds: _____ Date: _____ AS for Bus. & Oper.: _____ Date: _____	<p>B&G Office/Tech Only</p> Designated Class: <input type="radio"/> Class I <input type="radio"/> Class II <input type="radio"/> Class III <input type="radio"/> Class IV Fees: Yes / No \$ _____ Paperwork Received: Yes / No ZenDesk Request: Yes / No Entered in Calendar: _____ Date: _____
---	--