



PALMYRA PUBLIC SCHOOLS

BUILDINGS & GROUNDS OFFICE
PALMYRA HIGH SCHOOL
311 West Fifth Street, Palmyra, New Jersey 08065
(856) 786-2972 Fax (856) 303-1784

WO #:

Use of School Facilities Request

As per Policy 7510

Please allow a minimum of 10 days from the date received by the Buildings & Grounds Office for request processing.

Any group, organization and/or individual requesting use of school facilities will follow all rules and regulations as stated on the back of this form and per Policy 7510. The applicant, by signing this form, assumes the responsibility for the use of the facility(s) by the organization listed.

Fees for use of facilities are listed on page 6 of the attached Palmyra School District Regulation #7510 under Rental Charges. Rental charges must be paid in full to the Board of Education Secretary by noon of the weekday one week prior to the day of use. Make checks payable to the Palmyra Board of Education. Bills for personnel charges will be made three days after use, and are payable immediately to the Board of Education Secretary.

Please fill in all blanks in order to avoid processing delays.

(STAFF: Work Order Submitted? Yes No)

Name of Organization: _____ EVENT: _____

Responsible Person: _____ Title: _____ Email: _____

Address of Person: _____ Day Phone #: _____ Eve. Phone #: _____

Date of Event: _____ Event Times - from: _____ to: _____ Set up Date & Time: _____

School Requested: Palmyra High School Charles Street Elementary School Delaware Avenue School

Space / Room Requested: Cafeteria Gym Library Auditorium Classroom (#____) Other _____

Type of Activity: _____ How many are expected to attend this event? _____

Equipment /Special Needs: _____

I certify that the information above is correct to the best of my knowledge and that I am authorized to assume responsibility for the use of the facility(s) by the organization listed. I have read and agreed to observe the rules and regulations stated above and set forth in the terms stated in the Palmyra Board of Education Policy No. 7510 – Use of School Facilities (attached).

Signature of Applicant

Today's Date

OFFICE USE ONLY / -Billable Event: Yes No -Certificate of Insurance Required: Yes No -Certificate of Insurance on file: Yes No

School/Facility Requested: _____ FEE: _____

RECEIVED STAMP

Event Times - from: _____ to: _____ FEE: _____

Custodian Required: Yes / No FEE: _____

TOTAL: _____

Route to:	Approved	Not Approved	Signature
Facilities Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building Principal	<input type="checkbox"/>	<input type="checkbox"/>	_____
Athletic Director (as required)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Superintendent	<input type="checkbox"/>	<input type="checkbox"/>	_____
Business Administrator	<input type="checkbox"/>	<input type="checkbox"/>	_____

Original to:	Business Office
Yellow:	Buildings & Grounds Office
Pink:	Requester
Gold:	Requester (Original Submission Copy)

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R 7510 USE OF SCHOOL FACILITIES

Application Procedures

Organizations and persons wishing to use school facilities shall make written application to the Director of Community Activities, West Fourth Street and Delaware Avenue, Palmyra, NJ 08065, at least thirty days in advance of the date of the activity.

All applications shall be signed by the applicants or by the regularly authorized executive officers of the organization.

No executive officer of the organization making application shall personally receive any financial return from the use of the school's property. Applications will not be approved if any proceeds from the meeting are to be devoted to purposes not in accordance with the established policy of the Palmyra Board of Education.

Approvals or disapprovals for community use of school facilities are determined by the Director of Community Activities. However, within the discretion of the Director, applications may be referred to the School Business Office for approval or disapproval. Appeals may be submitted to the Board of Education.

Where approval is given by the Director of Community Activities, periodic reports on the use of the building, facilities, and equipment will be made to the Board of Education.

Any permit to use the school facilities shall be revocable and shall not be considered a lease or rental. The Director of Community Activities, and the Board of Education or its representatives, may reject any application or cancel any permit without notice.

Insurance

Any group not specifically covered by the school district's insurance policy must submit a Certificate of Liability Insurance evidencing current coverage (through the date of use of the facilities) in favor of the Palmyra Board of Education, in the minimum amount of \$1,000,000 per occurrence for bodily injury and property damage with no less than \$1,000,000 general aggregate limit, at least five days prior to using the facility. Such Certificate shall evidence coverage with an A VII rated carrier or

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better (by A.M. Best Company), provide that Palmyra Board of Education is an additional insured and provide that coverage shall not be cancelled without thirty days notice to the Certificate Holder. The notice of obligation should not be limited by the words "endeavor to" or "But failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" on the certificate (i.e. these clauses must be deleted).

Cancellations

Permits may be postponed, but the request for such postponement or cancellation must be received by the Community Activities Office at least two working days in advance. Applicants failing to comply with this regulation will forfeit the building fee in order to cover incurred operating costs.

Conditions of Use

All national and State laws, local ordinances, and rules of the police and fire departments regarding public assemblies shall be strictly observed.

The school district shall not be held liable for injuries to persons from the use of school buildings or grounds.

The Board of Education or its representatives shall have free access to all parts of the school building.

All school buildings must be closed by 10:30 p.m. for activities with school age children participation and by 11:30 p.m. for general purpose meetings unless permission has been specifically given by the Community Activities Director for an extension of time.

Every building must be under the supervision of the proper Palmyra School employees at all times.

Permits, once issued, may not be sublet or transferred to any other person, company, or organization.

Refreshments or meals may be served only in the High School Cafeteria, Charles Street School Cafeteria, or elementary school All-Purpose Room and other areas with special permission.

Intoxicants are not permitted on any premises at any time.

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Soft drinks may not be served to the public in bottles, either at the stand or in the stadium.

Rental Charges must be paid in full to the Board of Education secretary by noon of the weekday one week prior to the day of use. Make checks payable to the Palmyra Board of Education.

Bills for Personnel Charges will be made three days after use, and are payable immediately to the Board of Education secretary.

Classification of Users

- Class A Any group or organization of students of the Palmyra Public Schools, the Palmyra PTA, Band Parents, Booster Clubs, Student Clubs or other school related organizations directly affiliated with the school district.
- Class B Any group or organization based in the Borough of Palmyra, whose membership is composed of at least fifty-one percent of Palmyra school aged children.
- Class C Any non-school affiliated organization, for example sports leagues, community, county and civic organizations.

Schedule of Rates

- Class A Personnel charges were applicable.
- Class B Personnel charges were applicable.
- Class C Rental charges plus personnel charges.

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Rental Charges (not including personnel services)

<u>School</u>	<u>Seating Capacity</u>	<u>Monthly Charges</u> (one day per week for a total of 4 times per month)	<u>Rental Charges</u> (one time usage 4-8 hours)	<u>Rental Charges</u> (one time usage up to 4 hours)
Palmyra High School				
Auditorium	300	\$100.00	\$100.00	\$50.00
Cafeteria/Kitchen Pit	150	\$80.00	\$80.00	\$40.00
Gymnasium	800	\$125.00	\$125.00	\$62.50
Athletic Field & Stadium	5,000	\$125.00	\$125.00	\$62.50
Classroom		\$40.00	\$40.00	\$20.00
Charles Street School				
Cafeteria/Kitchen	150	\$80.00	\$80.00	\$40.00
Gym	750	\$125.00	\$125.00	\$62.50
Classroom		\$40.00	\$40.00	\$20.00
Delaware Avenue School				
Cafeteria/Kitchen		\$40.00	\$40.00	\$20.00
All-Purpose Room	200	\$40.00	\$40.00	\$20.00
Classroom		\$40.00	\$40.00	\$20.00

*Monthly charges would apply to groups using the facility for consecutive multiple months. These fees represent a 75% discount. All fees will be due one week prior to the end of each month (e.g. fee for November due by October 23rd).

Custodial Services

A Palmyra School's custodian or custodians, as needed, will be assigned to every building when a meeting is being held. Their duties shall be to see that the building is properly opened, lighted, heated, ventilated, cleaned and closed. To rearrange furniture/equipment, and to provide building security.

Custodian - one and one half times hourly rate.

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Every building must be under the supervision of the proper Palmyra School employees at all times.

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Use of School Facilities

Permits, once issued, may not be sublet or transferred to any other person, company, or organization.

Refreshments or meals may be served only in the High School Cafeteria, Charles Street School Cafeteria, or elementary school All-Purpose Room and other areas with special permission.

Intoxicants are not permitted on any premises at any time.

If an admission charge is levied, the applicant shall be fully responsible for paying any tax required by law; and shall, if required, furnish to the Board Secretary satisfactory evidence that such taxes have been paid.

No smoking is permitted in any part of any school building or on school property.

The Board of Education reserves the right to censor all activities scheduled in the buildings or on the grounds and to discontinue the use of the facilities at any time in event of violation of any regulations.

When it is thought necessary to have police coverage at any meetings, either for protection or traffic control, such coverage will be arranged by the organization involved and approved by the Director of Community Activities.

No school district equipment such as projectors, recorders, etc. maybe lent to any organization without permission of the Community Activities Director. The public address system, including microphones. will be made available only upon specific request.

Care and Use of School Property

Pianos may be used providing a request is so stated in the application.

No equipment or machines, including motion picture projectors, may be installed in any building; nor may any equipment be brought into any building, or any alterations to existing facilities or equipment be made without the expressed approval of the Superintendent or his/her designated representative.



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Custodian - one and one half times hourly rate

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Food Service

Should the kitchen be used in the preparation of meals, there must be at least one member of the Palmyra School's Cafeteria staff present during the time the kitchen is in use. This person is to instruct the organization representative in the use of kitchen equipment and to make sure no damage is done. The person is not obligated to cook, serve or wash dishes and cooking equipment.

Food service worker - one and one half times hourly rate

Police Security

When it is thought necessary to have police coverage at any meeting, either for protection or traffic control, such coverage will be arranged by the organization involved and approved by the Director of Community Activities.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 12 August 2008