

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

Name of Organization				Hours
School and School Facility Requested				
1.	High School Auditorium	\$300 per Hour	=	_____
2.	High School Gymnasium	\$200 per Hour	=	_____
3.	High School Cafeteria	\$100 per Hour	=	_____
4.	High School Kitchen	\$150 per Hour	=	_____
5.	Thomas E. Bowe School All Purpose Room	\$250 per Hour	=	_____
6.	Dorothy L. Bullock School Gymnasium	\$150 per Hour	=	_____
7.	Dorothy L. Bullock School Cafeteria	\$100 per Hour	=	_____
8.	Dorothy L. Bullock School Kitchen	\$150 per Hour	=	_____
9.	J. Harvey Rodgers School All Purpose Room	\$150 per Hour	=	_____
10.	Classroom	\$100 per Hour	=	_____
11.	Custodial Fees/Grounds/Employee Fee	\$50 per hour x _____ Hrs.	=	_____
12.	Cafeteria Personnel	\$50 per hour x _____ Hrs.	=	_____
13.	P.A. System/Stage Crew, Etc.	\$20 per hour ea. x _____ Hrs. (Minimum of 3 people)	=	_____
14.	P.A./Stage Crew Faculty Advisor/Auditorium Mgr.	\$50 per hour x _____ Hrs.	=	_____
15.	High School Football Stadium	\$300 per Hour x _____ Hrs.	=	_____
16.	Athletic Fields	\$500 per field	=	_____
17.	Medical Personnel Athletic Trainer	\$50 per Hour x _____ Hrs.	=	_____
18.	Ambulance	Current Rate		
19.	Security	\$30 per Hour x _____ Hrs.	=	_____
20.	Police Security	\$180 (Minimum 3.5 Hours)	=	_____
21.	Event Administrator	\$50 per Hour x _____ Hrs.	=	_____
		TOTAL		_____

The above costs may be increased based on admission fees, number of participants, time of year and number of hours of use. If you exceed your listed hours, you will be billed accordingly.

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RULES AND REGULATIONS FOR THE USE OF FACILITIES

A. Reservations

1. Requests for the use of school facilities are to be submitted to the School Business Administrator/Board Secretary.
2. Use of school property for school functions shall have priority.
3. The Board of Education reserves the right to cancel, or revoke permits at any time.
4. The Superintendent may request a list of participants of each organization requesting use of schools which must be submitted before use is granted.
5. The principal and the custodians shall always be in control of the school. They shall have access to all parts of the building whether leased or not.
6. Building use will adhere to the established school calendar and buildings will be closed for use during approved holidays.
7. Facilities will not be rented during the months of July and August to permit proper summer maintenance of indoor facilities, except by recommendation of the School Business Administrator/Board Secretary approved by the Facility Committee and/or the Board of Education.
8. Youth groups must be sponsored by a responsible adult group with the names of sponsors given in the application. These sponsors must be present at the activity.
9. **An approved organization's participants must enter and exit facility using the same door. The organization will be responsible for assuring only approved participants have access to the facility.**
10. No activity shall continue after 12:00 o'clock midnight, unless a special permit is granted by the Superintendent of Schools and an additional fee is paid. **It is requested that activities terminate at 10:00 p.m.**
11. Application must be signed by officer of organization or authorized person responsible for event.
12. For Glassboro School related and school affiliated organizations, Glassboro Youth Organizations, Glassboro Park and Recreation Commission activities, Glassboro Non-Profit Organizations and State or County Educational Organizations, the above fee schedule will not apply, except for the cost of custodians, stage crew or other employees if not regularly scheduled. Costs shall be determined by the school district.
13. **Upon receipt of approval, 50% of the total fee must be paid to the Board Secretary at least 3 weeks in advance of the activity. All rental fees must be paid 5 days prior to the event (See B2 below). Any additional billing subsequent to the event must be paid within 5 days.**

B. Cancellation of Reservations

1. The use of any building is automatically cancelled when the facility has been closed by the school authorities due to local, state or national disasters or emergencies: fire, flood, storms, mechanical failures, etc.
2. Three days' notice must be given to the School Business Administrator/Board Secretary to cancel a request for school use. Applicants failing to comply with this regulation will be required to pay 50% of the anticipated building fee. **All rental fees must be paid 5 days prior to the event, or the event will be cancelled.**

C. Custodial Requirements

1. No organization may use a school facility unless a Glassboro School designated employee and an Auditorium Manager is on duty during the event.

2. Glassboro custodians and/or custodian, as needed, shall be assigned when the building is being used. Custodians shall ensure that the building is properly open, lighted, heated, ventilated, cleaned and closed. The rental fee will include one half hour prior to and one-half hour after event ends for cleanup duties.
3. When events are held at times when school custodians are not on duty, or if an event requires the employment of additional custodial services, a charge will be made to cover the cost of such services.

D. Equipment

1. Permits do not grant the use of facilities, equipment, supplies, tools, or apparatus not specified in the granted permit. They do not permit rehearsals or use of other rooms except as specified in the applications.
2. The use of stage lighting, school-owned audio-visual and other equipment shall be controlled by operators assigned by the Board of Education. School staff shall be paid at an hourly rate for such services.
3. Special decorations, scenery or furniture shall be installed only with the permission of the school authorities and must be removed at the conclusion of the program or within a 24-hour period. If not removed, the applicant shall be liable for the cost of removal. Scenery and other equipment are not to be moved into or out of the building during school hours.
4. Pianos are not to be moved without a special permit. Parties using a piano are responsible for its condition, its return to original position by professional piano movers. Tuning when deemed necessary will be accomplished by the company that has been contracted by the Board of Education.
5. Any theft or damage to school property or equipment shall be paid to the Board of Education by the applicant.

E. Food Service

1. Kitchens may not be used unless at least one member of the Glassboro School Food Service staff is on duty. School staff members shall be paid at the appropriate hourly rate.
2. All food must be consumed within the cafeterias and all refuse must be placed in the proper container.

F. Gymnasium

1. Shoes are not permitted on the gym floor. Sneakers must be worn at all times by participants, referees and coaches.

G. Health and Safety Regulations

1. Smoking in school buildings is prohibited by State law and violators are subject to fines in accordance with the law.
2. Alcoholic beverages or other intoxicating substances are also prohibited by State law and Board Policy.
3. No gambling or games of chance shall be permitted.
4. No food is to be sold or consumed in the auditorium.
5. All local ordinances and rules of the police and fire departments must be complied with.
6. Parking regulations must be obeyed.
7. When police coverage is necessary, either for protection or traffic control, such coverage must be provided by the group using the facilities.
8. Any organization using school facilities shall control seating within the capacity of the facilities being used.
9. There shall be a minimum of one adult in the building at all times for every twenty people under 21 years of age.
10. Athletic events requiring a certified trainer to be employed for the duration of the renter.

H. Insurance Coverage

A Certificate of Insurance with minimum liability coverage of \$1,000,000 naming Glassboro Public Schools as co-insurer **must** be presented to the Board Secretary prior to the date of the scheduled event.