

Glassboro Public Schools



MEMO

To: Mark Silverstein

From: Michael Sloan

Date: May 21, 2025

Re: Facilities Request Form

Recommend that the Board approve the updated facilities request form, effective immediately.

Date of submission: _____

☐ Internal Use ☐ External Use

GLASSBORO PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES
(Form must be filled out completely)

School and Facility Requested (Please list all rooms needed): _____

Dates Required: _____ Days of Week: _____

Time: Building Opened: _____ Function Begins: _____ Function Ends: _____

Purpose: _____

***NOTE – FOR USE OF THE AUDITORIUM, ONCE THE EVENT IS APPROVED, PLEASE CONTACT OUR AV COORDINATOR TO DISCUSS YOUR SPECIFIC NEEDS (COST ASSOCIATED).**

IF YOU NEED TO RENT TABLES AND CHAIRS, YOU MUST SUBMIT A SEPARATE REQUEST.

Supervisor of Building and Grounds – Miguel Olivo

Email – MOlivo@gpsd.us

Cost of Admission (if applicable): _____ Number of Participants/Guests: _____ Number of Adult Supervisors: _____

Insurance Coverage: **Certificate of Insurance must be attached to Facility Request**

This organization is composed of _____ % Glassboro Residents.

Application is hereby made to the Glassboro Board of Education for use of the facilities described. It is hereby understood and agreed that the applicant will assume responsibility for payment of any required charges*. Also, the user is responsible for the preservation of order and for liability for any damage to or loss of property or equipment that may result from the use of the facilities. The user also assumes full responsibility for observation of all regulations of the Board of Education, as well as Local, State and Federal rules and regulations.

It is further understood and agreed that if the application is granted, the undersigned user will assume full responsibility for liability and insurance coverage for members of its own organization and will hold the Board of Education harmless in the event of any accident or injuries resulting from the activity.

It is further agreed that the rules and regulations of the Glassboro Board of Education have been reviewed, terms and conditions are acceptable and will be met. Specific critical items are on the attached sheet.

Name of Organization

Signature of Executive Officer/Guarantor**

PRINT NAME

Organization Address

Name and Phone Number of Attending Supervisor

Email Address

Name and Phone Number of Emergency Contact

School Approved:

Application Approved

Principal

Date

Business Administrator

Date

Director of Athletics

Date

Supervisor of Building & Grounds

Date

* **Fee schedule on the back of the application**

** **Signature certifies that all items on this application have been read and will be complied with.**

GLASSBORO PUBLIC SCHOOLS
FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

Name of Organization _____

School and School Facility Requested _____

Rental and set-up/breakdown of chairs and tables (if requested) **\$150 per event** = _____

Audio & Visual (if requested) **\$50 per hour x _____ hrs.** = _____

Custodial & Maintenance Fee **\$50 per hour x _____ hrs.** = _____

1. High School Auditorium \$500 per hour x _____ hrs. = _____

2. High School Gymnasium \$500 per hour x _____ hrs. = _____

3. High School Cafeteria \$100 per hour x _____ hrs. = _____

4. Thomas E. Bowe School All Purpose Room \$250 per hour x _____ hrs. = _____

5. Dorothy L. Bullock School Gymnasium \$300 per hour x _____ hrs. = _____

6. Dorothy L. Bullock School Cafeteria \$100 per hour x _____ hrs. = _____

7. J. Harvey Rodgers School All Purpose Room \$150 per hour x _____ hrs. = _____

8. Classroom(s) – Building _____ \$100 per hour x _____ hrs. = _____

9. High School Football Stadium \$750 per hour x _____ hrs. = _____

10. Athletic Field(s) \$500 per field x _____ hrs. = _____

☐ Soccer ☐ Softball ☐ Field Hockey ☐ Baseball ☐ JV Soccer ☐ Football Practice Field

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.**

GLASSBORO PUBLIC SCHOOLS
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. **School administrators and custodial staff** shall always be in control of the school and 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 the facility using the same door. The organization will ensure that only approved participants have access to the facility.**
10. **NO ACTIVITY SHALL CONTINUE AFTER 10 P.M. UNLESS THE SUPERINTENDENT OF SCHOOLS GRANTS A SPECIAL PERMIT AND AN ADDITIONAL FEE IS PAID.**
11. Application must be signed by an officer of the organization or an authorized person responsible for the 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 AV needs, furniture set-up/rental or employees not regularly scheduled.** The school district shall determine costs.
13. **Upon receipt of approval, 50% of the total fee must be paid to the Board Secretary at least three (3) weeks in advance of the activity. All rental fees must be paid five (5) days prior to the event (See B2 below). Any additional billing after the event must be paid within five (5) days.**

B. Cancellation of Reservations

1. The use of any building is automatically canceled when the school authorities have closed the facility 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 five (5) days prior to the event, or the event will be canceled.**

C. Custodial Requirements

1. No organization may use a school facility unless a Glassboro School designated employee is on duty during the event.
2. Glassboro custodian(s) shall be assigned when the building is being used. Custodians shall ensure the building is properly open, lighted, heated, ventilated, cleaned, and closed. The rental fee for cleanup duties will include one-half hour before and one-half hour after the event ends.
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.
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 and its return to its 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. **THE USE OF FOG/HAZE MACHINES AND STROBE LIGHTS IS STRICTLY PROHIBITED.**
6. Any theft or damage to school property or equipment shall be paid to the Board of Education by the applicant.

E. Gymnasium and Auditorium

1. Participants, referees, and coaches must wear sneakers at all times.

F. Health and Safety Regulations

1. All food must be consumed within the cafeterias, and all waste must be placed in the proper container.
2. Smoking in school buildings is prohibited by state law. Violators are subject to fines.
3. Alcoholic beverages or other intoxicating substances are prohibited by State law and Board Policy.
4. No gambling or games of chance shall be permitted.
5. No food is to be sold or consumed in the auditorium.
6. All local ordinances and rules of the police and fire departments must be complied with.
7. Parking regulations must be obeyed.
8. When police presence and/or an ambulance on site is necessary, either for protection or traffic control, such coverage must be provided by the group using the facilities.
9. Any organization using school facilities shall control seating within the capacity of the facilities being used.
10. THERE SHALL BE A MINIMUM OF ONE ADULT IN THE BUILDING AT ALL TIMES FOR EVERY TWENTY PEOPLE UNDER 21 YEARS OF AGE.
11. **Athletic events require a certified trainer to be employed for the duration of the event; the group using the facilities must provide such coverage.**

G. 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.