

Use of Facilities Contract

This agreement entered into between the Board of Education of Somerdale, in the County of Camden, New Jersey, (hereinafter called the Board), and Organization: _____, Person in charge: _____, Address: _____, Telephone: _____ (hereinafter called the User) for the use of _____ for the purpose of _____.

The Terms and conditions under which permission to use the facilities of the Board is granted, are as follows:

1. This agreement will not be approved if submitted more than 90 days prior to start date and usage cannot exceed 90 days.
2. The User will pay fees as set forth in the School Board Policy. The charges for use of the field/building are based on the fee schedule listed below:

GROUPS 2-5 (organizations indirectly related to the school, municipal governments, and other non-profit organizations):

Field Use:

Without Staffing:
Daily \$25.00 (1-4 days)
Weekly \$75.00 (5-14 days)
Monthly \$175.00 (15-30 days)
If Somerdale Staff is needed \$25 per employee, per hour

Building Use:

Weekdays: \$15/hour; half hour increments only
Weekends: \$50/hour; half hour increments only
Holidays: Disallowed
If Somerdale Staff is needed \$30 per employee, per hour

GROUP 6 (for profit organizations and private functions):

Field Use:

Without Staffing:
Daily \$50.00 (1-4 days)
Weekly \$175.00 (5-14 days)
Monthly \$425.00 (15-30 days)
If Somerdale Staff is needed \$45 per employee, per hour

Building Use:

Weekdays: \$25/hour; half hour increments only
Weekends: \$75/hour; half hour increments only
Holidays: Disallowed
If Somerdale Staff is needed \$55 per employee, per hour

3. Sports organizations must submit a practice and preliminary game schedule with this request for use. The schedule shall include dates and times of the event, including any equipment utilized. A team roster must be submitted with the request. The roster shall include a minimum of name, address, and email or phone number of each coach and all participants.
4. The premises shall be restored after the event to the same condition, as it was when the User took possession. The Board is not liable for any damage or loss of any property to the User, nor of those attending the function, nor for the injury to any person or persons; either in the User's organization or the persons attending the function, and the User's organization agrees to save harmless the Board of Education from any liability.
5. No organization shall make any improvements or provide any maintenance or upkeep to the building or fields without the written approval of the Business Administrator. Organizations will not receive reimbursement or credit for expenses incurred unless otherwise granted, in writing, by the Business Administrator.
6. No alcoholic beverages, controlled, and/or dangerous substances shall be brought into the building nor on the premises. Smoking is also prohibited on school property. All facility usage shall comply with state and local fire, health, safety and police regulations.
7. Will your organization have food or beverages at this function? Yes or No (circle one)
8. It is the User's responsibility to ensure any applicable permits are obtained prior to using the facilities. Any fines or penalties arising from improper permits shall be paid by the User.
9. All organizations using Somerdale School District's facilities must be in compliance with Janet's Law during after school hours. Sports organizations using Ward Field shall carry an automated external defibrillator (AED) on site and it shall be readily available in case of an emergency.

10. If the use of any equipment is granted by the Board of Education to the User, the User shall be responsible to return the same in as good condition as when received, and shall be responsible for any damage. All equipment shall be operated or supervised by a person of the organization designated by the Administrator.

Please specify the equipment you are requesting for your organization:

11. The User shall keep order in its own organization and those attending the function during the time the premises are being used by the User. The buildings shall be vacated by 9:30 pm, unless special permission is given by the Board.

12. The User understands that the Somerdale School District retains priority of use for school sanctioned events.

13. Number of individuals to utilize the building _____.

All Somerdale Residents? _____ (yes or no)

Inter-district Residents? _____ (yes or no)

***Parking Lot Usage?** _____ (yes or no)

**If school district parking lots are going to be used, please understand the district is not responsible or liable for damages that could be incurred.*

14. Request for Usage (no more than 3 weekdays and 1 weekend day permitted within each 90 day period):

Weekdays to be utilized (**please circle: limit 3**): Monday, Tuesday, Wednesday, Thursday, Friday

Time: From _____ to _____

Length of agreement: _____ (Month, day, year) to _____ (Month, day, year)

Weekend to be utilized (**circle one**): Saturday, Sunday

Time: From _____ to _____

Length of agreement: _____ (Month, day, year) to _____ (Month, day, year)

15. Required Insurance for use of facilities is itemized below:

- a. \$1,000,000.00 per person,
- b. \$1,000,000.00 per accident or event, and
- c. \$250,000.00 property damage.

Insured by _____ (Copy of current Certificate of Insurance naming Somerdale BOE as additionally insured must be attached)

Signature of Organization's Representative

In witness whereof, the parties hereto have hereunto set their hands and seals, this _____ day of _____, 20__.

Board of Education of the Borough of Somerdale
In the County of Camden, NJ

By: _____
Board Secretary