

MOORESTOWN TOWNSHIP PUBLIC SCHOOLS

Administration Building, 803 North Stanwick Road, Moorestown, NJ 08057

856-778-6600 EXT 18153

COMMUNITY USE OF SCHOOL FACILITIES Indoor/Outdoor

Thank you for your inquiry on the use of school facilities.

The Board of Education recognizes that school facilities are public property and as such should be made available for community use. However, the Board also recognizes that the primary purpose of the facilities is to support the education of young people and as such cannot permit non-school activities to interfere with that purpose.

Enclosed is an application for community use of school facilities and also a copy of the rules, regulations and fees. The application form should be submitted 30 days prior to the desired date of use to:

Moorestown Township Board of Education
803 North Stanwick Road
Moorestown, NJ 08057

Attn: Wilson Quintero, Supervisor of Buildings and Grounds

An approved copy of your application will be returned to you along with a statement of rental charges and appropriate additional fees as applicable.

Wilson Quintero
Supervisor of Buildings and Grounds

7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this District should be made available for community purposes, and co-curricular programs of the school district. For the purpose of this Policy, "school facilities" also includes school grounds.

The Board of Education will permit the use of school facilities where such permission has been requested in writing and has been approved by the Supervisor of Buildings and Grounds. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for school district purpose or due to a school closing due to weather or other emergency.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Users shall be financially liable for the damage to the facilities and for proper chaperonage as required by the school district administration.

Regulations

The Superintendent shall develop detailed regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of the Policy and regulation 7510, the requirements as outlined in the use of the school facilities application and in accordance with the terms outlined in the approval granted by the school district. The Board shall approve a schedule of fees for the use of school facilities.

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

Adopted: April 19, 2016

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A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given lowest priority for the use of school facilities and may use school district facilities with payment of fees for building/field and charges for custodial and service costs. Class I users include the following organizations and individuals:

Out of town groups or individuals.

2. Class II users will be given priority for the use of school facilities over Class I users and may use school district facilities with payment of fees for building/field usage and may be charged custodial and service costs. Class II users include the following organizations and individuals:

Any Moorestown group or individual whose sole purpose is to benefit its own organization or interest whether or not admission/fee is charged. This would include any school personnel or coach who rents the facilities or fields and charges a fee and any independent youth and sports club or association. Examples include Boy Scouts, Girl Scouts and any community based sports club or organization for which at least 80% of the participants are residents of Moorestown

3. Class III users will be given priority for the use of school facilities over other users and may use school district facilities with payment of reduced fees or charges for custodial and service costs. Class III users include the following organizations and individuals:

Organizations whose sole purpose is to benefit the community, school district and its students. Examples include Home and School Associations, Township Recreation, MooreArts, SpEAC and PACE. Exemption or reduction in fees can be requested through the Business Office.

4. No other organizations or individuals will be permitted to use school facilities.

B. Application Procedures

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1. Application must be made in writing and on the form supplied by the school district. The form is available at the Administration Building or on-line at the District website www.mtps.com.
2. Application for use of school facilities must be submitted to the Supervisor of Buildings and Grounds not less than thirty (30) working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The Supervisor of Buildings and Grounds will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.
2. If the facility is not available for use, the Supervisor of Buildings and Grounds will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Supervisor of Buildings and

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Grounds will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Business Administrator and Building Principal for final approval.

4. Standards for approval include the following limitations on use:
 - a. School facilities, grades 4-12 are available for use until 9:30 p.m Monday through Saturday, and until 6:00pm on Sundays. Permission may be granted for a use up to 11:00 p.m Monday Through Saturday provided the user pays an overtime fee regardless of the user's classification. School facilities, Grades K-3, are available until 6:00pm Monday through Friday. Permission for weekend use may be granted. School facilities are not available for use during the school day. All outdoor activities cease 20 minutes prior to dusk.
 - b. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
 - c. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
 - d. School Facilities are not available for use during the following Holidays; Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving, Christmas Eve, Christmas day, New Years Eve, New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Easter, Memorial Day and Independence Day.
5. When concurrent applications are received, Moorestown Township Public School District employees/coaches will be given priority for school district facilities or athletic facilities/field usage over non Moorestown coaches or other school district employees.
6. The Supervisor of Buildings and Grounds will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. That information will be entered on the application form.

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7. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
8. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
9. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
10. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
11. Permission to use school facilities is not transferable.
12. The organization representative must inform the Supervisor of Buildings and Grounds of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Supervisor of Buildings and Grounds of a canceled use at least seven (7) working days in advance of the scheduled time of the use may result in imposition of service charges.
13. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall

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agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.

3. The user shall furnish evidence of the purchase of liability insurance in the amount of \$1,000,000.

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling. Proper permits must be sought for games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
 - g. School facilities must remain secure at all times. School Facilities users should not leave doors propped open, allow unrelated facilities users entry into the facility or access unauthorized areas.
 - h. School facilities are under 24 hour video surveillance.
2. Users of school facilities will respect Board property.
 - a. The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition.

- b. The user must obtain the Supervisor of Buildings and Grounds' permission to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property. Specifications for the construction of sets shall be submitted at the time of the application and shall adhere to building codes. The applicant will obtain all permits.
- c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than twenty four (24) hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- d. Permission must be secured to serve any kind of refreshments. No refreshments may be served in the auditoriums or athletic center. When the kitchen area or equipment is used for light refreshments, a member of the kitchen staff is required by the school for supervision. Only packaged food or food prepared in a commercial kitchen are to be sold. No food prepared in a private residence is to be sold. All preparation and sale of food to be in conformance with New Jersey Health Department regulations.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting boards, sound boards, ventilation systems, and thermostatic controls may be operated only by an employee of the district. Use of computers, phones, projectors, copiers and access to the internet will not be allowed.
- h. Pyrotechnics and fog machines are prohibited.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Supervisor of Buildings and Grounds.
- j. No school keys shall be issued to a user.

- k. No animal shall be allowed on school premises.
- l. The Supervisor of Buildings and Grounds or his/her designee is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment. Users may make use of public telephones.
- n. Use of fields
 - i. Golf is prohibited except where designated and as prescribed by state policy
 - ii. Field and play areas will not be reduced or enlarged to facilitate a program not commensurate to the dimensions of the existing high school program.
 - iii. Fields and play areas are to be maintained by the Moorestown Board of Education. Organizations will not attempt to maintain fields (cutting grass, dragging infields, adjusting goals, etc.)
 - iv. Activities will not take place if an authorized agent of the Board designates ground conditions are not suitable.
 - v. Fields, play areas, parking lots and the general area will be policed after each day's activities
 - vi. Damage to District fields or property will be corrected at a cost to the organization.
 - vii. Tennis courts may be used by the public on a first come, first serve basis except specifically reserved for use by school programs. Rules and regulations regarding use of tennis courts shall be observed.
 - viii. Varsity fields are not permitted for use. These fields include but are not limited to the football stadium, girls lacrosse/field hockey, baseball and softball and fields under renovation or maintenance. Any departure from this

practice must be approved by the School Business Administrator.

- ix. Fields may not be lined for out-of-season sports.

- o. Use of Track and Synthetic field (Stadium)
 - i. Field shall be used for intended sports only. No painting or alteration of synthetic turf.
 - ii. Only approved equipment and goals provided by the District shall be allowed for use. No outside equipment or goals are permitted without written request and permission.
 - iii. No motorized vehicles allowed in the stadium at any time.
 - iv. Request for stadium lights must be made on the Rental Request application with the exact times. Lights will be programmed to those times
 - v. Only Footwear specific to track and synthetic turf is allowed. No metal spikes are permitted
 - vi. chairs, tables, tents or other items will not be allowed to be placed on the turf field or track. Request for these items are to be on the application and intended for use on concrete and/or grass areas only.

- 3. Uses Must be Properly Supervised.
 - a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users.

 - b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.

 - c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. A person in charge of the activity shall be present for the entirety of the activity.

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- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.
- f. Users may not charge for parking on Moorestown Board of Education property.

F. Fee Schedule

- 1. Fees will be charged in accordance with the attached schedule.
- 2. The Supervisor of Buildings and Grounds will prepare an itemized bill for the use of school facilities based on the approved application form. The bill will be sent to the representative of the applicant organization and is payable seven (7) days before the event.

G. Penalties

- 1. Organizations may receive up to two written warnings before they are restricted from further use of school facilities. The following are examples of what may necessitate a written warning.
 - a. Going beyond the end time listed on the application
 - b. Unauthorized use of school equipment
 - c. Unauthorized use of kitchen equipment
 - d. Activating the fire alarm
 - e. Unauthorized entry into other parts of the facilities
 - f. Not having control of the members of the organization
 - g. Unauthorized use of fields
 - h. Transfer of use to another organization
 - i. Found to have District keys in users possession
 - j. Violating Security procedures
 - k. Non payment

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2. Penalties may be assessed up to \$500 not including cost of damage to the facility or additional overtime for staff, for infractions

Reservation of Rights

The Board reserves the right to deny approval for the use of the facilities when the Board determines that a proposed activity may place at risk the safety of the students, staff, members of the community, or the participants, or may adversely affect the facility, or which may place the Board in a position of bearing inordinate liability. Such activities, which may be denied, include those activities for which the sponsors are unable to certify the presence of adequate safety or security.

As the representative of this organization, I agree to the following:

1. Complete application must be submitted to the Board Office **at least 30 days prior** to the event. The Board of Education meets monthly and may be required to approve the application.
2. No applications will be approved if for personal gain of any individual(s) or commercial entity, or for the political or sectarian purposes, except by special permission of the Board of Education.
3. It is understood and agreed that the applicant assumes full responsibility for the prevention of order in the school building or on its premises and liability for any damage or loss of school property.
4. It is understood that all fees will be paid in full at least one week **prior** to the event or the event may be canceled. Please make checks payable the Moorestown Township Public Schools.
5. The organization must comply with all local and state laws regarding public assemblies.
6. All applicants must have liability insurance of at least \$1,000,000. The Moorestown Board of Education must be named additionally insured on the Certificate of Insurance for the dates the facility will be used. Proof of coverage must accompany this application or it will not be approved. Failure by the district to enforce the required certificate will void user's obligation to provide the insurance as foresaid.
7. **SMOKING OR ALCOHOLIC BEVERAGES** on any part of the School property is positively prohibited. **ANIMALS** of any kind are not permitted in the School Building.
8. Advertising is the responsibility of the organization and must not begin until written approval of the facility is received from the District. Advertising must not use the school telephone number for information.
9. **NOTIFICATION OF CANCELLATION IS REQUIRED ONE WEEK PRIOR TO THE EVENT**
10. The Moorestown Board of Education has an energy policy in effect and the temperature of the building is set according to the district approved guidelines.
11. As a representative of the organization, I understand that after we have been granted approval, any modification in the dates, times or locations may result in additional charges for the organization.
12. As a representative of the organization, I have read, understand and agree to abide by the terms of the Board of Education Policy and Regulation for Use of School Facilities.
13. The organization agrees, that should this application be granted, the user will indemnify, hold harmless and defend the Moorestown Township Public School District, against any and all demands, claims, damages, fees, costs and liabilities of any kind(including but not limited to attorney fees) to the fullest extent permitted by law.

I agree to the costs and conditions described and certify that I am authorized by the requesting Organization to sign this application and reservation of rights.

_____	_____	_____
Signature	Organization	
_____	_____	_____
Print Name	Phone	Date



Moorestown Township Board of Education

Attn: Buildings & Grounds - Administration Building
803 North Stanwick Road, Moorestown, NJ 08057
(856) 778-6600 Ext. 18153 ~ FAX (856) 235-0961

PERMIT # _____

Application Date _____/_____/_____

APPLICATION FOR COMMUNITY USE OF FACILITIES

INDOOR _____ OUTDOOR _____

Applicant/Organization _____

Telephone: _____

Contact Person _____

PHONE (____) ____ - _____

Onsite Contact _____

CELL (____) ____ - _____

Billing Address _____

EMAIL ADDRESS _____

FAX (____) ____ - _____

SCHOOL REQUESTED _____

ROOMS REQUESTED _____

FIELDS REQUESTED (# AND TYPE) _____

HOURS REQUESTED _____ AM/PM TO _____ AM/PM

DATES REQUESTED _____

IS THIS EVENT A (CIRCLE ONE) PERFORMANCE, CAMP, TOURNAMENT, MEET, LEAGUE PLAY, CLASSROOM INSTRUCTION, OTHER

IS admission or activity fee CHARGED (CIRCLE ONE) YES/NO IF YES, what is cost or fee _____

DO YOU REQUIRE FIELDS TO BE LINED? (CIRCLE ONE) YES/NO SPORT? _____
At minimum fields will be lined weekly if requested dates extend beyond one week.

NUMBER OF EXPECTED ATTENDANCE _____ NUMBER OF TEAMS PARTICIPATING (IF APPLICABLE) _____

REQUEST TO MOVE DISTRICT BUSES FOR ADDITIONAL PARKING (\$250.) YES/NO

SPECIAL SETUP / KITCHEN REQUEST (PLEASE BE DETAILED, EQUIPMENT, CHAIRS, TABLES, ETC.) _____

SOUND AND LIGHTING REQUEST (CIRCLE ONE) YES/NO AN EMPLOYEE OF THE DISTRICT WILL BE THE ONLY PERSON TO OPERATE

*****IMPORTANT***** THE FACILITY MAY NOT BE USED UNTIL A FULLY SIGNED COPY OF THIS APPLICATION AND A FEE SCHEDULE IS RETURNED TO YOU AND THE TERMS OF PAYMENT ARE MET PRIOR TO THE EVENT DATE.

AN INSURANCE CERTIFICATE IS REQUIRED PRIOR TO DATE OF FACILITY USE

I SUBMIT THIS APPLICATION AS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT/ORGANIZATION. I ACKNOWLEDGE RECEIPT OF THE FACILITY RULES AND REGULATIONS AND AGREE TO PAY USAGE FEES.

APPLICANT SIGNATURE _____

*** SECTION BELOW FOR SCHOOL USE ONLY ***

Application Received _____/_____/_____

Insurance Certificate Received _____/_____/_____

Supv. Buildings & Grounds X

School Business Administrator X



MOORESTOWN TWP PUBLIC SCHOOLS
803 North Stanwick Road
Moorestown, New Jersey 08057
Phone 856-778-6600 Extension 18153
Fax 856-235-0961
Terry Thompson

APPLICATION OF USE OF FACILITIES CHECKLIST

Checklist:

- _____ Application for Use of Facilities must be filed 30 days prior to the scheduled event. Complete the application in full to avoid delay in approval.
- _____ A **current** Certificate of Insurance naming the **Moorestown Board of Education as additional insured**, must be attached with the return application. If the Certificate expires before the scheduled event, then a current Certificate must be received two weeks prior to the event.
- _____ Both the Application and the Reservation of Rights must be signed.
- _____ Supply a contact name, contact phone number, cell phone number of contact during event onsite, and an email address.
- _____ Dates and Times are listed on the application
- _____ Room and/or field needs are listed on application
- _____ Setup requests are detailed on application or attached. To include, tables, chairs tents, vendors, etc.
- _____ Detailed summary of security, police, EMS and parking plan if required
- _____ List of Vendors onsite during event
- _____ Request to sell food and location on application or attached
- _____ Request to use kitchen or equipment.
- _____ All other requests are detailed on application
- _____ Raffle permit

Please return the application to the attention of Terry Thompson at the above address. For further information, please contact Terry Thompson at 856-778-6600 Extension 18153 or via email tthompson@mtps.com

MOORESTOWN FACILITY USE FEES				
ALL RATES ARE HOURLY, UNLESS STATED OTHERWISE	GROUP 1	GROUP 2	GROUP3	AIR CONDITIONING
				(Additional Hourly Fee)
HIGH SCHOOL Grades 9 - 12				
MAC GYM (PER COURT)	\$75	\$50	\$5	\$50
ISENBERG GYM	\$150	\$75	\$15	\$20
AUXILIARY/MULTI PURPOSE GYM	\$100	\$50	\$10	\$20
AUDITORIUM (577 SEATING)	\$400	\$125	\$25	\$30
AUDITORIUM PERFORMANCE FEE	\$500	\$250		
DRESSING ROOM	\$30	\$25	\$10	\$5
STAR CENTER	\$50	\$25	\$10	\$5
CONCESSION STAND MAC (PER EVENT)	\$100	\$100	\$50	\$5
CAFETERIA	\$150	\$75	\$25	\$30
INSTRUCTIONAL THEATER	\$50	\$25	\$10	\$5
CLASSROOM	\$30	\$25	\$10	\$5
MIDDLE SCHOOL GRADES 7 - 8				
GYM (ONE HALF)	\$75	\$40	\$5	\$20
GYM (BOTH SIDES)	\$150	\$75	\$10	\$20
AUDITORIUM (477 SEATING)	\$200	\$75	\$20	\$20
AUDITORIUM PERFORMANCE FEE	\$400	\$200		
LARGE GROUP INSTRUCTION	\$50	\$25	\$10	\$5
CAFETERIA	\$150	\$50	\$20	\$15
CLASSROOM	\$30	\$25	\$10	\$5
UPPER ELEMENTARY SCHOOL GRADES 4-6				
GYM (ONE HALF)	\$75	\$30	\$5	\$20
GYM (BOTH SIDES)	\$150	\$75	\$10	\$20
CAFETERIA	\$150	\$75	\$20	\$20
PERFORMANCE FEE	\$200	\$100		
LARGE GROUP INSTRUCTION	\$50	\$25	\$10	\$5
CLASSROOM	\$30	\$25	\$10	\$5
BAKER, ROBERTS SOUTH VALLEY GRADES K - 3				
ALL PURPOSE ROOM	\$75	\$30	\$10	\$10
GYMNASIUM	\$75	\$30	\$10	\$10
CLASSROOM	\$30	\$25	\$10	\$5

FIELDS USE FEES (April 1 - October 31)			
VARSITY SPORTS FIELDS MAY NOT BE RENTED	GROUP 1	GROUP 2	GROUP 3
ALL FIELDS RENTED PER 4 HOUR BLOCK			
STADIUM TURF	\$300	\$200	\$50
TRACK	\$200	\$150	\$50
STADIUM AND TRACK	\$400	\$300	\$100
STADIUM LIGHTING	\$25	\$25	\$25
STADIUM CONCESSION STAND & BATHROOMS	\$200	\$100	\$50
GRASS FIELD, BASEBALL AND SOFTBALL FIELDS	\$100	\$50	\$20
TENNIS COURTS (PER COURT)	\$30	\$20	\$5
LEAGUE, TOURNAMENT, CAMP AND MEET FEES. (FEES FOR WEAR AND TEAR OF FACILITIES, FROM USE OF TENTS, TABLES, CHAIRS, TEMPORARY FENCING , PORT A POTS, CLEANUP, ETS) PER DAY	\$500	\$250	\$50
CAMP FEE PER WEEK	\$500	\$250	\$50
FIELD LINING			
FEES BASED ON PAINT, CHALK, LABOR. LINING MAY BE CHARGED WEEKLY IF REQUEST IS A MULTI WEEK EVENT			
SOFTBALL & BASEBALL	\$75	\$75	\$75
BOYS LAX	\$120	\$120	\$120
GIRLS LAX	\$150	\$150	\$150
SOCCER	\$120	\$120	\$120
FIELD HOCKEY	\$120	\$120	\$120
FOOTBALL	\$150	\$150	\$150

All fees as of January 1, 2017

A. SECURITY

1. Security may be required when at the discretion of the Supervisor of Buildings and Grounds deems it necessary based on the size and or quantity of locations.
2. It is the responsibility of the applicant to arrange security with the Moorestown Police Department. Documentation from the Moorestown Police Dept that the event has been scheduled for security submitted two weeks prior to the event to the Buildings and grounds office.
3. When an event is planned and a plan is deemed necessary, the applicant is to submit a security plan for the locations proposed for use, parking lots and entry ways.
4. Any incident, damage, etc. is to be reported to a school employee immediately

B. CUSTODIAL AND GROUNDS STAFF

1. Custodial staff will be on site for all indoor events. Number of staff assigned to an event will be at the discretion of the Supervisor of Buildings and Grounds
2. Grounds Staff may be on site for larger events and number of staff will be determined by the Supervisor of Buildings and Grounds
3. Custodial fees are:
 - a. Monday – Friday beyond 9:30 pm \$55.00 per hour
 - b. Saturdays \$55.00 per hour
 - c. Sundays and Holidays \$75.00 per hour
4. Grounds staff when required:
 - a. Monday – Friday \$55.00 per hour
 - b. Saturdays \$55.00
 - c. Sundays and Holidays \$75.00 Per hour
5. Custodial and grounds staff are employees and/or contracted service employees whose responsibilities include, opening and closing the facilities, emptying trash, cleaning and monitoring bathrooms and supplies, turning on lights.
6. Based on the size and timing of the event, the staff will arrive to open the building 30 minutes prior to the arrival of the organization. The staff member(s) will stay approximately one hour after the event to clean and secure the building. These hours will be a part of the cost estimate. Hours for opening and closing may be adjusted based on size and will be determined by the Supervisor of Buildings and Grounds.
7. If special setups are required, (chairs tables, mats, etc.) an additional charge of \$50.00 may be assessed but will not exceed \$250.00. This charge is meant to cover the wear and damage of district owned property. A detailed list and layout will need to accompany application if any setup is requested

C. MISC FEES AND REQUIREMENTS

1. All applications submitted by organizations in groups 1 and 2 are to be accompanied by a \$25.00 nonrefundable check

2. Rental Applications not submitted 30 days prior to the requested date, may be charged an additional \$100.00.
3. Full payment is to be made 7 days prior to the event start date. If payments are not made in full, an administrative fee may apply.
4. Applications may not be accepted if there is a balance owed.
5. Request to move district busses must be listed on the application. Fee to move busses is \$250.00.
6. Any damages to district property will be billed to the organization. An estimate of repairs will be forwarded to the organization and an administrative fee will be determined based on amount of damage. Subsequent rental applications may not be accepted until the above is resolved. Activating a fire alarm or burglar alarm shall be considered under the same terms as damages.
7. Organizations found using the facilities without an application or permission granted may receive a written warning and a second offense may result in loss of use for 3 months and a third offense may result in being barred permanently.
8. Use of the school kitchens are prohibited. If a need for kitchen equipment is required for the organization to conduct its event, the organization is to request their needs either on the application or attach their detailed request to the application. If the request is granted, a member(s) of the contracted kitchen staff will be assigned to the event. Costs for the contracted employee will apply at the time of the event. The cost will be documented on the cost estimate received prior to the event.
9. Food is not permitted in the gymnasiums, auditoriums, classrooms. If food is to be served, it is to be in the designated areas such as cafeteria or lobby. Serving of food and refreshments are to be requested on the application and approved.
10. If in organization intends to have outside vendors sell food, apparel or other items at an event, the organization is to provide the following:
 - a. A certificate of insurance to be provided by each vendor
 - b. A detailed description/map of locations for vendors
 - c. A \$25 fee for each vendor per day onsite

MOORESTOWN TOWNSHIP PUBLIC SCHOOLS

803 NORTH STANWICK ROAD
MOORESTOWN, NEW JERSEY 08057

SAMPLE ESTIMATE OF FEES

GROUP NAME _____

GROUP CLASSIFICATION _____

DATE(S) OF USE _____

TYPE OF EVENT OR FIELD USE _____

FACILITY COSTS	HOURS	FEES
CLASS ROOM		
GYMNASIUM (Per Court)		
CAFETERIA		
AUDITORIUM		
CONCESSION		
OTHER		
OTHER		
AIR CONDITIONING (fees are required from April 15 – October 15)		
	SUB TOTAL	
CUSTODIAL COST	HOURS	FEE
WEEK DAY AND SATURDAYS (\$55.00 AN HOUR)		
SUNDAYS AND HOLIDAYS (\$70.00 AN HOUR)		
	SUB TOTAL	
FIELDS	# OF FIELDS	FEES
FIELD USE FEE (X NUMBER OF DAYS)		
FIELD LINING		
TENNIS COURTS (Per court)		
TRACK (X NUMBER OF DAYS)		
CONCESSION/BATHROOMS		
	SUB TOTAL	
OTHER FEES		FEES
APPLICATION FEE		
CAMP, TOURNAMENT, MEET, LEAGUE FEE		
KITCHEN PERSONNEL		
LATE APPLICATION FEE		
SPECIAL SETUPS		
	SUB TOTAL	
	TOTAL	
Security Deposit (15% of total for total estimate of cost over \$1,000) Refundable		