

CHERRY HILL
BOARD OF EDUCATION
Regulations and Procedures
For Use of Public School Facilities

September 2016

Cherry Hill, New Jersey

Cherry Hill School District is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of handicap as per Section 504 of the Rehabilitation Act.

CHERRY HILL BOARD OF EDUCATION
Responsibility and Regulations (18A:20-34)

RESPONSIBILITY:

The Board of Education recognizes that the public school facilities are the property of the community. The Board however will not permit the use of said facilities for individuals, partnerships or corporate profit at the expense of Cherry Hill taxpayers. The Board also will not condone any activity which will interfere with or be detrimental to the educational program.

The individual or organization to whom the use of premises and/or facilities is granted shall assume full liability for the damage to any property. The user also shall assume full liability for the preservation of order at all times on the premises and for the observance and enforcement of all regulations, herein stated or as posted on any of the premises.

The signer of this application shall have or represent full authority or is a regularly appointed executive officer for the organization applying for use of facilities and shall agree to all terms herein.

It also shall be understood that these provisions shall not be construed as imposing any liability upon the Board of Education for any injury to persons sustained in connection with the use of school property as granted under this application. See regulation #17 for liability insurance requirement.

REGULATIONS:

1.	All requests for the use of school facilities must be made through the offices of the Board of Education - Community Services.
2.	School facility use is granted solely by the authorized representative of the Board of Education. The Board reserves the right to change the regulations, the rental charges or other fees at any time and to revoke permission for use.
3.	Permission to use school facilities or fields is not transferable.
4.	The Board of Education reserves the right to refuse to grant use of school facilities when it determines that the content of a meeting or the conduct of the use would jeopardize the welfare of the community.
5.	Any school activity or activities shall have precedence in the use of all school facilities. The facilities may be used only and in such a way that said use will not interfere in any way with the school program.
6.	School facilities may not be used by private educational profit-making organizations for pre-school age and school age children.

7.	The applicant shall use only those facilities listed on the applications as approved for the date or dates and at the time (s) designated. All facilities, service or equipment must be listed on the application. Any changes must be approved by the authorized representative of the Board of Education (at least two (2) weeks prior to the scheduled start of the event).	
8.	All activities must be scheduled after normal school hours.	
9.	Preference will be given to groups that are based in Cherry Hill as against those from outside Cherry Hill.	
10.	The following specific regulations and restrictions are to be adhered to:	
11.	A.	The use or presence of alcoholic beverages is strictly prohibited.
	B.	The use of tobacco products is prohibited on school premises and in school buildings at all times except as part of a classroom instruction or a theatrical production.
	C.	No alterations to any part of any facility shall be permitted except as performed by Board of Education personnel.
	D.	Use of decorations, scenery, flags, sound effects, electrical and/or mechanical equipment in any facility shall be approved by that school's principal at least two (2) weeks prior to the scheduled start of the event.
	E.	Lighting equipment, ventilation systems and thermostatic controls may only be operated by an employee of the District.
	F.	Pianos and other school equipment or furniture shall not be moved without the permission of that school's principal.
	G.	Sale and consumption of refreshments are restricted to cafeteria facilities and subject to the fees listed on page 6.
	H.	Use of secondary school kitchen facilities will require authorized Board of Education personnel on duty as designated by the Cherry Hill School District Food Services Supervisor (see schedule of fees).
	I.	Sponsoring organizations shall be required to pay the cost of supplementary security personnel as well as police assistance for traffic control when it is deemed necessary by the Board of Education.
	J.	Permission to use school field facilities does not entitle users access to the school buildings.
	K.	Groups shall not use or play on the fields when they are unfit for use due to weather or hazardous conditions.
	L.	All vehicles shall use areas designated for parking. Organizations are not permitted to park on fields or playground areas.
	M.	No school keys shall be issued to a user.
	N.	No animals shall be allowed on school premises.
12.	An authorized representative of the applicant shall:	
	A.	Be responsible for care in the use of the school property.
	B.	Be in attendance at all times during the use of facilities.

	C.	Supply all personnel and equipment necessary except those specifically listed on the application.
	D.	See that premises are vacated promptly and at the time specified on the application.
	E.	Be responsible for leaving the facility in the same condition as prior to its use.
	F.	See that groups using fields clean up and dispose of all trash deposited by the participants and / or spectators.
	G.	Be responsible for payment of any fees within 30 days of billing, for all rental, custodial or other fees in accordance with the schedule designated on the approved application.
	H.	Any group using facilities or fields for athletic purposes for school age youth shall ensure and certify to the Board that all of its coaches have completed an Interscholastic Head Injury Safety Training Program which meets the requirements of N.J.S.A. 18A:40-41.2. This requirement shall not be deemed to create any duty on the part of the Board to verify the adequacy of such program or impose any liability or responsibility on the Board for any failure to provide such training.
13.		Upon approval of the application, representatives for sponsoring groups are expected to meet with the Head Custodian of the respective building to review facilities to be used, etc.
14.		The school custodian is required by the Board of Education to be in attendance as a representative of said Board for the purpose of security, inspection and cleaning. <i>His/Her services are not at the disposal of the sponsor.</i> If additional services are required by any organization during or after use of the facility, the organization will be billed accordingly (see schedule of fees). <i>All</i> groups shall be billed for head custodial hours regardless of whether the head custodian is on his normal work schedule or on overtime. In addition, <i>all</i> groups shall be billed for head custodial hours if more than one group is using the building at the same time. Setup and cleanup time will be part of time billed.
15.		Custodial time sheets (CHPS: A-9) shall be signed by the representative of the group and the custodian on duty. This form shall list all the personnel and their hours worked and indicate all the facilities used by the group on the form. This shall be presented as close as possible to the departure time of the group.
16.		All payments shall be made by check, payable to the Cherry Hill Board of Education.
17.		A certificate of insurance in the amount of \$ 1,000,000 for liability, bodily injury and property damage must be provided naming the Cherry Hill Board of Education as an “additional insured”. Any entity using the East or West multi use turf athletic fields or track must also include Cherry Hill Township as an “additional insured” . Compliance with this requirement is mandatory and is not negotiable.
18.		All organizations shall comply with the Uniform Fire Code which also includes obtaining a fire permit for groups of 100 people or more.

19.	Failure to comply with the foregoing regulations may constitute cause for refusal of permission to use school facilities at any time.
20.	All questions, concerns, or comments, related to the use of facilities should be directed to: Community Service Office, Administration Building, P. O. Box 5015 45 Ranoldo Terrace, Cherry Hill, NJ 08034. Or call (856) 429-5600 ext. 4332

SCHEDULE OF FEES

1. Free of Charge – Building Rental Only:

Any Cherry Hill Township individual or organization whose entire proceeds from admissions or other sources are to be contributed to a charitable or philanthropic function or purpose in Cherry Hill.

2. Regular Charge – Building Rental Only:

For all other uses except for religious worship, instruction and higher education institutions.

Type of Space	Capacity	Per Evening Rate
Auditorium – HS East	1185	\$ 2265.00 / performance
Auditorium 1 – HS West	565	\$ 1165.00 / performance
Auditorium 2 - HS West	1003	\$ 2265.00 / performance
Cafeteria – Carusi	500	\$ 440.00
Cafeteria – HS East	500	\$ 700.00
Cafeteria – HS West	150-300	\$ 700.00
Cafeteria – Beck	280	\$ 440.00
Choral Room	70	\$ 235.00
Classrooms district wide	25-35	\$ 60.00
Dance Gym – HS East		\$ 385.00
Elementary/All Purpose Room	200-300	\$ 235.00
Gymnasium – HS East	2600	\$ 690.00
Gymnasium – HS West	2000	\$ 690.00
Gymnasium – Middle Schools	650	\$ 430.00
Lecture Room – Beck	100	\$ 210.00
Lecture Room – HS East	100	\$ 240.00
Library – Elementary	20-30	\$ 60.00
Library – Middle/High	50	\$ 95.00
Little Theater – HS East	130	\$ 430.00
Locker Room		\$ 200.00
**Tech Lab	25-28	\$ 255.00
Energy - Classrooms		\$ 20.00 per hr
All Purpose Room		\$ 30.00 per hr
Auditorium		\$ 40.00 per hr

3. Field Activities:

Use of fields:

\$290.00

Tournament Fees:

In addition to the normal field charges above, an additional fee of \$105.00 per day per field will be charged for the purpose of holding a tournament.

4. Religious Uses (Includes rental and custodial costs):

A.	Custodial Costs::	
	Auditorium	\$ 200.00/hr.
	Cafeteria (Middle School)	\$ 200.00/hr.
	Classroom (1) (2hr. minimum)	\$ 80.00/ea. hr.
	Classrooms (2) (2 hr. minimum)	\$ 45.00/ea. hr.
	Classrooms (3 or more) (2 hr minimum)	\$ 50.00/ea. hr
	Elementary Multi-Purpose Room	\$ 135.00/ea. hr

5. Head Custodians and Special Personnel (per person):

When head custodians, building engineer, electrician, carpenter, scoreboard/light operators, security personnel or other personnel are required, the following fees will be charged:

Weekdays (2 hour minimum)	\$ 60.00/hr
Sundays & Holidays (2 hour minimum)	\$ 75.00/hr

6. Custodians (per person):

Whenever the services of a custodian are required to set up, clean up, rearrange furniture and/or equipment or remain in the building beyond the normal work hours, the following fees will be charged:

Weekdays (2 hour minimum)	\$ 45.00/hr
Sundays & Holidays (2 hour minimum)	\$ 70.00/hr

7. Student A-V (per person):

Student equipment operators are required to be present to operate A-V equipment stage lighting and sound system.

The following fee will be charged: \$9.00 per hour.

8. Cafeteria (per person):

Whenever cafeteria (kitchen) facilities are utilized, at least one school staff member is to be present. The numbers required and the cost will be determined by the school district Food Services Supervisor. The need for kitchen facilities must be indicated on the application.

9. All groups required to pay fees must pay in advance as follows:

a.	100% of the estimated cost (rental, custodial and special) of using the facilities.
b.	The advance payment must be received 14 days prior to use unless circumstances require otherwise.

GENERAL REQUIREMENTS - AUDITORIUMS:

The failure to adhere to any or all of the following rules will result in the immediate revocation of the permission to use the auditorium.

1. The use of the auditorium requires the services of lighting technician(s), sound technician (s), stage crew, security, parking, custodial and supervisory staff. These costs are additional to all rental fees and will be billed hourly rate
2. The auditorium rental fee on the attached schedule will be charged per performance. The auditorium fee does not include any personnel. Actual needs and costs will be determined by the Community Service Office.
3. Applications must be filed 45 days before the date(s) requested.
4. Custodial services for clean-up will be added to the charge at contractual rates as outlined herein.
5. Police coverage is required for performances. The school district will determine the number of police needed for a particular event. This requirement is not negotiable.
6. Parking attendant is required for groups of 250 or more.
7. Additional equipment needs will be charged on an individual basis and must be specified in the group's application.
8. All groups will be provided with a good faith estimate of charges prior to approval.
9. A surcharge will apply to any event which requires the use of air conditioning. The use of air conditioning is at the full discretion of the organization. The per hour charge is based on electrical estimates and may be increased according to prevailing rates.
10. *The Board of Education reserves the right to add additional charges for energy consumption.*

11. The organization may not permit the activity to exceed listed room capacity.
12. Use of tobacco products, alcoholic beverages, drugs and gambling are absolutely prohibited.
13. Organizations using school property are responsible for the conduct of participant and spectators and must make adequate provisions to handle anticipated crowds.
14. Refreshments and foods that need cooking or warming are confined to the cafeteria area subject to a per day charge. Under no circumstances is food or beverages permitted in the auditorium, sound booth, dressing areas or on stage.
15. Permission for use, when granted, is for specific rooms or areas, the remainder of the facilities are not to be entered.
16. *When technical equipment or school equipment is used extensively, a designated school employee must be present and have strict supervision of its use. The cost of the employee will be determined by the Board of Education and will be noted on the application.*
17. No signs, banners, pennants, etc. are permitted to be fixed to school walls, buildings, etc. All decorations, furnishings, and equipment provided by the user shall be installed and removed promptly under the supervision of the school staff.
18. The group using the facility agrees to save and hold harmless the Cherry Hill School District and agrees to assume responsibility for all liability occurring from the use of school property.
19. Open fire is never allowed in the school buildings.
20. Cleaning up of all facilities must immediately follow use.

A. Time schedule during which auditorium is available:

1. Monday – Friday 4:30 pm – 11:30 pm.
2. Saturdays, Sundays and Holidays
(when school is not in session) – limited use based upon availability of essential personnel.
3. Requests of time/duration of usage must be made when the application is submitted.

B. Fire Permit:

All organizations or groups using the auditorium must obtain a fire permit from the Cherry Hill Fire Marshall. The fire permit must be filed with the Community Service Office prior to the date the auditorium is to be used.

C. Maintenance and Use of Facilities:

1. In general, the cleaning and maintenance of the auditorium shall be the responsibility of the Board of Education. However, the organization or group using the facilities shall be expected to maintain reasonable order and to properly utilize the facilities and equipment. Abuse of the facilities and /or equipment shall result in suspension of its use and the denial of all future requests.
2. Organizations granted use of the auditorium (and related facilities) shall not permit its use by any other organization in lieu of their use.
3. In granting permission for the use of the auditorium (and related facilities) it is agreed that activities determined by the Board of its agent to be in poor taste or not to be in the best interest of the school shall not be permitted or held.
4. Additional facilities, such as coat rooms, lavatories, ticket office, dressing rooms, projection/sound booth, etc. must be included in the initial request.
5. Aisles and doorways must at all times be kept open and free of any objects (including standees).
6. At no time shall tickets be sold or issued in excess of rated room capacity of the auditorium or related areas.
7. The use of decorations in the auditorium or related areas must have prior approval of the Board of Education or the authorized agent of the Board. Decorating materials (in general) shall be made of nonflammable materials. At no time may materials or equipment be pinned, pasted or otherwise attached on stage curtains, walls or painted surfaces.

D. Lighting/Sound System:

1. Operation and use of stage lighting and/or the sound system shall be permitted only by authorized personnel, employed for that specific purpose.
2. All requests for facilities use must include specific needs for electric, light and sound requirements. Connections to Cherry Hill's sound, light and electrical equipment will not be permitted.

E. Parking:

1. Parking is limited to areas designated as parking lots (i.e. blacktop surfaced areas around the buildings.) No parking will be permitted in designated fire zones, or other areas designated as no parking areas.
2. Handicapped parking spaces are appropriately designated (marked) and shall be occupied by vehicles with the required identification only.
3. Field areas shall not be used for parking.
4. Parking attendants are required at all functions (other than rehearsals and set up). The Board will provide attendants according to the fee schedule. The number of parking attendants required shall be determined by the Board.
5. Violation of the parking policy may result in revocation of the organization's privilege to continue using the facilities. Individuals violating parking regulations will be ticketed by the Cherry Hill Police.

F. Damages:

Users of school facilities, as part of the application for use thereof, automatically shall assume responsibility for all damages and loss to school property that occurs while using said facilities.

G. Payment of Fees/Deposit:

1. Payment of deposits, basic usage fees and other fees must be in the form of a cashier's check, certified check or money order, made payable to the Cherry Hill Board of Education.
2. A 20% cancellation fee for each date cancelled will be charged if cancellation is made after formal approval has been received.

Any additional charges are due ten (10) days after final billing. Any overcharges will be refunded in a timely fashion.

GENERAL REQUIREMENTS – STADIUMS:

1. Activities must be properly and adequately supervised by the using group.
2. Footwear and other athletic equipment must be appropriate for use with synthetic turf and tracks and meet District specifications for same. Non-conforming equipment shall not be used.
3. All public users shall be responsible for any and all damage caused to the Stadium by their use. Failure to leave the area in satisfactory condition will warrant school authorities to refuse to allow further use.
4. Requests to use scoreboard and/or stadium lights must be delineated on application. Only school district personnel may operate stadium lights. Use of the stadium lights will be in accordance with the Cherry Hill Township Planning Board Resolution dated September 8, 2003.
5. The removal of trash, litter and other debris as a result of the use shall be the responsibility of the user. If the user fails to do so, the District may arrange to have the area cleaned by its own staff or an outside contractor, and the using group shall reimburse the Board for the full cost of the clean-up.
6. Vehicular access and traffic on turf fields or tracks is strictly PROHIBITED.
7. The District shall be responsible for assessing the safety of the stadium fields and track and canceling any events should it deem it unsafe.
8. The removal of snow from the turf field or track is prohibited. The stadium may not be used for athletic games or practices while covered with snow.