

Millville Public Schools
Millville, NJ 08332

Application to Use School Facilities

APPLICATION INSTRUCTIONS:

- 1 Read all of the rules and regulations carefully - not complying with these rules will result in denial of this and future applications.
- 2 Applicant: complete section 1. Outside groups, submit form to facilities office. School events, submit form to your main office.
- 3 School: complete section 2. If this is a school event, also complete section 2A. Forward this form to the facilities office.
- 4 The district facilities office will request approval by the appropriate department directors and will contact the applicant with approval decisions and an estimate of cost. Applications are reviewed the first week of each month 90 days

SECTION 1 - Applicant please complete and sign

- 1. Name of Organization: _____ Affiliated with Millville City Rec.? YES NO
- 2. Contact Person: _____ Phone: _____
Cell Phone: _____ Email: _____
- 3. Is this organization a non-profit? YES NO (attach proof of non-profit status)
- 4. School: _____ Facilities Requested (e.g. gym, auditorium, etc): _____
- 5. Description of Event _____ Youth Activity YES NO
- 6. Number of Participants: _____ Expected number in audience: _____ Number of participants that are Millville Students: _____
- 7. Will you be charging an admission fee? YES NO Admission per person \$ _____
- 8. The admission fee will be used for: _____
- 9. Will all net proceeds from admission fees be used for Millville Public Schools or other educational use? YES NO
- 10. I will provide insurance policy of at least \$1 Million naming the board as additionally insured upon approval? YES NO
- 11. Dates and Times of use (please include rehearsals. If more space is needed, attach additional pages and check here:
Month/Date/Year _____ time sponsors will arrive _____ event begins _____ event ends _____
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- 12. School Equipment Requested (please indicate quantity needed where # is shown)
Chairs (#) _____ Stage Lighting _____ Chalkboard/Whiteboard _____
Tables (#) _____ P.A. System _____ Overhead Projector _____
Choral Risers (#) _____ CD/Cassette Player _____ Computer & Projector _____
Instrumental Risers (#) _____ Microphones (#) _____ Podium _____
Rehearsal Rooms (#) _____ Orchestra Pit * _____ Acoustical Panels (LMS only) _____
Projection Screen _____ Spotlight _____ Other _____

* contact Millville's Facilities Department for a quote to disassemble and reassemble the orchestra pit cover.

I have read the rules and regulations of the Board of Education and hereby agree to abide by and enforce them. I agree to be responsible for any damages that occur as a result of my event. I understand that any costs quoted are an estimate and that I will be responsible for actual costs determined after the event. The sponsor shall indemnify and hold the Board harmless from any and all claims related in any way to sponsor's use of the premises. The sponsor must submit proof of liability insurance covering the sponsor's activity naming the Board as an additional insured. No application will be approved without a sponsor's signature.

Name of Sponsor _____ Signature _____ Date _____

Address of Sponsor _____ City _____ St. _____ zip _____

Phone Number _____

Name of Organization _____

End of Applicant Section. Forward to facilities office (outside groups) or main office (school events)

School functions are given first priority followed by other activities which include Millville students. To ensure that facilities are not already booked when school functions are being scheduled, applications will not be reviewed earlier than 90 days prior to the event date.

Application to Use School Facilities (continued)

SECTION 2 - School

1. Approved by principal ? YES NO Principal's Signature : _____ Date _____

SECTION 2A - to be completed by School for school functions or send to Facilities Office for all outside groups

2. Are the requested dates available according to the FSDirect calendar? YES NO
3. **School Approval** ① If any of steps 1 or 2 above are checked "NO", return form to applicant or facilities office as declined.
 ② If steps 1 and 2 are all "YES" enter event into FSDirect. FSDirect Schedule ID# _____
4. I have made a note in FSDirect for school custodians to inform them of equipment requests. YES NO
5. I have entered a request in Maintenance Direct for tables or chairs as needed ? YES NO N/A WO# _____
6. Completed by (signature) _____ Date _____

Forward to Facilities Office

SECTION 3 - Athletic Director / Performing Arts Director

Athletic Director or Performing Arts Director Approval ? YES NO Signature: _____ Date _____

Required Personnel

Required Personnel	Number		Hours ea.		Rate		
District Security Guard							\$
Regular Police Officer		x		x	\$	=	\$
Special Police Officer		x		x	\$	=	\$
Stage Manager		x		x	\$	=	\$
Stage Hand		x		x	\$	=	\$
Cafeteria Manager		x		x	\$	=	\$
Other _____		x		x	\$	=	\$

SECTION 4 - Facilities Manager

Custodians		x		x	\$	=	\$
Other _____		x		x	\$	=	\$

Labor subTotal \$ _____

ESTIMATED FEES (actual costs to the district will be billed after the event)

Fee Type - see fee schedule on page 4

Fee Type	Fee		# of Days		
<input type="checkbox"/> Service Fee	\$	x		=	\$
<input type="checkbox"/> Commercial Rental Fee	\$	x		=	\$
<input type="checkbox"/> Labor Subtotal (from above)				=	\$
<input type="checkbox"/> Other _____	\$	x		=	\$

Estimated Fee \$ _____

Deposit Required \$ _____

Facilities Manager Approval ? YES NO _____ Date _____

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SCHEDULE OF CHARGES FOR THE USE OF SCHOOL FACILITIES

A. RENT FREE

School Buildings may be used free of charge only in the following instances;

1. For all school affairs.
2. For all parent-teacher Association meetings where no admission is charged.
3. For all affairs and performances where admission is charged and all net proceeds are to be used for the benefit of the Public Schools of Millville or otherwise in the interest of education.
4. For Boy and Girl Scout Meetings, 4-H Meetings, Police Events, Rescue Squad Events, Community (Neighborhood) Meetings, Youth Church Events and The Recreation Department (Millville).

B. SERVICE CHARGE

The service charge shall be the estimated operational cost of the use of the property as determined and fixed from time to time by the Board of Education. Property may be used at service charge in the following instances:

1. For all rehearsals where the public is not admitted.
2. For all Meetings, if admission is charged and the proceeds are to be donated to or used in the interest of the public schools.

C. RENTAL CHARGE

In all cases not falling under the foregoing, the regular rental charge will be made.

D. SCHEDULE OF CHARGES

ALL CHARGES ARE PAYABLE IN ADVANCE/MAKE ALL CHECKS PAYABLE TO: MILLVILLE BOARD OF EDUCATION

<u>FACILITY (BLEACHER/SEATING CAPACITY)</u>	<u>SERVICE CHARGE</u>	<u>RENTAL CHARGE</u>
<u>BACON/MT. PLEASANT/WOOD</u>		
Auditorium/Gymnasium (200)	\$ 50.00	\$ 100.00
Rehearsal	\$ 30.00	\$ 50.00
<u>SILVER RUN/RIECK AVENUE/HOLLY HEIGHTS</u>		
Auditorium/Gymnasium/Cafeteria (300)	\$ 75.00	\$ 150.00
Rehearsal	\$ 40.00	\$ 75.00
<u>LAKESIDE MIDDLE SCHOOL</u>		
Auditorium (1440)	\$ 250.00	\$ 500.00
Rehearsal	\$ 150.00	\$ 250.00
Cafeteria	\$ 100.00	\$ 200.00
Gym – Main (178)	\$ 150.00	\$ 300.00
Gym – Auxiliary (0)	\$ 100.00	\$ 200.00
Locker Room/Showers	\$ 100.00	\$ 100.00
<u>MEMORIAL HIGH SCHOOL</u>		
Auditorium (560)	\$ 75.00	\$ 150.00
Cafeteria (200)	\$ 75.00	\$ 150.00
Rehearsal	\$ 35.00	\$ 75.00
Gymnasium (460)	\$ 100.00	\$ 200.00
Locker Room/Showers	\$ 100.00	\$ 100.00
<u>SENIOR HIGH SCHOOL</u>		
Auditorium (886)	\$ 250.00	\$ 400.00
Little Theater (100)	\$ 50.00	\$ 100.00
Rehearsal	\$ 75.00	\$ 150.00
Gymnasium (868)	\$ 150.00	\$ 300.00
Locker Room/Showers	\$ 100.00	\$ 100.00
Cafeteria (150 per cafeteria)	\$ 50.00	\$ 100.00
<u>STADIUM</u>		
Wheaton Field (5000)	\$ 150.00	\$ 300.00
Rehearsal	\$ 75.00	\$ 150.00
<u>ALL CLASSROOMS ARE:</u>	\$ 10.00 each	\$ 20.00 each

Charges for the following will be made:

- Custodial Services.....at Time and one-half at current rate - \$36 per hour
- Stage Manager.....at Current Rate - \$31 per hour
- Cafeteria Manager..... at Current Rate - \$40 per hour
- Stagehands..... at Current Rate - \$10 per hour
- Security..... at Current Rate - \$25 - \$45 per hour

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RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

1. Application for the use of all school facilities is made to the Board of Education, Millville, New Jersey 08332.
2. No facility will be rented during the Winter and Spring Breaks where school is not in session.
3. School buildings are not available until after 6:30pm on school days, and not before 12:00 noon on Sundays.
4. School facilities are made available to organizations outside of the school for educational and civic purposes.
5. The school shall have precedence in the use of all school facilities. **No use of school buildings will be granted during school hours.**
6. School facilities are rented solely by the Board of Education. The Board of Education reserves itself the right to change the rules, regulations and rental charges at any time and to revoke, for cause, permission for use previously granted.
7. The school custodian is present as a representative of the Board for purposes of security, inspection and observation.
8. **No one is permitted in any building unless a custodian is on duty or an administrator is present.**
9. The Board of Education reserves itself the right to order police coverage from any given event and any costs are the responsibility of the sponsor.
10. The sponsor is responsible for the proper care and use of all school property. He shall be the first person admitted and the last person to leave, and shall be in attendance at all times during the occupancy of the building. It is the responsibility of the sponsor to see that the premises are vacated promptly as specified on the permit and that the premises are left in the same conditions as prior to the event.
11. The sponsor is responsible for maintaining proper order on the part of the participants.
12. The sponsor is responsible for supplying all doorkeepers, ticket-taker attendants, props, scenery and other stage apparatus except as specifically listed on the permit.
13. The sponsor assumes all liability for all claims resulting from accident, theft, or any cause, and must carry **separate liability insurance.**
14. The sponsor requesting the use of a school auditorium for such productions as plays, musicals, dance recitals, concerts, etc., should check with the Board office regarding the use of school equipment, services to be requested, only after approval of application should tickets of such performance be printed and distributed.
15. Only the dates, times and facilities listed in the permit are included. All rehearsals, decorations, special rooms, service or equipment must be included in your application. Approved application will include the charge, if any, to be billed to you for the use of school property.
16. Applications for the use of school buildings during the school week will not be granted if scenery interferes with the school day. It is suggested that Friday and Saturday nights or school vacations be considered for major productions. School facilities must be clear every school day.
17. There will be no fires on stage at any time.
18. No pianos are to be moved. Such a request is to be made with the application and will be at the expense of the sponsor.
19. Request for having piano tuned should be indicated on the application. (Tuning paid by sponsor.)
20. There must be no nailing to floors, walls or fixtures, no paint dropped on any part of the building, and the building and equipment must not be marked or defaced in any manner. Decorations are not to be attached to curtains in any form. (Use of pins, tape, stitching on curtains prohibited.)
21. No alterations are permitted to buildings or electrical system. Before scheduling a performance, the sponsor must determine that the production can be staged with existing equipment, without special switchboards or wiring. The location of school equipment and scenery on stage should be cleared in advance with stage manager.
22. All performances must conform to the state laws and the Millville Board of Education regulations.
23. Permission to sell or display anything must be requested in writing to the Millville Board of Education for approval.
24. **SMOKING IS PROHIBITED IN ALL BUILDINGS. State law ALSO PROHIBITS use or presence of ALCOHOL ON ALL BOARD OF EDUCATION PROPERTIES.** It is the responsibility of the sponsor to see that these regulations are strictly enforced.
25. If any of the rules and regulations now or hereafter established by the Board of Education are broken or property damaged through carelessness or neglect, the Board may decline to accept any further application for use.
26. The stage manager will be on duty at all times that the auditorium or little theater is in use. In accordance with the need of the event/production, stagehands will be utilized. The cost of the stage manager and stagehands will be borne by the sponsor.
27. The Millville Board of Education is responsible for providing the necessary policemen to properly patrol and protect school property. This includes corridors, rest rooms, locker rooms, gyms, auditoriums and outside areas. Policemen must be specifically assigned to patrol gyms to prohibit spectators and other unauthorized persons from being on the gym floor. The number of police will depend on the nature of the activity. The charge for the police is borne by the sponsor.
28. Cafeteria kitchens and cafeteria staffs are available for use only for school connected activities. Cafeteria kitchens are not available to outside groups.
29. Food and drinks are not permitted in any auditorium or gymnasium.
30. Damages, vandalism or excessive cleanup will result in additional billing costs to the sponsor.
31. **FAILURE TO COMPLY WITH THE RULES AND REGULATIONS SET FORTH ON THIS APPLICATION MAY MAKE AN ISSUED CONTRACT NULL AND VOID.**