

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT**  
**General Regulations for Use of Buildings and Grounds**

1. Approval: Request must be made to the Board Secretary well in advance of date requested since the Board of Education approval can only be granted at regular meetings (4<sup>th</sup> Thursday of each month). The Board Secretary will notify you of action taken accordingly, or you may telephone the day after the meeting. Evidence of liability insurance to cover the event must be presented to the Board Secretary before the Board will consider application. Must have the Lower Cape May Regional School District named as "Additional Insured".
2. Fees for school buildings and fields: Fees are required of any organization that plans activities which have the sole purpose of building up or benefiting the organization of their interest whether an admission fee is charged or not. The School Business Administrator/Board Secretary 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.

Applicant using school facilities may be required to furnish a \$100 deposit. This deposit will be refunded if the facility/field is put back into its original condition.

- A. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:
    1. All constituent municipalities.
    2. Staff members.
    3. School sponsored clubs and organizations.
  - B. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs. Class II users include the following organizations and individuals:
    1. Not for profit organizations.
  - C. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:
    1. For profit advancing the cause for a thorough and efficient education.
3. Fees for theatre: Once the application for theatre use is approved by the Board of Education, a rental agreement with all charges will be prepared based on the user's request.

4. Parking: The Supervisor of Buildings and Grounds (ext. 220) is to be contacted for this arrangement and he will attempt to address any concerns. A parking attendant(s) is suggested when large numbers of cars are expected at a cost of \$15. per night. Parking is permitted on macadam areas only.
5. Smoking: Smoking is prohibited in the gymnasium, theatre, lavatories, classrooms and library. **“SMOKING IS PROHIBITED ON SCHOOL GROUNDS”**.
6. Alcoholic Beverages: Alcoholic beverages in any form, are not to be brought to or served on the school premises, buildings or grounds.
7. Refreshments and Meals: Meals or refreshments are not to be served in the gymnasium, theatre, or classroom. The cafeteria may be rented for this purpose. Contact the Food Service Supervisor (ext. 305) for cafeteria arrangements.
8. School functions: A meeting/event of any school organization shall take precedence over any other meeting/event.
9. Closing Hour: Under no circumstances are facilities to be kept open later than midnight.
10. Control: Organizations are responsible to contain their groups within the confines of the areas rented. Failure to comply with any of the routine will cause the forfeit of future privileges. Prevailing supervision is expected and an applicable insurance coverage. Groups using the facilities (where a crowd can be expected) will assume the responsibility for the hourly rate of pay for two special officers to be on duty during their event. This arrangement shall be made directly with the Lower Township Police Department at least one week in advance.
11. Liability Insurance: Minimum insurance coverage required:

Commercial General Liability with a \$500,000 Combined Single Limit of Liability for Bodily Injury and Property Damage, including Blanket Contractual, Premises and Products Liability.

**Lower Cape May Regional School District must be named as “Additional Insured” and a copy of the Policy Endorsement that adds the district as an additional insured.**

**Certificate of Insurance must be provided with the Use of Facility application.**

12. A signed Statement of Compliance will be required hereby acknowledging that you have reviewed the school district policy/regulation for the management of concussions and other head injuries and you agree to fully comply with all requirements of that policy **(this is a mandatory requirement for all athletic organizations including youth sports team organizations)**.

13. Any work done by Lower Cape May Regional School District employees to prepare or break-down for the event, will be charged \$15. per hour per person.

Adopted:	November 17, 1977
Updated:	July 23, 1981
Updated:	March 24, 1983
Updated & Approved First Reading:	October 25, 1990
Approved Second Reading:	November 29, 1990
Updated:	August 23, 2012
Updated & Approved:	October 24, 2013
Updated:	January 7, 2015
Updated:	July 15, 2016