

DELANCO TOWNSHIP BOARD OF EDUCATION

REGULATION 7510R SCHOOL FACILITIES USE BY NON-SCHOOL INDIVIDUALS OR GROUPS

A. Method of Application

1. All facility use requests must be made via the prescribed form which can be acquired in the superintendent's office on weekdays from 8 AM until 4 PM. The superintendent's secretary will check the dates requested for possible conflicts and notify the organization of approval or disapproval.
2. Preference will be given to Delanco civic organizations and non-profit groups. However, there being no conflict, other groups will also be given consideration.

B. Compensation

1. Whenever indoor facilities are used, the presence of a custodian is required. Compensation will be required from groups to defray the school's costs. If any outdoor facility use requires the presence of a custodian, the fee schedule will also apply there.
2. Weekday usage, on days when school is in session, is \$25.00 per hour, with a two-hour minimum charge. The weekend rate is \$45.00 per hour, with any part of an hour being considered a full hour.
3. Failure to notify the superintendent of a cancellation 48 hours in advance will result in the regular charge being levied for the hours scheduled.
4. Payment for single events shall be made not later than the first business day following the date of use. Long-term users must settle their accounts at the end of each month of use. Payment must be made to the superintendent's secretary in cash or check, made payable to "Delanco Board of Education". Failure to keep the account current will result in denial of further use.
5. School groups and school related groups will be exempt from payment for facility use.
6. Delanco civic organizations will be exempt from the usage fees on days when schools are in regular session. On non-school days and weekends, the \$45.00 per hour charge will apply.

C. Conditions

1. All facility use must end by 10 PM.
2. The person responsible for a group must immediately report damage to school property to school personnel. Failure to do so will result in loss of privileges.
3. Each group's responsible person must oversee the behavior of the other members of the group and insure that they remain only in the areas specified for use.
4. It is the responsibility of the group leader to make certain that unauthorized persons do not enter the building or participate in the group's activities.
5. No smoking is permitted by those using school facilities.
6. Use of alcoholic beverages on school property is strictly forbidden.
7. Regular religious services will not be permitted in any school building.
8. It will be the user's responsibility to return all furniture and equipment to its original location after use. The facility used must be left in the same condition in which it was found.

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9. All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than \$500,000 per occurrence. The Delanco School District and the Delanco Board of Education must be named as an additional insured on this policy. A certificate of insurance showing proper coverage shall be presented to the district prior to the date of the facility use.

In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the Delanco School District, against any and all demands, claims, damages, fees, cost and liabilities of any kind (including but not limited to attorneys fees) to the fullest extent permitted by law.

10. Failure to comply with any of the above conditions will result in the loss of privilege of using school facilities.