

## OFFICE OF FACILITIES

Camden City School District ♦ 901 S. 8<sup>th</sup> Street ♦ Camden, NJ 08103-2510

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### ALL USER RULES AND REGULATIONS

- ♦ **School facilities are reserved first for school purposes and will have first priority.**  
*(Permits for other uses will be issued only when no interference with these will arise).*
- ♦ An application for the use of school facilities after 5 p.m. by persons or groups not officially connected with the schools must be filed with the Office of Facilities at least fifteen (15) days prior to the date of requested use. **(The application must also be approved by the principal of the school to be used.)**
- ♦ There is a two (2) hour minimum charge for the use of any Use of Facility.
- ♦ **All rental fees must be paid one week in advance of the Use of Facility.**
- ♦ Auditorium will only be rented for performances and large group meetings.
- ♦ Community use of built-in lighting and sound equipment in the school auditoriums requires **district approved personnel only** at an additional charge to operate the equipment. The school district will set the minimum number of technicians at a cost of \$50.00 an hour per technician.
- ♦ Any organization requesting to use a turf field/rubber track must be using the facility for an athletic event. Use for non-athletic events will not be approved.
- ♦ Community use of stadium lighting on football fields requires district approved personnel only at an additional charge to operate the equipment. Each light technician will cost an additional \$25 per hour.  
Requests for scoreboard and/or concession stand use will not be approved.
- ♦ Custodial and security rates are as follows:
  - \$40/hour per custodian
  - \$30/hour per security
- ♦ Organizations will be charged for one additional hour of security and custodial time, in addition to the hourly usage fees, in order to ensure appropriate set up and clean up.
- ♦ There will be an additional charge to any group requiring extra custodial personnel due to the size of the group. The charge will be based on the above fees.
- ♦ All users must vacate buildings by 10:00 pm Sunday through Thursday and by 11:00 pm Friday and Saturday.
- ♦ Any organization using district facilities must provide, at its own expense, public liability insurance for bodily injury and property damages. (Public Liability and owner's protective insurance shall be in an amount not less than \$1,000,000.00 for injury. The district assumes no risk and by the acceptance of the permit, the organization expressly releases the Camden City School District of and from any liability for damages, injury, or loss, to any person or property, from any cause whatsoever.)
- ♦ A District Staff Black Seal Licensed Boiler Operator **must** be present at all functions when the heat is being used.

### SPECIFIC REGULATIONS GOVERNING FACILITIES USE INCLUDING THE FOLLOWING:

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- ♦ **No facilities may be used unless the application is formally approved.**
- ♦ Permits do not allow the use of facilities' equipment, supplies apparatus or tools not specified in the permit.
- ♦ The District reserves the right to cancel any permit when in its opinion it is deemed necessary.
- ♦ If the holder of a permit wishes to cancel a reserved date, the Facilities Office should be notified at least (24) hours before the date of the meeting or performance. If no notice is given and the holder of the permit fails to appear within one hour after the meeting or performance is schedule to start, the holder of the

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permit must pay the regular charge for the extra services of each custodian employed and also the operating costs (if any) for the time the building is kept open.

- ♦ A permit is not transferable.
- ♦ Permit holders shall confer with the School Principal to obtain permission to bring materials to rented space. The Camden City School District assumes no liability for damage to properties of others.

### ALL USER RULES AND REGULATIONS

- ♦ Whenever materials, furnishings and rubbish are left after the use of school property, the applicant will be required to pay for the removal of same.
- ♦ No keys shall be issued to any organizations.
- ♦ No pianos, scenery or other apparatus is to be moved into the building unless special permission is granted by the District. No pianos will be moved by district personnel.
- ♦ It is understood that school auditoriums are not adapted to receive professional entertainment equipment and that special equipment of any kind will not be furnished by the district.
- ♦ The custodian will see that the building is closed promptly. No custodian shall have the right to open any school building outside of school hours for any person(s) unless they first have authority to open said building from the Camden City School District Facilities Office.
- ♦ The number of tickets sold must not exceed the seating capacity of the room for which the permit is granted.
- ♦ The District is not responsible for any injuries to applicants or guests while they are using the building.
- ♦ When using buildings, proper police protection when required must be supplied by the applicant.
- ♦ Any group using buildings must be financially responsible for any damages to property.
- ♦ There is to be no smoking and/or alcoholic beverages on school property.
- ♦ All summer programs are to end no later than August 15<sup>th</sup> of each year.
- ♦ The applicant must provide proof of non-profit and/or tax-exempt status.
- ♦ There will be **NO USE OF THE KITCHEN IN ANY BUILDING.**