

Lumberton Township Board of Education

To All Lumberton Township School Facilities Users:

The Board of Education's Governance Committee met and the following changes will be effective immediately.

The district has instituted a three-tiered process, as outlined below, for scheduling our facilities:

1. Lumberton Board, Staff, and PTA will remain the first priority for all building and field use. If a large school activity is scheduled in a building in the evening, all other activities will be cancelled. Users are responsible to check the Building Use Calendar on the District's website regularly as dates for these activities may change from time to time.
2. Lumberton Township based organizations and sports teams will have second priority and will be permitted to access and submit building reservations sometime in mid to late August (please check the website for access around this timeframe). The reservation process is on-line from the District's website. This on-line system requires the user to submit a reservation for each and every date that is required by the group. Groups are to schedule only those dates they actually require.
3. Other outside groups will have third priority and will be permitted to access and submit building reservations 7-10 days after the second tier reservations system is open (please check the website for access around this timeframe). Again, the reservation process is on-line, on our District's website. This on-line system requires the user(s) to submit a reservation for each and every date that is required by the group.

The Lumberton Township School District Building Use Website currently prompts the user to check that they have read and will comply with Policy and Regulation#7510 – Building Use. This Policy is currently posted on our website under the “Board Docs” software.

Every group ***must*** submit a copy of the declaration page of their insurance policy. This information must be submitted to the Facilities and Technology Clerical Assistant's Office within seven (7) calendar days of the first building use request. Please review Policy & Regulation #7510 to ensure your insurance policy provides adequate coverage. Failure to comply with this provision or the deadline will result in deletion of your pending activity(ies) from the Building Use Calendar.

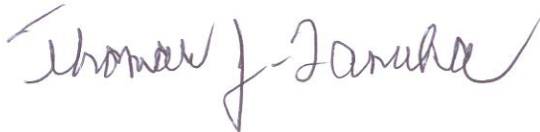
All facility users are responsible to check the website for school closings prior to your scheduled event taking place. Any notice of school closings for inclement weather or other emergencies

will be posted on the Lumberton Township School District's website at www.lumberton.k12.nj.us.

Groups using our facilities will be responsible for checking the website for changes and/or closings and communication all pertinent information to the participants of their programs. Due to the volume of facilities' users, school personnel **will not** be responsible for communicating change of such events via telephone call.

As a district, we want to continue to provide opportunities for the community-at-large to use our facilities while still maintaining our primary commitment to our students and their educational programs. We are hopeful that these changes will allow fair and appropriate use for everyone. Thank you.

Sincerely

A handwritten signature in dark ink, reading "Thomas J. Fanuka". The signature is written in a cursive style with a large, sweeping flourish at the end.

Thomas J. Fanuka, R.S.B.A.
School Business Administrator/Board Secretary
Lumberton Township Board of Education