

## **Lumberton Township Board of Education**

### **RULES AND REGULATIONS GOVERNING USE OF SCHOOL FACILITIES**

1. Application to be completed for all use of Building and Facilities regardless if donated or a rental fee is charged, (i.e. Business, for-profit making organizations, versus community, or school group).
2. Application for use of school facilities shall be submitted via the website. The user must submit to the Facilities & Technology Clerical Assistant, at least 7 business days prior to the event, along with the completed Hold Harmless Agreement, Certificate of Insurance, and this form signed as knowledge and acceptance of Building and Facilities Use Rules.
3. No beverages or food shall be served unless specifically requested on the application. No alcoholic beverages or consumption thereof are permitted on school property at any time. Beverages or food may not be sold or consumed in the FJL Performing Arts Center or Gymnasium any time.
4. Smoking is forbidden on school property. The applicant shall be responsible for the enforcement of this rule and shall be subject to penalty provided for violation of State or Municipal Ordinances.
5. All decorations shall conform to school fire regulation and must be removed completely before the next day.
6. All applicants will arrange for and be financially responsible for police protection and any other protection services the Board of Education may deem necessary.
7. Scenery, properties and/or equipment to be used by organization must be delivered after 6:30 pm on the day of use, and removed that day/evening. In the event that the materials are not removed, the Board of Education reserves the rights to have it removed at the expense of the organization.
8. Board owned equipment such as pianos, amplifiers (system), lights and sound board, will not be moved from the present place of operation. Installations of extra power lines or lighting wire are forbidden.
9. School equipment must be operated by school personnel only.

10. No one will be permitted access to the buildings unless an employee of the Board of Education present.
11. Events involving children under the age of eighteen (18) will require an adult supervision to be present, **one (1) adult to every twenty (20) children.**
12. Groups that have submitted necessary reservations and insurance information may request use of the facilities from 6:30 pm to 9:00 pm. These times will be strictly adhered to by the group's Coaches or Requestors. School Personnel should not be responsible for policing attendees to exit on time. The rules does not extend to Lumberton School events, or events sponsored by the Lumberton PTA. The Board may grant exceptions for Lumberton Youth Association events. **Keeping to the allotted times is the group's responsibility and will be strictly enforced.**
- 13. Propping of external doors or posting children in charge of accessing participants is forbidden.**
14. No classroom, staff, or student property shall be disturbed or destroyed. This is to include gymnasium equipment and stage area at the Florence L. Walther School.
15. Applicable gates will be put in place to assist with crowd containment. Children (participants or siblings) are not permitted to run the halls or go into unauthorized areas. Unauthorized are pertains to any area your group does not have permission to use.
16. Only rubber-soled shoes are permitted on the gymnasium floors.
17. A cafeteria employee must be on duty when the kitchen facility is used.
18. All fees for rental and maintenance services shall be paid to the Lumberton Township Board of Education. Checks are to be drawn to the order of Lumberton Township Board of Education. The schedule of fees is included as follows:

<b><u>School Facility</u></b>	<b><u>Location</u></b>	<b><u>Rental Fee</u></b>	<b><u>Rehearsal Fee</u></b>
FJL Performing Arts Center	LMS/BRS	\$400/6 hr. session	\$150/4 hr. session
FLJ PAC Related Areas	LMS/BRS	\$70/6 hr. session	\$50/4 hr. session
Classroom/Music Rooms	LMS/BRS	\$60/6 hr. session	\$50/4 hr. session
<b><u>Multiple FJL PAC Center Sessions</u></b>			
2 Consecutive Sessions	LMS/BRS	\$600/2–6 hr. session	
3 Consecutive Sessions	LMS/BRS	\$750/2–6 hr. session	
4 or more Consecutive Sessions	LMS/BRS	\$300/session	
<b><u>Gymnasium</u></b>			
LMS Full Gym	LMS	\$200/4 hr. session	
Ashbrook Full Gym	AES	\$200/4 hr. session	
Bobby’s Run Full Gym	BRS	\$200/4 hr. session	
Walther School Full Gym	FLW	\$200/4 hr. session	
<b><u>½ Gymnasium Sessions</u></b>			
Ashbrook Full Gym	AES	\$100/4 hr. session	
Bobby’s Run Full Gym	BRS	\$100/4 hr. session	
<b><u>Multiple Sessions for Full Gymnasiums Only</u></b>			
2 Consecutive Sessions	LMS/BRS	\$350	
3 Consecutive Sessions	LMS/BRS	\$550	
4 or more Consecutive Sessions	LMS/BRS	\$150/session	

### Personnel Service Fees

**The above rental fees are for the use of the School Facilities Only.** They do **not** include personnel services. No facility is permitted to be used with a district employee present. In many cases, more than one (1) person may be required. The Board of Education will estimate these personnel costs for you. However, **you will be billed for the actual costs, not the estimated costs.** In most cases, these charges will reflect a premium overtime rate. If your activity is a dinner or other type of activity for which you will charge some type of fee, these personnel costs should be included in your computation of any fee charged.

19. A fee will be charged for service by school district staff needed for supervision at double their hourly rate of pay.
20. The Board of Education reserves the right to change any and all charges.
21. The Board of Education reserves the right to waive any and all charges.
22. **Any addition to the calendar that is school/PTA related will take priority over an outside group's scheduled event.** As an approved facility user, it is your responsibility to check the building use calendar for the status of your event over the life of your request (i.e. weekly, bi-weekly, monthly, etc.).
23. The Board of Education reserves the right to change and/or deny the use of its facilities when it is in the best interest of the school district.
24. Violations of the rules and regulations will result in a one-time warning. A second offense will result in the termination of your privileges to use the school facilities.

I acknowledge and agree to abide by the Rules and Regulations governing the use of the School Facilities.

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Name and Title

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Organization

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Date

Definition of Types of User:

1. Type I – An organization whose sole purpose is to advance or benefit its own interest or organization, whether an admission fee is charged or not.
2. Type II – A non-profit, non-commercial organization whose basic purpose is to benefit the community, from outside the immediate area, shall be charged one-half (1/2) of the rates specified for Type I users.
3. Type III – A Lumberton Township non-profit, non-commercial organization whose sole purpose is to advance or benefit the interest of the Lumberton Township School District and/or the community, whether an admission is charged or not, shall not be charged a basic usage fee.