



WESTAMPTON TOWNSHIP PUBLIC SCHOOLS

♦700 RANCOCAS ROAD ♦WESTAMPTON, NEW JERSEY 08060 ♦PHONE (609) 267-2053 ♦FAX (609) 267-2760♦

PROCEDURE FOR: APPLICATION FOR USE OF BUILDINGS, GROUNDS AND FACILITIES

Your application for the use of school district facilities will be reviewed for approval by the Westampton Township Board of Education at the next, scheduled, public meeting upon signed completion of the necessary Facility Use and/or Classroom /Library Media Center Use Agreement forms to the school requested.

The application procedure is as follows: A completed application is submitted to the respective school secretary who will check the calendar for availability. Next, the building principal will review and sign the form. The form is then reviewed by the Superintendent of Schools for recommended Board of Education Approval. Board of Education meeting dates can be found on our district website at www.westamptonschools.org . When the pink form is signed by the Board of Education Office and returned to you for your records, it signifies both contractual agreement and Board of Education Approval.

By submitting the Application for Use of Facility form you are agreeing to the following requirements as well as the attached Board of Education Policy and Regulation #7510 with respect to Use of School Facilities and Board of Education Policy and Regulation #2431.4 with respect to Prevention and Treatment of Sports Related Head Injuries and Concussions.

BOARD OF EDUCATION POLICY REQUIREMENTS

Approval is contingent upon the receipt of a Certificate of Insurance providing liability limits of at least \$1,000,000.00 for bodily injury and property damage indicating the existence of contractual liability. The Westampton Township Public Schools Board of Education must be named on said certificate as additional insured.

In addition you must submit satisfactory evidence that your insurance coverage includes the indemnification agreement set forth in the Board Policy:

Each user shall present evidence of the purchase of organizational liability insurance to the \$1,000,000.00 limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration

The school district shall provide a copy of Policy and Regulation #2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization.

FIRE PREVENTION REQUIREMENTS

The Westampton Township Public Schools must comply with the Uniform Fire Code, 5:70-2.7, “permits shall be required and obtained from the local enforcing agency.” If your application for Use of School Facilities is approved pending a Fire Permit, you must contact the Westampton Twp. Bureau of Fire Prevention at 609-267-2041, ext. 315 or by email at: firemarshal@westamptonfire.org to obtain a Permit Application.



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APPLICATION FOR USE OF BUILDINGS, GROUNDS AND FACILITIES

Date of Application _____

1. Name of Organization _____

2. Sponsor (Person responsible for making all necessary arrangements and person who will sign this application). Telephone Number _____

3. Group Contact Person _____

Address City, State, Zip Code) _____

Telephone Number _____ Fax Number _____

3. School Requested (Circle One): Holly Hills Elementary Westampton Middle
All Purpose Room/Cafeteria Gymnasium Classroom(s)*
Kitchen Library/Media Center* Athletic Fields *Release Form REQUIRED

4. Purpose for which facilities are requested _____

5. Date(s) of Use (Include all rehearsals and set-up times, if any)

Table with 3 columns: Day of Week/Date(s), Number of People Attending, Time (From To)

IF THE GROUP CONTACT PERSON WILL NOT BE ON SITE FOR EACH DATE/TIME LISTED, FORM A MUST BE COMPLETED

6. School equipment requested (Please indicate number needed)

Folding chairs Tables Microphones Projector Other

7. Fee/Admission to be charged Disposition of Proceeds

This is an application only. Please complete and return the signed original to the school office. A Pink copy of this form will be issued following Board approval. No reservation is confirmed nor application valid until the organization/individual has received this contract copy, signed by the Westampton School District Board of Education Office.

I have read the rules and regulations of the Westampton Township School District and hereby agree to abide by and enforce them. I further agree to indemnify and save the Westampton Township School District harmless from any and all losses and expenses arising out of personal injury, including death or damage to property and including legal fees arising out of the above activity. Westampton Township Public School District shall be provided with a Certificate of Insurance naming it as additional insured on our General Liability Policy and coverage will respond on a primary basis.

Signature of Sponsor Date

SCHOOL OFFICE USE ONLY

Calendar Checked by: Date

(School Administrative Assistant)

Approved by: Date Estimated Custodial Hours Required:

(School Administrator: Principal)

CENTRAL OFFICE USE ONLY

Personnel Required:

Police Required: Fire Permit Required: Health Dept. Permit Required: Insurance Certificate Filed:

Approved by: Date:

(Central Office Administrator: Superintendent)

Board of Education Approval Date:



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***RELEASE FORM
CLASSROOM and LIBRARY/MEDIA CENTER USE AGREEMENT**

***(*Attach this signed form to the APPLICATION FOR USE OF BUILDINGS,
GROUNDS AND FACILITIES when use of a Classroom or Media center is requested.)***

The Westampton Township Public School district has a ban on the use of permanent markers in its buildings due to the damage they cause to white and smart boards.

The Westampton Township Public School district has a ban on the use of spray paint or permanent paint due to the damage it causes to classroom and/or library/media center furniture, flooring, and walls.

_____ (Name of Organization)
does hereby agree to comply with the District's ban by agreeing not to use or bring any permanent markers, paint or spray paint of any kind in to any classroom or any library/media center in the Westampton Township Public School District.

We agree that our organization will be held financially responsible damage to white boards, smart boards or any classroom surface or library/media center surface being used by our organization.

Name of Organization: _____

Person Preparing this Form: _____ Date: _____

SCHOOL OFFICE USE ONLY

Approved by: _____ Date: _____
(School Administrator: Principal)



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****FORM A****

ON-SITE ACTIVITY LEADER

A member of the group must be designated as the On-Site Activity Leader for every Date of Use noted on the application. This On-Site Activity Leader must be present for the length of the activity as a contact person for district personnel in the event of an incident.

Organization: _____

Date of Building Use	Time of Use	On-Site Activity Leader	Phone Number

SCHOOL OFFICE USE ONLY

Approved by: _____ Date: _____
(School Administrator: Principal)

Forwarded to Facilities Manager on (Date) : _____
