



# Weymouth Township School District

1202 Eleventh Avenue - Dorothy, NJ 08317

P: (609) 476-2412 F: (609) 476-3966

Weymouthtownshipschool.org



## APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Area(s) Requested:

- All-Purpose Room   
 Kitchen   
 Classroom   
 Library   
 Other

Complete description of activity: \_\_\_\_\_

Equipment or supplies needed: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Alternative Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Names of Individuals Responsible for Supervision: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

### **\$100 refundable cash or money order deposit required:**

- \$100 Deposit Included   
 Already On File   
 Will Send Later

### **Certificate of Insurance attached that includes the following coverage:**

- General Liability - \$1,000,000 Each Occurrence / \$2,000,000 Aggregate / \$100,000 Property Damage
- Accident insurance coverage for all participants
- Weymouth Township Board of Education named as an additional insured

- Yes   
 Already On File   
 Will Send Later

**Signed Rules and Regulations attached:**  Yes  No

It is hereby understood and agreed that if this application is granted, the undersigned shall neither do, nor permit, anything to be done in or about the premises which shall or might subject the Board of Education to liability for injury to person or property, and the undersigned shall indemnify and save harmless the Board of Education from and against any and all liability, penalties, damage, expenses, or judgments arising from injury to persons or property growing out of the use or occupancy of the desired premises or grounds by said applicant.

The applicant has read and does agree to comply with all of the terms listed above.

Date request submitted \_\_\_\_\_ Signature/Title: \_\_\_\_\_

Al Lewis  
Superintendent/Principal  
[alewis@weymouthtsd.org](mailto:alewis@weymouthtsd.org)

Dr. Michele D. Roemer, Ed.D  
Business Administrator/Bd. Sec.  
[mroemer@weymouthtsd.org](mailto:mroemer@weymouthtsd.org)

Helene Fullmer  
Instructional Supervisor  
[fullmer@weymouthtsd.org](mailto:fullmer@weymouthtsd.org)

Maria Palmieri  
Special Ed. Supervisor & LDTC  
[mpalmieri@weymouthtsd.org](mailto:mpalmieri@weymouthtsd.org)



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### For Office Use Only:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Approved by School Business Administrator:     Yes     No    Date: \_\_\_\_\_

Approved by Chief School Administrator:     Yes     No    Date: \_\_\_\_\_

Approved by Board of Education:     Yes     No    Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Rooms Assigned: \_\_\_\_\_

Refundable Deposit Received?

Yes     No

Certificate of Insurance Received?

Yes     No

Signed Rules and Regulations Received?

Yes     No

Note: Refundable deposit and certificate of insurance must be received by the Business Office at least one week prior to the use of the facilities.

**Copies to: Applicant, Superintendent, Business Administrator, Facilities Manager**

Al Lewis  
Superintendent/Principal  
[alewis@weymouthtsd.org](mailto:alewis@weymouthtsd.org)

Dr. Michele D. Roemer, Ed.D  
Business Administrator/Bd. Sec.  
[mroemer@weymouthtsd.org](mailto:mroemer@weymouthtsd.org)

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Instructional Supervisor  
[fullmer@weymouthtsd.org](mailto:fullmer@weymouthtsd.org)

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## RULES AND REGULATIONS

1. Application for use of school facilities must be made in writing by a responsible citizen or by an officer of an organization recognized by the Board of Education. Application forms are available in the main office. The majority of any group using the school facilities must be residents of Weymouth Township. Applications should be sent to the Weymouth Township Board of Education at least one month prior to the expected date of use.
2. School buildings, grounds, and/or equipment may be used only for those purposes set forth in the rules and regulations of the Board of Education.
3. A permit granting the use of facilities will be sent to the individual that completes the application. The Board of Education reserves the right to revoke permits if circumstances warrant.
4. The use of school facilities shall be prioritized as follows:
  - a. School activities
  - b. Organized activities for students residing in Weymouth Township
  - c. Other school-related activities, such as the HSA or Education Foundation
  - d. Community and employee groups
  - e. Other
5. A certificate of insurance which reflects General Liability Limits as follows: \$1,000,000 each occurrence; \$2,000,000 general aggregate; \$100,000 Property Damage with the Board of Education named as the additional insured must be given to the Board Secretary at least one week prior to the use of facilities. A certificate of accident insurance coverage for all participants is also required.
6. School facilities may be used by non-school organizations for meetings, athletics, and instructional purposes. Each group must have a leader or instructor in charge that is at least twenty-one years of age. Groups require at least one adult for every fifteen participants.
7. The Board of Education will not permit the use of facilities if the purpose or result of such is personal gain to any individual(s) or is political in nature.
8. All groups are expected to furnish their own supplies and materials. Special approval must be received for using school equipment. The piano will not be moved unless special permission is granted. The Board of Education assumes no liability for supplies or equipment brought onto school property.
9. Gambling or games of chance are not permitted on school grounds.
10. No flags other than the national or state colors will be displayed at any time on the buildings or grounds nor within the building, except with written permission of the Board of Education.
11. Smoking or alcoholic beverages are prohibited on school grounds.
12. Unless otherwise prearranged, groups are expected to vacate the building by 9:00 p.m.
13. If, for any reason, it is not possible for a group to meet on the date for which the building has been reserved, notice shall be given to the Board Secretary at least forty-eight (48) hours in advance.
14. No materials, furnishings, or trash shall be left in the building or on school grounds. If such items are left, they will be removed at the expense of the individual or organization. Under no circumstances will the time for removal be extended for the convenience of the individual or organization.
15. A Board of Education employee must be present during the use of facilities. This employee represents the Board of Education to see that all rules and regulations are followed.
16. If overtime pay of a Board of Education employee becomes necessary to meet a Use of Facilities Request, the Board of Education reserves the right to charge it to the organization utilizing the facility.
17. Payment for any charges for the use of facilities must be made to the Board Secretary upon receipt of the bill. Under no circumstances is the payment to be made to district personnel on duty at the time of the function.
18. The individual(s) that sign the application will be held responsible for any breakage or damages to the school facilities.
19. If the group owes the Board of Education money for any outstanding items from prior events, the group is prohibited from using the facilities again until the outstanding obligations are paid.

**THE REFUNDABLE DEPOSIT WILL BE RETURNED TO THE ORGANIZATION ONCE THE POST-ACTIVITY WALKTHROUGH HAS BEEN COMPLETED AND SIGNED BY THE GROUP LEADER AND CUSTODIAN ON DUTY AND APPROVED BY THE BUSINESS ADMINISTRATOR. IF THERE ARE ANY DAMAGES NOTED AS A RESULT OF THE ACTIVITY, THE BUSINESS ADMINISTRATOR WILL CONTACT THE GROUP LEADER TO DISCUSS.**

I /WE AGREE TO ABIDE BY THE ABOVE RULES AND REGULATIONS FOR USE OF FACILITIES OF THE WEYMOUTH TOWNSHIP BOARD OF EDUCATION.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Al Lewis  
Superintendent/Principal  
[alewis@weymouthtsd.org](mailto:alewis@weymouthtsd.org)

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## POST-ACTIVITY FACILITIES WALKTHROUGH

The individual in charge of the group is responsible for meeting with the custodian on duty after the event to complete a post-activity walkthrough of the facilities to note any outstanding items, such as trash not being disposed, the organization's equipment not being removed, damages to school equipment or facilities, etc.

*The group's security deposit will not be returned unless this form has been completed in full.*

Name of Organization: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Area(s) Used: \_\_\_\_\_

\_\_\_\_\_

### Group Leader

I have inspected the facilities used by our organization and found the following items:

None

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Group Leader**

\_\_\_\_\_  
**Name of Group Leader (PRINT)**

\_\_\_\_\_  
**Date**

### Custodian On-Duty

I have inspected the facilities used by our organization and found the following items:

None

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Custodian on-duty**

\_\_\_\_\_  
**Name of Custodian on-duty (PRINT)**

\_\_\_\_\_  
**Date**

### Business Administrator Approval to Return Deposit

Deposit Amount \$ \_\_\_\_\_

Return Deposit?  Yes  No  Partial \$ \_\_\_\_\_

\_\_\_\_\_  
**Signature of Business Administrator**

\_\_\_\_\_  
**Date**