

Eastern Camden County Regional School District USE OF FACILITIES FORM

<input type="checkbox"/> Charge <input type="checkbox"/> No Charge

1. Name and address of organization:

2. Check type of Group

Group 1	Sending school districts of Berlin Borough, Gibbsboro and Voorhees Township and their municipal bodies. Other school related and governmental agencies as determined on a case by case basis.
Group 2	Civic community based organizations, community based recreational groups, community based non-profit organizations are those organizations based in Berlin Borough, Gibbsboro and Voorhees Township. All groups who wish to qualify under this category must have a roster of members, sixty percent of whom must be residents of the school district. Copies of rosters must be submitted.
Group 3	Non-community based organizations, recreational groups, and non-profit organizations are those groups that cannot establish a direct link with Berlin Borough, Gibbsboro, and Voorhees Township. The presence of one or more local residents with a group or organization does not qualify the group. All other agencies or for profits groups within or outside the district shall be included in this category.
Group 4	Eastern High School Coaches application for the purpose of providing a camp for community members, and other camps benefiting Eastern Regional School students, at the discretion of the Superintendent of Schools.

3. Type of Activity: _____

4. Dates and time of use requested (if more than one date and time please attach a complete list to this form):

Date: ____/____/____ Time In: _____ Time Out: _____

5. Please check of the specific districts areas requested:

Indoor Facilities

	SHS Gym 1
	SHS Gym 2
	SHS Gym 3
	IHS Gym 4
	SHS Cafeteria
	SHS Kitchen
	IHS Cafeteria
	IHS Kitchen
	IHS Foyer
	Classroom
	Recital Hall
	Media Center

Outdoor Facilities

	McAleer Stadium/Track
	Soccer/Lacrosse Complex
	Hartmann Field (Baseball)
	Softball Field - Varsity/ Soccer Field
	Softball Field - Junior Varsity/Soccer Field
	JV Baseball Field
	Tennis Courts
	Frosh Field Hockey/Lacrosse Field (Grass)
	Practice Football Field
	Front Parking Lot
	Back Parking Lot
	Concession Stand

Other Facilities: _____

6. List equipment needed: _____

7. Will you be serving or selling food and/or non-alcoholic beverages? yes no

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USE OF FACILITIES WORKSHEET

Security Deposit \$500.00 Received at Application or Total amount if Total Charge is Less than \$500.00	
Certificate of Liability Insurance Received	
Letter from Police and/or Ambulance Received	
Roster Supplied for Group 2 Requests	

Facility Charge(s):

For Group 2

Group 2 will be charges for expenses incurred by the Eastern Regional School District during the use, including but not limited to lighting and custodial costs.

For Group 3 (use is defined as 4 hour period of time):

McAlier Stadium	\$2,500.00	x	Number of Days		\$
Soccer/Lacrosse Complex	\$2,500.00	x	Number of Days		\$
Hartmann Field	\$2,500.00	x	Number of Days		\$
Grass Fields	\$1,500.00	x	Number of Days		\$
SHS Gym 1	\$1,800.00	x	Number of Days		\$
IHS Gym 4	\$1,800.00	x	Number of Days		\$
SHS Gym 2	\$1,500.00	x	Number of Days		\$
SHS Gym 3	\$1,500.00	x	Number of Days		\$
Cafeteria/ Recital Hall/Media Center	\$150.00	x	Number of Days		\$
Classroom	\$50.00	x	Number of Days		\$
Concession Stand	\$50.00	x	Number of Days		\$
Parking Lot	\$50.00	x	Number of Days		\$
Locker Rooms	\$50.00	x	Number of Days		\$

For Group 4

\$15.00 per participant per camp or per season (fall, winter, spring, summer).

Facility Subtotal \$ _____

Personnel Charges:

For Group 1, 2, 3 and 4:

#	Supervisor(s)	\$46.00		_____ # Hours		\$
#	Police	Prevailing Rate		_____ # Hours		\$
#	Ambulance	Prevailing Rate		_____ # Hours		\$
#	Custodians	\$40.00		_____ # Hours		\$
#	Kitchen Personnel	\$20.00/\$40.00		_____ # Hours		\$
#	Additional	\$15.00/\$30.00		_____ # Hours		\$

Personnel Subtotal \$ _____

Estimate provided to group requesting use.....\$ _____

Deposit Received in the amount of \$ _____ Date _____

Note: Employees paid by the Board of Education for work performed at this function are prohibited from accepting gifts and/or gratuities of any kind.

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USE OF FACILITIES FORM

RECEIPT OF BOARD OF EDUCATION POLICY 7510: USE OF SCHOOL FACILITIES

My Signature affirms that I have read and reviewed Eastern Camden County Regional Board of Education Policy 7510: Use of School Facilities and Policy 2431.4 Prevention and Treatment of Sports-Related Concussions and Injuries and that I accept all provisions.

Organization

Print Name

Signature

Date

Street Address

City, State, Zip Code

Phone Number

E-mail Address

**PLEASE RETURN THESE FORMS AND ALL SUPPORTING DOCUMENTATION TO THE
ATHLETIC OFFICE WITHIN 90 DAYS OF THE EVENT OR REQUESTED USAGE**

Superintendent of Schools

Date

Business Administrator/Board Secretary

Date