

**Mainland Regional High School  
Linwood, New Jersey**

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Date: \_\_\_\_\_ Date Approved by Board: \_\_\_\_\_

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

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

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

Time Requested: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Specific Purpose of Use: \_\_\_\_\_

Name of Person Responsible on Behalf of Applicant: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Admission/Charge for Attendees: \_\_\_\_\_

I certify that the information provided in this Application is correct and that I will advise MRHS of any changes. I have read the Rules and Regulations pertaining to the use of school facilities and agree to be responsible to ensure that said rules and regulations are observed.

Signature of Person in Charge: \_\_\_\_\_

**Facilities Requested**

- |  |   |
|--|---|
| <input type="checkbox"/> Auditorium  | <input type="checkbox"/> Cafeteria            |
| <input type="checkbox"/> Band Room   | <input type="checkbox"/> Kitchen              |
| <input type="checkbox"/> Classroom(s) # _____  |   |
| <input type="checkbox"/> Library   | <input type="checkbox"/> Lobby                |
| <input type="checkbox"/> Faculty Dining Room   | <input type="checkbox"/> Vocal Music Room     |
| <input type="checkbox"/> Aquatic Center  | <input type="checkbox"/> Weight Training Room |
| <input type="checkbox"/> Fields:   |   |
| <input type="checkbox"/> Baseball <input type="checkbox"/> Football                              |   |
| <input type="checkbox"/> Soccer <input type="checkbox"/> Softball <input type="checkbox"/> Track |   |
| <input type="checkbox"/> Gymnasium(s):   |   |
| <input type="checkbox"/> East (bleachers both sides)   |   |
| <input type="checkbox"/> West (open floor space)   |   |

**Equipment Requested**

- |  |
|--|
| <input type="checkbox"/> Sound System                |
| <input type="checkbox"/> Chairs # _____              |
| <input type="checkbox"/> Tables # _____              |
| <input type="checkbox"/> Extension Cord(s) # _____   |
| <input type="checkbox"/> Lectern(s) # _____          |
| <input type="checkbox"/> Microphone(s) # _____       |
| <input type="checkbox"/> Projector(s) # _____        |
| <input type="checkbox"/> Follow Spotlight(s) # _____ |
| <input type="checkbox"/> Risers: # & Type _____      |
| <input type="checkbox"/> Piano                       |
| <input type="checkbox"/> Dance Floor                 |

Other Facilities/Equipment not listed: \_\_\_\_\_

- Facilities Usage Recommended   
Not Recommended   
Unavailable

Usage Reserved on School Calendar

Director of Facilities: \_\_\_\_\_ Date: \_\_\_\_\_

- Usage Approved   
Not Approved

Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

- cc:  Principal    Technical Stage Crew Director  
 Athletic Director    Food Service Director    Aquatic Director

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

1. Three (3) documents constitute an official Application for Use of School Facilities:
  - (a) The attached application form
  - (b) The attached Agreement properly executed
  - (c) A certificate indicating that the MRHS Board of Education (“MRHSBOE”) is covered by the user’s liability insurance in connection with this use of Facility. Coverage requirements are as follows:  
Commercial General Liability with a \$500,000 Combined Single Limit of Liability for Bodily Injury and Property Damage, including Blanket Contractual, Premises and Products Liability.  
Mainland Board of Education must be named as additional insured.
2. Approval of the Applicant’s request to use MRHSBOE equipment and Facility is not deemed granted until the Application is approved by the MRHSBOE and a letter of approval is issued to the applicant.
3. A check in the proper amount shall be delivered to the MRHSBOE upon receipt of approval for use of the facilities at least ten (10) days prior to the date of use.
4. No smoking on any portion of the grounds, parking facilities and building(s) of MRHS (collectively referred to as “Facility”).
5. No alcoholic liquors or beverages will be brought to or consumed on the Facility.
6. Putting up decorations or scenery, or moving pianos or other furniture is not permitted unless special permission is granted.
7. Nothing shall be sold, given, exhibited or displayed unless disclosed in the Application.
8. The MRHSBOE and its representatives shall have access to all areas of the Facility at all times.
9. The Facility and equipment shall be left in a clean and orderly condition.
10. The Applicant is responsible for the observance of all ordinances and rules of the police and fire departments and for the preservation of order, including both participants and spectators.
11. Violations of any of the above conditions may be cause for depriving the Applicant of the immediate or further use of the Facility.
12. The Applicant agrees to promptly reimburse the MRHSBOE or its designees for any loss or damage occurring to the Facility and/or equipment used by Applicant and/or related to its use.
13. Applications will not be approved more than six (6) months in advance of use except at the discretion of the MRHSBOE.
14. Any Applicant with outstanding fees will not be permitted to use the Facility or equipment.  
A Site Manager will be assigned for all Auditorium use. The Crew will be assigned as needed. A Site Manager may be assigned for other uses of the Facility.
15. Applicant shall comply with instructions of the MRHSBOE designees including the Site Manager, janitorial and custodial staff, security officers, etc., while using the Facility.
16. Applicant shall maintain the security of the Facility and, related thereto, shall not prop open doors, access other portions of the Facility and/or borrow equipment not provided to Applicant.
17. Applicant acknowledges that unless specifically granted herein, other portions of the Facility may be in use during the time frame of the Applicant’s event. Applicant, its participants and spectators shall take no action to disrupt other users of the Facility.

Refer to Facilities Usage Fee Schedule attached to this application

**USE OF SCHOOL FACILITIES AGREEMENT**

Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2015  
between the Board of Education of the Mainland Regional High School District of Atlantic County, Linwood, New Jersey  
MRHSBOE ("MRHSBOE"), and \_\_\_\_\_  
of the City of \_\_\_\_\_ County of \_\_\_\_\_ and State of \_\_\_\_\_, ("Applicant")

WHEREAS, the Applicant has made application to and been granted the privilege by the MRHSBOE to use the following portions  
of its Facility described as and situated in the Mainland Regional High School, Oak Avenue, Linwood, New Jersey along with that  
certain equipment, upon the terms and conditions hereinafter set forth. \_\_\_\_\_

THIS AGREEMENT therefore witnessed that the MRHSBOE, for and in consideration of the payment to it by the Applicant of  
the sum of \$ \_\_\_\_\_ DOES HEREBY GRANT UNTO THE APPLICANT  
the privilege of using the portion(s) of the Facility above described, for the hours from \_\_\_\_\_ to \_\_\_\_\_  
on the following dates: \_\_\_\_\_

It is further agreed and understood that the use of the Facility by the Applicant shall be subject to all of the rules and regulations of  
the MRHSBOE governing the same, a copy of which is attached hereto and made a part hereof, and the violation of which shall  
cause the MRHSBOE to cancel the use herein permitted at once without notice of the breach, to the Applicant and the Applicant  
shall thereupon vacate the said premises.

The Applicant shall indemnify and hold harmless MRHSBOE, and their agents and employees, from and against all claims, damages,  
losses, and expenses, including reasonable attorney's fees in arising for personal or bodily injury, illness or death, or for property  
damage, including loss of use, which is) caused in whole or in part by Applicant's negligent acts or omission or that of a  
subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable. This  
indemnification and agreement shall apply in all instances whether MRHSBOE is made a party to the action or claim or is  
subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part,  
from any of the issues emanating from the original cause of action or claim. If Applicant requires its participants to execute a waiver  
for participation, such waiver shall specifically include MRHSBOE.

It is further agreed that the said Applicant shall provide a certificate to accompany this Agreement showing liability insurance  
covering the MRHSBOE (Mainland Regional High School District named as Additional Insured) from any and all liability, damage,  
or claims which might arise from said use during the time in which said Applicant shall have use of said facilities. Insurance  
coverage shall be provided as follows: Commercial General Liability with a \$1,000,000.00 Combined Single Limit of Liability for  
Bodily Injury and Property Damage, including Blanket Contractual, Premises and Products Liability.

Said Applicant does also hereby agree not to make any changes or alterations or additions to the Facility which are in any way  
connected to the same or which tend to mar the Facility or equipment of the MRHSBOE, without the written consent of the  
MRHSBOE.

It is further agreed between the parties hereto that the privilege granted herein shall be constructed as a mere license and revocable  
at the will of the MRHSBOE.

IN WITNESS WHEREOF the parties hereto have caused these presents to be sealed and executed, the day and year first aforesaid.

Witnessed: \_\_\_\_\_  
Signature of Applicant

The Board of Education of the Mainland Regional High School District  
of Atlantic County, in the County of Atlantic and State of New Jersey

ATTEST:

By \_\_\_\_\_  
Board Secretary

**FEE SCHEDULE FOR USE OF SCHOOL FACILITIES**

<b>Area</b>	<b>Per Day</b>	<b>Per Four Hours</b>	<b>Hourly Fees</b>	<b>Overtime</b>	<b>Public for Profit/Non Profit</b>
GYM	\$300.00	\$150.00			Public for Profit
	\$150.00	\$75.00			Non Profit
Field Use	\$100.00	\$50.00			Public for Profit
	\$50.00	\$25.00			Non Profit
Auditorium	\$500.00	\$250.00			Plus site manager & custodial coverage (Up to four microphones included)
<i>Each Additional Day</i>	<i>\$150.00</i>				<i>Plus site manager &amp; custodial coverage</i>
Classroom	\$50.00				Public for Profit
Cafeteria	\$500.00	\$250.00			Public for Profit
Aquatic Center	\$600.00	\$300.00			Public for Profit
	\$300.00	\$150.00			Non Profit
Custodial Coverage			\$45.00	\$65.00	Double-Time Only
Life Guard			\$15.00		\$15.00 per hour one life guard
Auditorium Site Manager			\$32.50	\$48.75	
Stage Crew			\$30.00	\$45.00	Lighting, sound, backstage man
Dance Floor Installation			\$150.00		Floor installed w/crew
Additional Mics			\$15.00		Each Microphone per day