



MAPLE SHADE BOARD OF EDUCATION

Administration Building
170 Frederick Avenue, Maple Shade, N.J. 08052-3299

Beth Norcia
Superintendent of Schools

Michael Blake
Business Administrator/Board Secretary

To Whom It May Concern:

Please find enclosed the Use of Facilities application for **Maple Shade Township Sports and Activities**.

Here is the list of items included in this packet for your review:

Pages 1 & 2 - Complete the details of your event; please note on page 2, you will need to fill out the CPR/AED information if you are hosting an athletic event. You will also need to have Lauren Domzalski, Recreation Director, sign the form. Please submit to her first: recreation@mapleshade.com

Pages 3 & 4 - Regulations for use of our facilities

Page 5 - Checklist of what we need to present to the board for approval

Page 6 - Certificate of Liability Insurance information for your insurance company to provide us

Page 7 - Hold Harmless Agreement

If you have any questions, please contact me at 856-779-1750 ext. 5200 or by email at lwells@msemail.org.

Sincerely,

Lelania Wells
Confidential Secretary

Enclosures

MAPLE SHADE TOWNSHIP PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES
MAPLE SHADE TOWNSHIP (Sports & Activities)

Name of Organization: _____

Purpose of Use: _____

Date(s) of Usage: _____

Day(s) of the week requested: ☐Monday ☒Tuesday ☒Wednesday ☒Thursday ☒Friday

Time Requested - From: _____:_____ ☐a.m. ☐p.m. to: _____:_____ ☐a.m. ☐p.m.

Day(s) of the weekend requested: ☐Saturday ☒Sunday

Time Requested - From: _____:_____ ☐a.m. ☐p.m. to : _____:_____ ☐a.m. ☐p.m.

School Requested: ☐High School ☐Steinhauer ☐Maude Wilkins ☐Howard Yocum

Area Requested: ☐Gym ☐Cafeteria ☐Kitchen ☐Auditorium ☐Classroom (Room #_____) ☐Bathrooms

☐Parking lot location: _____

Use of Equipment: ☐Chairs #____ ☐Tables #____ ☐Microphone ☐Sound System

☐Other (Please be specific): _____

Field Requested: High School - ☐Football Field ☐Practice Football Field ☒Field Hockey Field ☐Baseball Field

Steinhauer School - ☐Softball Field ☒JV Softball Field

Howard Yocum School - ☐Lower Field ☒Upper Field

Estimated number in attendance: _____ Admission fee: \$ _____

Name of adults to be present and in charge: (This information may be given to individuals who may call for information about your event.)

Name: _____

Contact phone number: _____ - _____ - _____

E-mail: _____

Name: _____

Contact phone number: _____ - _____ - _____

E-mail: _____

REGULATIONS/INSURANCE COVERAGE: Applicants agree to abide by the Rules and Regulations governing the use of school facilities as promulgated by the Board of Education of the Maple Shade Township District. All applicants and participants, including vehicle owners, drivers and passengers shall indemnify and hold harmless the Board of Education, its agents and/or employees from and against any claims, damages, actions, liability and expenses including reasonable attorney fees and court costs in connection with a loss of life, personal injury and/or damage to the property arising from or out of life, personal injury and/or damage to the property arising from or out of the occupancy use or the performance by the applicant, and/or applicant's employees, agents, members or invitees, as well as any participants in the activity sponsored by the applicant occasioned wholly or in part by any act or omission of the applicant, its employees, agents, members, invitees and/or participants in its activities. The applicant has inspected the area in which its activities will be conducted and acknowledges hereby that such area is safe and suitable for the activity contemplated by the applicant. The Board of Education reserves the right to refuse, cancel or postpone any request for use of school facilities if conditions warrant such actions. If you will not be using the facilities as requested, please notify the Board of Education by calling 779-1750 ext. 5200 48 hours in advance; otherwise, applicable fees will be charged. All fees are to be paid in full to the Maple Shade Board of Education upon receipt of invoices. You will be advised if advanced deposits are required. The above-stated organization maintains a current insurance policy that insures or covers all participants, spectators or other persons in attendance; also covers any damage to facilities that occurs while the organization is present. The minimum amount of coverage required shall be \$1,000,000 combined single limit bodily injury and property damage. **The Maple Shade Board of Education shall be named as an additional insured.** A certificate of insurance, which includes a (30) thirty-day cancellation clause, must be submitted before the scheduled event.

CPR/AED Policy (For Athletic Use Only): Any outside organization using school district facilities for athletic events must provide proof of CPR/AED Certification for all coaches. Furthermore, all outside organizations must provide their own Automated External Defibrillator (AED) to be on-site at each event. Failure to provide the required documentation and AED will result in immediate termination of the approved use of the facilities contract.

I have read the above CPR/AED Policy and agree to the terms and conditions outlined therein. Attached, please find a list of approved coaches along with the expiration dates of their CPR/AED Certifications.

Signature: _____ Date: _____

Maple Shade Township Approval:

Lauren Domzalski, Recreation Director

Date: _____

Insurance Certificate Received: ____ Yes ____ No Date Certificate Received: _____

SUBMITTED BY:

Printed Name: _____ Signature: _____ Date: _____

Address to mail approval notification: _____

Contact phone number: _____ - _____ - _____ E-mail: _____

APPROVALS:

Administrator: _____ Date: _____

☐ High School Athletic Director ☐ High School Principal ☒ Steinhauer Principal ☐ Maude Wilkins Principal ☐ Howard Yocum Principal

School Business Administrator: _____ Date: _____

Supervisor of Buildings & Grounds: _____ Date: _____

MAPLE SHADE TOWNSHIP PUBLIC SCHOOLS USE OF FACILITIES REGULATIONS

The Board of Education believes in maximizing the use of the school facilities by making them available to non-school groups and organizations when such use will not interfere with school programs. All arrangements shall be subject to the following provisions:

A) Granting Approvals:

- All requests must be submitted for Board approval on the appropriate Use of Facilities Request Form.
- A Certificate of Insurance must be provided, indicating the Board of Education as an Additional Insured. A Hold Harmless agreement must be provided as well. (Please refer to the attached insurance requirements)
- Consideration will be given to the degree Maple Shade residents are involved in the proposed function and the ability of the sponsoring organization to provide leadership and control.
- Any activity for school-age children must have adequate adult supervision at all times.
- The Board and/or its agents reserve the right to prohibit, rescind, or change the use of its facilities without notice.
- Use of facilities is subject to the availability of custodial coverage.
- Use of facilities is prohibited when schools are closed for holidays.
- The Board reserves the right to deny requests that are submitted more than 90 days in advance of events(s) or without proper time for approvals to be met.

Applications for seasonal sports will be accepted as follows:

April 15th: Fall Sports; August 1st: Winter Sports; November 5th: Winter Sports

B) Care of Use

- All individuals and/or organizations shall be responsible for the care of school property from misuse, theft, and accidents, etc., and shall reimburse the Board to repair and/or replace such items that are misused and/or damaged.
- There shall be no smoking or use of alcoholic beverages or drugs on school property.
- For the use of kitchen equipment, arrangements must be made through our food service department. Only school district personnel are permitted to use the equipment, and an additional charge will be made.
- For the use of the High School auditorium's sound and lighting, arrangements must be made through the High School. Only school district personnel are permitted to use this equipment, and an additional charge will be made for their time. Projectors, recorders/public addressing systems, and other such items are not to be used unless specifically requested and approved on the Use of Facilities application. A charge will be made for their use separately.
- Refreshments may not be served or brought into the High School auditorium or High School gymnasium.

C) Other

- Postponement or cancellations must be made to the Board Secretary at least 48 hours in advance. Failure to notify the Board will result in a charge for any expenses incurred by the Board.
- When it is thought necessary by the Board to have police coverage for control, such coverage will be arranged by the Board and charges billed to the sponsor.
- The Board of Education reserves the right to make exceptions to this policy, as it deems necessary and in its best interests.
- Fees will be charged in accordance with the following schedule:

Class A – No charge, except custodial hourly rate when in addition to the regular schedule.

All School facilities listed can be used free of charge by organizations whose sole purpose is to benefit the interests of Maple Shade Township School's students. Examples of Class A organizations are Home and School Associations (PTA), Maple Shade Township Recreation Department Organizations, Maple Shade Education Foundation, Boy Scouts, Girl Scouts, and Community Alliance. Class A organizations must reimburse the school district for custodial time when their activities occur outside regularly scheduled custodial hours or additional services are required.

Class B – Charged 50% of the standard fee, plus the hourly rate of custodians.

These are local (Maple Shade) non-profit, non-commercial organizations.

Class C – Charged 75% of the standard fee, plus the hourly rate of custodians.

These are non-profit, non-commercial organizations from outside the township.

Class D – Charged 100% of the standard fee, plus the hourly rate of custodians.

All other organizations, including for-profit/commercial groups.

Note: Custodial Summer hours start the week after Graduation, 6:00 a.m. to 2:00 p.m.

Standard Fee Schedule on the next page



MAPLE SHADE BOARD OF EDUCATION

Administration Building
170 Frederick Avenue, Maple Shade, N.J. 08052-3299

Beth Norcia
Superintendent of Schools

Michael Blake
Business Administrator

To: Vendors of the Maple Shade Board of Education
From: Michael Blake – School Business Administrator
Re: Certificate of Insurance

Please be advised that any *Vendors that are coming into our buildings to perform a service or use our facilities must complete a Hold Harmless Agreement and provide a Certificate of Insurance prior to any service being performed or usage of our buildings. The Certificate of Insurance must name the Maple Shade Board of Education as Additional Insured. Please refer to the attached insurance requirements.

*Outside organizations using our facilities are also considered a Vendor.

Currently, our records show:

- ☐ New Vendor
- ☐ Hold Harmless Agreement is not on file.
- ☐ Certificate of Insurance has not been received or has expired.
- ☐ Certificate of Insurance on file does not name the Maple Shade Board of Education as Additional Insured.
- ☐ Insurance coverage does not meet the attached requirements;

If you should have any questions or concerns, please contact Lelania Wells at the Maple Shade Board Office at 856-779-1750 x 5200; lwells@msemail.org.

Maple Shade Board of Education Insurance Requirements

Indemnification

The Vendor shall defend, indemnify, and hold harmless the School District against any claims, damages, loss, and expenses, including any and all legal expenses incurred, arising out of or resulting from the performance of the contract. The Vendor's failure to procure and/or maintain any required insurance coverage and/or the failure of the Vendor's insurance carrier to provide insurance coverage shall not relieve the Vendor of its indemnification obligations.

Vendor's Insurance

The Vendor shall procure and maintain in force Workers' Compensation Insurance, Employer's Liability Insurance, and Comprehensive or Commercial General Liability Insurance on an occurrence basis. The Vendor's failure to procure and/or maintain any required insurance coverage and/or the failure of the Vendor's insurance carrier to provide insurance coverage shall not relieve the Vendor of its indemnification obligations.

"Additional Insured" Status

- The School District, as designated in the Contract Documents, shall be named as an "Additional Insured" on the Vendor's general liability and umbrella insurance policies.
- The Additional Insured coverage will not be limited. Coverage for the Additional Insured shall be as broad as the Named Insured.
- The Additional Insured coverage will be primary.

Cancellation Notice

The Vendor should endorse their General Liability and Umbrella policies to state that the School District will be notified at least 30 days in advance of cancellation.

Minimum Limits of Liability

General Liability

- \$1,000,000 Products/Completed Operations
- \$1,000,000 General Aggregate
- \$500,000 Any One Occurrence
- \$500,000 Any One Person or Organization

Auto Liability

- \$1,000,000 Each Accident

Workers' Compensation

- \$100,000 Each Accident
- \$500,000 Policy Limit
- \$100,000 Each Employee

Hold Harmless Agreement

WHEREAS, _____ will perform a service or use the facilities of the Maple Shade School District;

WHEREAS, _____ has provided a Certificate of Insurance naming the Board of Education of the Township of Maple Shade as Additional Insured;

WHEREAS, the liability insurance carrier for the Board of Education of the Township of Maple Shade requires that _____ also provide a Hold Harmless Agreement;

NOW, THEREFORE, in consideration of the mutual promises contained herein, it is on this _____ day of _____, 20____ agreed by and between the parties as follows:

_____ shall indemnify and hold harmless the Board of Education of the Township of Maple Shade, its officers, employees, agents and servants from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses including any attorney's fees incurred or suffered on account of property damage or loss and/or personal injury including loss of life of any person, agency, corporation or governmental entity which shall arise in the course of or in consequence of any actual admissions of _____, its employees, agents or servants in the use of the facilities owned by the Board of Education of the Township of Maple Shade.

Signature: _____

Title: _____

Date: _____