

**Use of Facilities Contract**

This agreement entered into between the Board of Education of Somerdale, in the County of Camden, New Jersey, (hereinafter called the Board), and Organization: \_\_\_\_\_, Person in charge: \_\_\_\_\_, Address: \_\_\_\_\_, Telephone: \_\_\_\_\_ (hereinafter call the User) for the use of \_\_\_\_\_ for the purpose of \_\_\_\_\_.

The Terms and conditions under which permission to use the facilities of the Board is granted, are as follows:

1. This agreement will not be approved if submitted more than 90 days prior to start date and usage cannot exceed 90 days.
2. The User will pay the Janitor designated by the Administrator for attendance during the event and for cleaning up afterwards, **along with any utility fees incurred by organization**, as set forth in the School Board Policy. The charges for use of the building/field are based on the fee schedule listed below:

**Field Use:**

Without Staffing:  
**Daily** \$25.00 (1-4 days)  
**Weekly** \$75.00 (5-14 days)  
**Monthly** \$175.00 (15-30 days)  
 If Somerdale Staff is needed \$25 per employee, per hour

**Building Use:**

**Weekdays:** \$15/hour; half hour increments only  
**Weekends:** \$50/hour; half hour increments only  
**Holidays:** Disallowed  
 If Somerdale Staff is needed \$30 per employee, per hour

3. Requests for usage for sporting purposes must submit a schedule of events within the first week. The schedule shall include dates and times of the event including practices and games, including any equipment utilized.
4. The premises shall be restored after the event to the same condition as they were when the User took possession. The Board is not liable for damage of loss by fire, theft, or otherwise of any property to the User, nor of those attending the function, nor for the injury to any person or persons; either in the User's organization or the persons attending the function, and the User's organization agrees to save harmless the Board of Education from any liability.
5. **No** alcoholic beverages, controlled dangerous substances shall be brought into the building nor on the premises. Smoking is also prohibited on school property. All facility use shall comply with state and local fire, health, safety and police regulations.
6. If the use of any equipment is granted by the Board of Education to the User, the User shall be responsible to return the same in as good condition as when received, and shall be responsible for any damage. All equipment shall be operated or supervised by a person of the organization designated by the Administrator.
7. The User shall keep order in its own organization and those attending the function during the time the premises are being used by the User. The buildings shall be vacated by 10:00 pm, unless special permission is given by the Board.
8. The User understands that the Somerdale School District retains priority of use for school sanctioned events.
9. Number of individuals to utilize the building \_\_\_\_\_.  
**All Somerdale Residents?** \_\_\_\_\_ (yes or no); **Inter-district Residents?** \_\_\_\_\_ (yes or no)  
**\*Parking Lot Usage?** \_\_\_\_\_ (yes or no) *\*If school district parking lots are going to be used, please understand the district is not responsible or liable for damages that could be incurred.*

10. Request for Usage:  
**Weekdays** to be utilized (**please circle**): Monday, Tuesday, Wednesday, Thursday, Friday  
 Time: From \_\_\_\_\_ to \_\_\_\_\_  
 Length of agreement: \_\_\_\_\_ (Month, day, year) to \_\_\_\_\_ (Month, day, year)  
  
**Weekend** to be utilized (**please circle**): Saturday, Sunday  
 Time: From \_\_\_\_\_ to \_\_\_\_\_  
 Length of agreement: \_\_\_\_\_ (Month, day, year) to \_\_\_\_\_ (Month, day, year)

11. Insured by \_\_\_\_\_ (Copy of Policy attached)

**Signature of Organization's Representative**

In witness whereof, the parties hereto have hereunto set their hands and seals, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Board of Education of the Borough of Somerdale  
 In the County of Camden, NJ  
 By: \_\_\_\_\_  
 Board Secretary