



TOMS RIVER REGIONAL SCHOOLS

1144 Hooper Avenue, Toms River, NJ 08753

(732)736-1049 Fax: (732) 286-6512

ATTN: Bob Cassidy

E-mail: bcassidy@trschoools.com

SCHOOL RENTAL REQUISITION

Name or Organization _____

Name of Person in Charge _____

Your E-mail Address _____ Fax _____

Address _____ Phone _____

Space Desired:

School _____ Room _____ Field _____

Date of Rental _____ Time _____

Will kitchen facilities be required? Yes No. If so, please contact Food Services at (732) 505-5595.

Purpose of Rental _____

Equipment/Services Needed _____

Estimated Number of Participants/Attended _____ Age _____

Will you charge admission/tuition? _____ How Much? _____

NOTE: The policy of the Board of Education requires that the organization or individuals using the school facilities "provide certification of liability insurance, both bodily injury and property damage for a minimum amount of \$1,000,000 for the named event specifically naming the Board of Education as an additional insured. (The \$1,000,000 required by the Board if Education is a minimal amount, and the organization or individuals are advised to obtain additional insurance for the protection of individual members, based upon the type, duration and extent of activities.) Further, the organization shall provide liability policy insurance for the named event (in the same and/ or designated amount), specifically naming the Board of Education as an additional insured. The Board of Education reserves the right to request higher limits of coverage from renters based upon the Board's evaluation of the nature of the proposed usage of the Board's premises. Attached to this application, evidence of such insurance, including endorsement showing the **TOMS RIVER BOARD OF EDUCATION AS ADDITIONAL INSURED**.

Insured Company _____ Policy No. _____ Exp. Date _____

The undersigned, acting for and on behalf of the applicant/organization does hereby certify that (a) he/she has authority to act on behalf of such organization; (b) that said organization does hereby agree to indemnify, defend and save harmless the Toms River Board of Education from any and all liability in connection with the use of such facility by the organization or its invites or licensees. All rentals are subject to cancellation in the event of an unexpected school activity. **IN THE EVENT THAT SCHOOLS ARE CLOSED FOR ANY REASON, ALL EVENTS WILL BE CANCELLED.**

The signing of this application binds the applicant to abide by the Rules and Regulations of the Toms River Board of Education.

Please print the completed form and
fax to: (732) 286-6512
ATTN: Bob Cassidy

I have read a copy of the Toms River Board of Education rules and regulations (on the reverse side) governing the use and/or rental of school facilities with associated costs.

REGULATIONS FOR RENTAL AND USE OF SCHOOL BUILDINGS TOMS RIVER SCHOOLS

Revised 1/1/02

- School buildings are primarily for the use of school children. They are, however, available for community use when there is no conflict with school functions. School activities will take precedence over the allocation of facilities to organizations. The Board of Education reserves the right to cancel any authorization in the interest of educational needs.

Organizations desiring to use buildings shall make arrangements with the Office of the Superintendent of Schools. Rentals will not be arranged with individuals nor with strictly commercial enterprises.

The school calendar will be arranged during the month of September. No reservations for the use of school facilities during that school year will be scheduled before October 1.

The granting of a permit for the buildings or grounds confers no privileges for the use of any facilities other than those stated in the permit.

Billing will be done through the Board of Education Office. Checks should be made payable to the Toms River Schools Board of Education. All employees of the Toms River Board of Education will be paid by the Toms River Schools Board of Education.

For use of High School Stadiums at night under the lights an appropriate fee will be charged that includes the cost of electricity.

In the event that schools are closed for any reason, e.g. snow, power failures, etc., **all events will be cancelled. All Buildings will be closed with no rentals by 5:00 p.m. on Sundays.**

- Any organization that is granted the use of a school facility will be held responsible for its proper use and adherence to all rules and the regulations governing such use. The Board of Education will, if necessary, assign custodians to the activity at the user's expense. Whenever custodians are assigned there will be a charge.

Custodian fees will be charged to any organization using school facilities on Saturdays and Sundays or any custodial holiday. **Custodian fees will be charged to any organization using school facilities after 3:00 p.m. weekdays dependent on the type of activity and number of participants.**

- No charges will be waived for any organization without a vote/decision by the Board of Education. The Toms River Board of Education is a drug-free school zone and the distribution and sale of alcoholic beverages, which include raffles and prizes are strictly prohibited. THE FEES, STRUCTURED ACCORDING TO RENTAL CLASSIFICATION AS DETERMINED BY BOARD OF EDUCATION POLICY FOR THE VARIOUS SCHOOL AREAS ARE AS FOLLOWS - RENTAL CLASS CHARGES:**

Class A - Toms River Regional Schools organizations and youth activities, township recreational programs

Class B - Toms River civic organizations, non-profit and religious groups

Class C - All other organizations, profit making and business enterprises, non-profit groups conducting fund raising events, groups charging admission fee, youth and adult athletic camps, bible or religious camps.

| Facility/Location | Class A | Class B | Class C |
|--------------------------|---|----------------|----------------|
| Custodian per hour | \$20 weekends | \$20 hour | \$25 hour |
| Maintenance per hour | \$25 weekends | \$25 hour | \$25/50 Sun. |
| Kitchen workers per hour | none | \$15 hour | \$15 hour |
| HS/INT Auditorium | none | \$75 hour | \$125 hour |
| HS/INT Cafetorium | none | \$75 hour | \$125 hour |
| Elementary Cafeteria | none | \$25 hour | \$62.50 hour |
| Auxiliary Gym | none | \$25 hour | \$50 hour |
| Media Centers | none | \$25 hour | \$25 hour |
| Indoor Camps | \$400 week | \$400 week | \$400 week |
| Outdoor Camps | \$400 week | \$400 week | \$400 week |
| Classrooms | none | \$10 per room | \$25 per room |
| Parking Lot | none | \$35 per event | \$50 per event |
| HS JV Fields | none | \$10 hour | \$15 hour |
| HS Field (under lights) | none | \$20 hour | \$30 hour |
| HS Varsity Fields | School use only - not available to outside groups | | |
| INT Fields | none | \$10 hour | \$15 hour |
| Elementary Fields | none | \$10 hour | \$15 hour |

- 25% Deposit will be required upon reservation request approval.
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- All charitable organization and fund raisers for specific causes must provide a letter of certification for the Division of Consumers Affairs Charitable Registration and Investigation Act. This letter must accompany request for rental prior to approval for facilities.

ALL HOURLY EMPLOYEE RATES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION AS PER UNION CONTRACTS.

YOU ARE ENCOURAGED TO REQUEST AN ESTIMATE OF CHARGES YOU WILL INCUR BY CALLING (732) 505-5600.

RULES FOR USE OF SCHOOL BUILDING

- The prohibition of smoking in instructional buildings extends to the parking lots, fields, and any and all areas to which pupils may assemble for instructional purposes, including, but not limited to, outdoor facilities, such as football stadiums, soccer fields, and any place or location where pupils may congregate for instructional purposes. The organization which rents the building is responsible for the enforcement of this rule, and for the conduct of its patrons or guests.
- All parties renting facilities must adhere to all parking regulations. Parking shall be limited to designated areas only. Violators are subject to motor vehicle summons.
- Possessions and/or consumption of any alcoholic beverage or controlled dangerous substance on Board of Education property is strictly prohibited. Violators shall be subject to arrest.
- No keys to the school shall be issued to any applicant of unauthorized person at any time.
- Organization shall abide by all local and state Fire Regulations.