

Woodbine School District
"Where There's Progress in the Making"

801 Webster Street, Woodbine, NJ 08270
www.woodbineschool.com
(609) 861-5174 ~ FAX (609) 861-7169
WES@woodbine.capemayschools.com

Carleena Supp
Superintendent

Celine Kaelble
Assistant Principal

Applicant/Organizer Information

Full Name: _____ Name of Group/Organization: _____

Address: _____
Street Address _____ Apartment/Unit # _____
City _____ State _____ ZIP Code _____

Phone: _____ Email: _____

Name of Event _____ Type of Event: _____

Date of Event: _____ Time of Event: _____

Approximate Number of People at Event: _____ Start Time _____ End Time _____

Check the appropriate facilities to be used:
Cafeteria/Auditorium **Kitchen**
Gymnasium **Rest Rooms** **Class Room** _____

Chaperones

List names of chaperones (One chaperone per five students is necessary for student events.):

Full Name: _____ Phone: _____
Full Name: _____ Phone: _____
Full Name: _____ Phone: _____
Full Name: _____ Phone: _____
Full Name: _____ Phone: _____

The person or group using the facility must supply insurance paperwork listing the Woodbine School District as additionally insured.

I certify that I have read the rules and regulations included in the Board of Education Policy and regulation, as attached..

Signature: _____ Date: _____

Office Use

Application received by: _____ Date: _____

Proof of Insurance received by: _____ Date: _____

Board Meeting Date: _____ Board Meeting Approval: _____

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Indemnity and Hold Harmless Agreement

_____ (Organization, Responsible Individual, Group, Etc.) agrees to indemnify and hold harmless the Woodbine Board of Education, its officers, employees, volunteers and agents from and against all claims, damages, losses and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of performance of the work herein, which is: 1) for personal or bodily injury, illness, or death, or for property damage, including loss of use, and 2) caused in whole or in part by said party's negligent act or omission or that of the organization, or that of anyone employed by them or for whose acts the organization may be liable. This indemnification and agreement shall apply in all instances whether the Woodbine Board of Education, its officers, employees, volunteers, and/or agents, is/are made a party to the action or claim or its subsequently made a party to the action by third-party in-pleading or 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.

Signature: _____

Name of Organization: _____

Date Executed: _____

Book Policy Manual
 Section Series 1000 Community Relations
 Title Use of School Facilities, Regulation
 Code 1330R
 Status Active
 Adopted May 20, 1991
 Last Revised December 14, 2022

WOODBINE BOARD OF EDUCATION
Woodbine, New Jersey

FILE CODE: 1330R

Regulation

	Monitored
	Mandated
	Other Reasons

USE OF SCHOOL FACILITIES

- A. Smoking is prohibited in the school building proper, school grounds and in school owned or leased vehicles, including buses. The person who is responsible for actual supervision will be the one to make this announcement to the entire group before the activity begins. He/she will also be responsible for strictly enforcing this rule;
- B. The consuming or carrying-in of alcoholic liquor or beverages is prohibited in the school building, on school grounds and in school owned or leased vehicles, including buses. Glass containers of any type are prohibited;
- C. The setting up of chairs, tables, decorations and other special equipment. As well as the taking down and removal of same shall be the responsibility of the applicant group. The group supervisor has the responsibility of making suitable arrangements for this through the head custodian between the hours of 8 a.m. and 3 p.m. daily at the school;
- D. The head custodian shall be consulted before electrical equipment or devices of any kind are installed or used;
- E. The Woodbine Board of Education or its representatives shall have free access to any and all areas of the building at all times;
- F. All facilities used will be inspected immediately after use by both group supervisor and a school representative, and the applicant agrees to make good, promptly, any loss or damage which results from use of these facilities;
- G. Proper behavior is a must. Should it become necessary because of the failure of the group supervisor to maintain normal standards of good behavior or to enforce the above rules and regulations, and after due warning directed to the group supervisor, the building custodian is authorized to stop any activity in progress. He/she is further authorized to ask such group to immediately leave the premises;
- H. All parking is to be confined to the parking lot in the rear of the school. The responsibility for supervising parking area traffic (both vehicular and pedestrian) is strictly that of the applicant organization. This responsibility included notification of police department assistance whenever deemed necessary;

- I. Applicant group shall terminate all of its activities and shall vacate the building by 10 p.m. to allow custodians time to clean the area;
- J. No application shall be valid and no reservation of facilities will be made until this application is first approved by the Woodbine Board of Education;
- K. The Woodbine Board of Education will establish reasonable fees for the use of district buildings, facilities and equipment;
- L. Applications for use of facilities are approved for the stated reasons only. Other use by applicant will result in permanent disqualification;
- M. No use by individuals or groups from outside the municipal boundaries is permitted unless such use was specifically requested in the application;
- N. No admission fees may be charged to activities unless specifically asked for in the original application, with permission granted;
- O. The estimated number of people in the building shall not exceed set limits;
- P. Supervision of activities must extend to those people outside the building – on the lawn, in the parking lot, etc., as well as directly at the activity;
- Q. Activity leaders using the gymnasium and approved for athletic activities shall comply with the board of education policy 5141.8 Sports-Related Concussions and Head Injuries which can be found on the district's website. A signature on this application shall serve as a statement of compliance with policy 5141.8;
- R. Segregated activities or discrimination of any kind is specifically prohibited;
- S. Any deviations for the original specifications in the application require a new application for the specified purpose;
- T. In the event of application by a private person or group for private dinners, parties, or other use, or in the event of application by a religious group – the following stipulation is added:

Addenda to Regulations of the Use of School Facilities

- A. No access to school property from all-purpose room;
- B. No one is permitted on stage at any time. Group or organization will assume cost for any damage to stage curtain, and/or equipment;
- C. A list of supervisors (certain number as per number of players involved) games will not be allowed if proper number of supervisors are not present;
- D. Insurance will be covered by the group or organization for property damage – will cover expenses for securing out buildings. Proof of insurance must be provided as part of the application in accordance with Policy 1330 Use of School Facilities.
- E. Need for Black Seal License person on premises during games. Group or organization assumes the cost of this person.
- F. Group or organization assumes the cost of all custodial services.

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 Section Series 1000 Community Relations
 Title Use of School Facilities
 Code 1330
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 Adopted May 20, 1991
 Last Revised October 16, 2018

WOODBINE BOARD OF EDUCATION
Woodbine, New Jersey

FILE CODE: 1330

Policy

	Monitored
X	Mandated
X	Other Reasons

USE OF SCHOOL FACILITIES

The Woodbine School District facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules--providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education--allows the community to benefit more broadly from the use of its own property.

The board will permit the use of school facilities when such permission has been requested in writing and has been approved by the chief school administrator for:

- A. Uses and groups directly related to the school and the operations of the school;
- B. Uses and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic or educational purposes.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose which is prohibited by law.

In the event the chief school administrator deems it advisable, any application may be submitted to the board of education for action.

The chief school administrator or board of education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused.

Smoking is prohibited at all times in any district building or on school grounds. For purposes of this policy, "smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy. No one may bring

alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator.

Use of district equipment on the premises by nonschool personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. No district equipment shall be removed from the premises for use by nondistrict personnel.

The board shall require that all users of school facilities comply with policies of this board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Joint Use – Municipal and County

The board of education, the Borough of Woodbine and the County of Cape May resulting from a shared services project has established joint use of the gymnasium and the branch of the Cape May County Library on the property of the Woodbine Elementary School.

Political Activity

As used in this section, "school property" shall mean a building or buildings used for school operations.

Candidates for elective public office, holders of elected public office or their agent or representative are prohibited from soliciting campaign contributions on school property. No person shall make contributions, directly or indirectly, to or on behalf of any candidate for elective public office, or the candidate committee or joint candidates committee of any such candidate, while on school property.

This shall not apply to persons or groups reserving or renting school property for a nongovernmental purpose as a meeting location.

Any person in violation of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than \$5000, for each violation.

Key Words

Use of School Facilities, Use of School Equipment, District Facilities, Facilities Equipment

Legal

N.J.S.A. 2C 33-16: Alcoholic beverages; bringing or possession on school property by person of legal age; penalty

N.J.S.A. 18A 11-1: General mandatory powers and duties

N.J.S.A. 18A 20-34: Schoolhouse, rooms; permitted usage

N.J.S.A. 18A 54-20: Powers of board

N.J.S.A. 19 44A-19.1: Candidates for elective public office, solicitations on government property; prohibited, certain circumstances.

N.J.S.A. 26 3D-55 et seq: New Jersey Smoke-Free Air Act

N.J.A.C. 6A 26-12.2 Policies and procedures for school facility operation

20 U.S.C. 6301 et seq Every Student Succeeds Act (Formerly NCLB)

Boy Scouts of America v. Dale

Good News Club v. Milford Central School

Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)