

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

General Regulations for Use of Buildings and Grounds

1. Approval: Request must be made to the Board Secretary well in advance of date requested since the Board of Education approval can only be granted at regular meetings (4th Thursday of each month). The Board Secretary will notify you of action taken accordingly, or you may telephone the day after the meeting. Evidence of liability insurance to cover the event must be presented to the Board Secretary before the Board will consider application.
2. Fees: Fees are required of any organization that plans activities which have the sole purpose of building up or benefiting the organization of their interest whether an admission fee is charged or not. These fees are charged for rehearsal as well as performance nights.

Paul W. Schmidtchen Theatre	As per theatre contract
Cafeteria	\$100. per day/night
Gymnasium	\$100. per day/night
Classroom	\$ 25. per day/night
Cafetorium	\$100. per day/night
Football Field	\$100. per day/night
Lighted Baseball Field	\$ 35. per day/night
Lighted Softball Field	\$ 25. per day/night
Use of Fields for Carnivals, Fairs, Etc.	\$175. per day/night

Groups using school facilities may be required to furnish a \$50. deposit. This deposit will be refunded if there are no deductions made for breakage, vandalism or theft. User will be charged if damage or loss exceeds \$50. In addition, groups may be charged a \$50. per week user fee. (Check to be made payable to: Lower Cape May Regional School District and sent to the Board Secretary).

3. Back Stage Panel and Spotlight(s): If the lighting of the stage must be rearranged for the production, or if the production requires a change of lighting during the performance, a member of the school's backstage crew will be engaged at the rate of \$125. per night for rehearsals and for performance night(s). Contact the Stage Manager to make arrangements (ext. 353).
4. Parking: The Supervisor of Buildings and Grounds (ext. 220) is to be contacted for this arrangement and he will attempt to address any concerns. A parking attendant(s) is suggested when large numbers of cars are expected at a cost of \$15. per night. Parking is permitted on macadam areas only.
5. Smoking: Smoking is prohibited in the gymnasium, theatre, lavatories, classrooms and library.

6. Alcoholic Beverages: Alcoholic beverages in any form, are not to be brought to or served on the school premises, buildings or grounds.
7. Refreshments and Meals: Meals or refreshments are not to be served in the gymnasium, theatre, or classroom. The cafeteria may be rented for this purpose. Contact the Food Service Supervisor (ext. 305) for cafeteria arrangements.
8. School functions: A meeting/event of any school organization shall take precedence over any other meeting/event.
9. Closing Hour: Under no circumstances are facilities to be kept open later than midnight.
10. Control: Organizations are responsible to contain their groups within the confines of the areas rented. Failure to comply with any of the routine will cause the forfeit of future privileges. Prevailing supervision is expected and an applicable insurance coverage. Groups using the facilities (where a crowd can be expected) will assume the responsibility for the hourly rate of pay for two special officers to be on duty during their event. This arrangement shall be made directly with the Lower Township Police Department at least one week in advance.
11. Liability Insurance: Minimum insurance coverage required:

Bodily Injury Liability	\$100,000. each person
Property Damage Liability	\$ 50,000. each occurrence, if using buildings
	\$ 25,000. each occurrence if using grounds
12. Any work done by Lower Cape May Regional School District employees to prepare or break-down for the event, will be charged \$15. per hour per person.

Adopted:	November 17, 1977
Updated:	July 23, 1981
Updated:	March 24, 1983
Updated & Approved First Reading:	October 25, 1990
Approved Second Reading:	November 29, 1990