

Office use only:

HESS ____ **DAVIES** ____ **POOL** ____ **SHANER** ____

D.O.U. _____ **Time** _____ **ROOM** _____

USE _____ **EQUIPMENT:** _____

CONTACT _____ **PHONE** _____

E-MAIL _____

Hamilton Township School District
Community Education Department

Joseph C. Shaner George L. Hess William Davies

1876 Dr. Dennis Foreman Drive, Mays Landing, New Jersey 08330

Cliff Melder

Telephone: (609) 476-6311

Director of Community Education

Fax: (609) 625-4847

APPLICATION FOR USE OF BUILDINGS AND GROUNDS

Name of Organization _____ Date _____

Address _____ E-mail _____

President _____ Phone _____

Secretary _____ Phone _____

DATE OF USE _____ Time: Start _____ End _____

LOCATION: HESS ____ DAVIES ____ POOL ____ SHANER ____ OTHER ____

Room Requested _____ Activity _____

Equipment Needed _____

Number of people attending _____ Admission Charge? _____

Proceeds used for _____ * *Plays please attach script for review.*

All approved applicants must furnish a certificate of insurance at least five(5) days prior to use, naming the Hamilton Twp. Board of Ed. as an insured party. The Insurance policy must be underwritten by a company licensed to do business in the state of New Jersey, and must include the following coverage:\$500,000 bodily injury and property damage, combined single limit including blanket contractual, premises and product liability. Applicant is required to carry Excess Accident Insurance on all participants, and a Cert. Of Insurance is required. Recommended limit of coverage is a minimum of \$250,000.

The applicant has read and does agree to comply with all of the terms, rules and regulations as shown on this form and attachment, and does agree to pay promptly the charges as stated in the contract by means of certified check, cashier's check, or money order.

Signature/Title _____ Date _____

Applicant should read carefully all rules and regulations for use of school property.

Confirmation will be e-mailed to applicant.

For Office Use:

APPROVED ____ DISAPPROVED ____ Signature _____ Date _____

Remarks _____

Indemnity and Hold Harmless Agreement

_____ agrees to indemnify and hold harmless the Hamilton Township School District and their agents and employees 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 activity 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 negligent act or omission. This indemnification and agreement shall apply in all instances whether Hamilton Township School District is made party to the action or claim or is subsequently made a party to the action by third- party in-pleading or is 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,

By: _____ Date _____
(Individual or Group)

Please Note:

TO VERIFY APPROVAL, DATES, TIMES AND LOCATION PLEASE CHECK OUT THE FACILITIES CALENDARS AT www.hamiltonschools.org If your event is not on the calendar please call 609-476-6311. If your event is not scheduled on the calendar you will not be allowed in the building.

Hamilton Township School District

Use of Facilities Fee Schedule 2018-2019 School Year
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ROOM	Not-for-Profit Group	For Profit Groups
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Cafeteria	\$250.00 Weekday	\$325.00
Weekday		
[4 hour Time Blocks]		
Weekend	\$375.00 Weekend	\$500.00

Gymnasiums	\$125.00 Weekday	\$175.00
Weekday		
[4 hour Time Blocks]		
Weekend	\$150.00 Weekend	\$200.00

Gymnasiums (Small group use Twp. Residents)	\$ 15.00 per Hour	N/A
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Shaner / Davies	Shaner / Davies	
Auditorium	\$125.00 / \$175.00 Weekday	\$175.00 / \$225.00 Weekday
[Davies or Shaner]	\$200.00 / \$250.00 Weekend	\$275.00 / \$325.00 Weekend

Computer Room	\$225.00 per 4hour time block + Technician \$40 hourly
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Specialty Classroom	\$200.00 per 4hour time block
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Regular Classroom	\$100.00 per 4hour time block
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There is an additional charge for custodial and maintenance personnel of \$35.00 per hour for each person needed. Technical assistance is charged at a rate of \$40.00 per hour.

<p>Use of Facilities Fee Schedule 2018-2019 School Year</p>
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<u>Facility</u>	<u>Not for Profit Group</u>	<u>For Profit Group</u>
Pool	\$100.00/hr	\$150.00/hr
[3 hour blocks]	\$250.00	\$400.00
Lifeguard	\$20.00 per hour	\$20.00 per hour
 <u>Hess Performing Arts Center</u>		
Day or Evening	\$375.00	\$450.00
Saturday/Sunday	\$525.00	\$700.00
 <u>Rehearsals</u>		
Day or Evening	\$50.00 / hour	\$75.00 / hour
Saturday/Sunday	\$50.00 / hour	\$75.00 / hour
 <u>Additional Charges</u>		
Piano Tuning	\$125.00	\$125.00
[Required when the Steinway is to be used.]		
Lighting	\$40.00/hour	
Technical Staff	\$40.00/hour	
	Only Hess lighting technicians will be allowed to operate the lights and sound equipment.	
Custodial staff	\$35.00	\$35.00

- **Rental Fees can reflect discounts of 5% if the facilities are to be rented six or more times in the school year.**
- **Discounts will increase to 10% if the facilities are rented twelve or more times in the school year. Any departure from this fee schedule must be approved by the facilities committee.**