

BORDENTOWN REGIONAL SCHOOL DISTRICT

Bordentown Regional High School Performing Arts Center (BPAC)

Bordentown Regional Middle School Auditorium (MS Auditorium)

BORDENTOWN, NEW JERSEY

Facility Use Contract

- A. General Regulations – Use of BPAC and the MS Auditorium - All Rooms
1. Food and Beverages
Food and beverages (refreshments) are to be **servd and consumed only** in the cafeteria or designated lobby area which is determined by the Theater Manager/ Technical Director. Under no circumstances will food or beverages be permitted anywhere in the Theater including the stage area, audience area or orchestra pit.
 2. By law, smoking is not permitted on school grounds or in school facilities.
 3. Alcoholic Beverages - By law, the presence, consumption or serving of alcoholic beverages in any form is not permitted on school grounds or in school facilities.
 4. Organizations granted use of the BPAC or the MS Auditorium (and related facilities) **shall not** permit its use by any other organization in lieu of their use.
 5. Time
All activities must be terminated and building emptied by eleven o'clock (11:00) PM
Requests for an exception to this time limit must be made when the application is submitted.
 6. Insurance
All activities will require proof of a Certificate of Insurance in the amount of at least \$1,000,000 which names the Bordentown Regional School District Board of Education as additional insured. The applicant or user will hold harmless and indemnify the "Bordentown Regional Board of Education" inclusive of all heirs, assigns, employees, trustees, board members and representatives for all demands, claims, property damage, losses, penalties, and/or expenses, and suits. This includes attorney fees, arising out of the applicant's use of facilities regardless of fault.

7. Purposes of Use

The Board of Education reserves unto itself, the sole right to approve and/or deny applications for the use of the BPAC, the MS Auditorium and/or related facilities. In granting permission for the use of the BPAC, the MS Auditorium and related facilities, it is agreed that activities determined by the Board or its agent to be in poor taste or not to be in the best interest of the school shall not be permitted or held.

8. Priorities of Use:

All BRSD School or school sponsored activities shall have priority and take precedence over all other organizations and functions. Priority shall be as follows:

- a. Organizations or functions which are part of or directly sponsored by the school district (includes student, teacher and parent groups).
- b. Non-profit organizations within Bordentown City, Township of Bordentown and Fieldsboro.
- c. Others.

9. Availability

- a. In most cases, the BPAC and the MS Auditorium will not be available when the facility is being used or has been booked for school or when the facility is closed for an emergency.
- b. Under no circumstance will a school function that has been scheduled with the District Scheduling Coordinator be cancelled to accommodate a rental.
- c. A school function will not be scheduled on a date that has already been scheduled by an outside group.
- d. In cases of inclement weather, the Superintendent, Building Administrator and/or the District Supervisor of Building and Grounds has the right to cancel the event in the interest of safety for the participants.

B. Application Deadlines/Guidelines

1. Application Submittal

Applications for use of the BPAC and the MS Auditorium must be filed at least six (6) weeks in advance of the intended use.

2. Organizations must request only those facilities, dates and times required so that the most effective use of the facilities is realized. Unwarranted or impractical requests will not be approved.

- C. Security
1. Police coverage will be arranged by the District at the contracted cost indicated in the fee schedule for security and traffic control. Please note: organizations may not provide or hire their own security.
 2. The number of officers needed will be determined by the BRSD Director of Safety and Security.
 3. The BRSD Director of Safety and Security reserves the right to require additional officers on the event date if it is deemed necessary for the safety of the participants.
- D. Supervision
1. Each sponsoring organization or group granted permission to use the BPAC or the MS Auditorium will provide proper supervision of all participants and spectators during the organization or group's use of the BPAC or the MS Auditorium.
 2. Ushers are required for all performances. The number of ushers required will be determined by the Theater Manager/Technical Director.
 3. The sponsoring organization may request the use of Bordentown Regional School District trained ushers. Refer to fee schedule.
- E. Fire Permit
- The school district possesses a fire registration certificate for the BPAC and the MS Auditorium. A local fire permit is not required.
- F. Maintenance and Use of Facilities
1. In general, the cleaning and maintenance of the BPAC and the MS Auditorium shall be the responsibility of the Board of Education. However, the organization or group using the facilities shall be expected to maintain reasonable order and to properly utilize the facilities and equipment. Abuse of the facilities and/or equipment shall result in suspension of its use and the denial of all future requests. In addition, the organization or group will be held responsible for any damages to the facilities.
 2. The number of custodial staff needed will be determined by the BRSD Director of Buildings and Grounds.
 3. Additional facilities, such as classrooms, cafeteria, kitchen, etc., must be included in the initial request. If requested at a later time, such facilities may not be available or may not be able to be staffed if required.
 4. Aisles and doorways must at all times be kept open and free of any objects (including standees).
 5. At no time shall tickets be sold or issued in excess of the rated room capacity of the BPAC, MS Auditorium or related areas.
 6. The use of decorations in the BPAC, the MS Auditorium or related areas must have prior approval from the Theater Manager/Technical Director. Decorating materials shall be made of nonflammable materials. At no time may materials or equipment be pinned, pasted or otherwise attached on stage curtains, walls or painted surfaces. The Theater Manager/Technical Director must approve the use of tape on the stage floor.
- G. Lighting/Sound System
- Only district approved personnel, trained and employed for that specific purpose, are permitted to operate the lighting and/or sound systems in the BPAC and the MS Auditorium.
- H. Capacity
1. The seating capacity cannot be exceeded in the MS Auditorium or the BPAC. Please refer to the seating charts for capacity specifics.
- I. Parking
1. Parking is limited to areas designated as parking lots (i.e. marked blacktop-surfaced areas around the buildings). Parking is not permitted in designated fire zones, grass areas or other areas designated as **No Parking Areas**.
 2. Handicapped parking spaces are appropriately designated and shall **only** be occupied by vehicles with the required identification.
 3. Violation of the parking policy may result in action by law enforcement, as well as revocation of the organization's facility use privilege. Please note that ticketing will occur if you or your patrons have parked in a non-designated parking area.

- J. Damages
Users of school facilities, as part of the application for use thereof, automatically assumes responsibility for all damages and loss to school property that occurs while using said facilities.
- K. Approval Authority
 - 1. The Theater Manager/ Technical Director shall receive and review all applications for the use of the BPAC or the MS Auditorium and shall recommend approval or denial to the CDA Director and Facility Scheduling Coordinator.
 - 2. The Board of Education designates who is a recognized non-school group or organization.

L. Payment of Fees/Deposit

1. A deposit of 10% of the total basic usage fee must be received within ten (10) working days after an organization has received notice that their application has been approved. The second installment (1/2 of the remaining balance), will be due by January 15th. The final payment is due ten (10) working days prior to the event.
2. If the event is scheduled six (6) months or less from the event, an appropriate fee schedule will be determined by the CDA Office.
3. A final invoice will be issued after the actual use of the BPAC or the MS Auditorium for any additional equipment, additional technical support and/or additional hours for custodians, police and any additional charges due to damages. Payment on the final invoice is due ten (10) working days following the receipt of the invoice.
4. Payment of deposits, basic usage fees and other fees may be made by MasterCard, Visa, American Express, or Discover; or in the form of a cashier's check, certified check or money order, made payable to Bordentown Regional School District.

Cancellations:

1. The 10% deposit is forfeited and is not refundable.
2. If the user cancels the event 60 days or less prior to the event, all monies paid to date will be forfeited.

Advertising:

1. The organization shall not be permitted to advertise use of the BPAC or the MS Auditorium or have access to the BPAC or the MS Auditorium, or consider that the date is booked unless and until the signed contract and deposit has been received by the CDA Office.

Signature of Organization Representative	Title	Date
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Your signature indicates that you have read and agree to abide by the procedures for use in BRSD Facilities. Furthermore, you agree to payment of all fees as per the agreement.

Print Organization Representative and Organization Name

Print Full Address, State, Zip

Signature of BRSD Facility Scheduling Coordinator	Date
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Signature of BRSD Theater Manager/Technical Director	Date
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