

Facility Use Terms and Conditions Report

1. Application for the use of all school facilities is duly made through the Board of Education website: www.coltsneckschools.org
 2. Application to use school property must be made in accordance with Colts Neck School District Policy & Regulation 7510.
 3. School Facilities are not available until after 4:00 PM on school days.
 4. School facilities are made available to organizations outside the School District for educational, civic, social, and recreational purposes.
 5. The schools shall have precedence in the use of all school facilities. They may be used only when not needed for school purposes and under such circumstances that the use will not interfere in any way with the school program. No use of school buildings will be granted during school hours.
 6. Use of school facilities is granted solely by the Board of Education. The Board expressly reserves the right to change the rules, regulations, and fees, at any time, and to revoke, for cause, permission for use previously granted.
 7. No grant of permission to use school property shall carry with it any right to exclude members of the Board of Education or Board representatives from property. Any member of the Board or any Board representative shall have free access at all times to any part of the buildings and grounds.
 8. The school Custodian is present as a representative of the school for purposes of inspection, cleaning, and observation.
 9. No one is permitted in any building unless a Custodian is on duty.
 10. The applicant is responsible for the proper care and use of all school property. He/she shall be the first person admitted and the last person to leave and shall be present at all times during the occupancy of the building. It is the responsibility of the applicant to see that all exterior doors remain closed and locked, and the premises are vacated promptly and in the same condition found.
 11. The applicant is responsible for maintaining proper order and security on the part of all participants.
 12. The applicant is responsible for supplying all doorkeepers, attendants, all necessary personnel, stage equipment except as specifically listed on the permit, and police and fire department services in accordance with local Township regulations.
 13. There must be no nailing, taping, painting or applying adhesive of any kind to floors, walls, or fixtures; and the building and equipment must not be marked or defaced in any manner. Sneakers must be worn on gym floors, and every effort made to protect these floors from damage.
 14. No alterations are permitted to buildings or electrical systems. Before scheduling an event, the sponsor must determine that the event can be run with existing equipment, without special switchboards or wiring.
 15. Smoking is prohibited in all parts of all buildings. The use or presence of intoxicating drinks or drugs and smoking is prohibited in all buildings and on all grounds. It is the responsibility of the applicant to see that this regulation is strictly enforced. Violators will be prosecuted under all applicable laws, ordinances.
 16. Permission to sell or display anything on school property must be requested in writing to the Board of Education. All advertisement must be approved by the Colts Neck Township Board of Education.
 17. It is required that all facility use requests comply with the capacity limits of gymnasiums and other rooms.
 18. All payments are made to the Colts Neck Township Board of Education. All school property is granted conditionally upon the conforming of the user to the rules and regulations of the Colts Neck Township School District. If any of the rules and regulations now or hereafter established by the Colts Neck Township School District are broken, or property damaged through carelessness or neglect, the Board may decline to accept any further application for use.
 19. The applicant assumes all liability in accordance with insurance requirements. A Certificate of Liability Insurance must be presented to the Board of Education Office before permission for any facilities may be given.
- THANK YOU FOR YOUR INTEREST IN COLTS NECK SCHOOL DISTRICT FACILITIES AND YOUR COOPERATION WITH OUR POLICIES AND RULES.

-Colts Neck Township Board of Education