



# Hamilton Township School District

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## USE OF FACILITIES INFORMATIONAL MEMO

The Board of Education will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent. Please note that the Board of Education reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency. The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. (See insurance requirements page for specific liability amounts, and other specific requirements.) Use of facilities will be denied if coverage is not sufficient and/or requested information does not appear on the Certificate of Insurance. It will be necessary for groups using our facilities to comply with our established concussion testing and return-to-play policy. A copy of our Policy and Regulation #2431.4 can be reviewed on our District website.

Please note that in accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the actions or inactions of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on a school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person.

Please note that you must be very specific requesting dates and times. If requesting use of facilities for a season, you must attach a separate sheet listing the exact dates and times you are requesting. **If your request is not specific, it will be denied for lack of required information.**

We ask that this package be **submitted approximately thirty (30) days prior to the date of use**. This information should be returned, with your current Certificate of Insurance, to the Community Education Department.

If approved and you have the necessary criteria, you will receive a letter of authorization from the office of the Superintendent. This letter will also notify you of your contact person and any other information you may need.

The fee structure for the use of facilities is also attached. Please note the requirement for partial prepayment of fees. Groups not paying in a timely manner will be denied future use of our facilities.



**All Children Can Learn! All Children Can Succeed!**

RECIPIENT OF NATIONAL BLUE RIBBON AWARD, NEW JERSEY DEPARTMENT OF EDUCATION STAR SCHOOL AND BEST PRACTICE AWARDS