



Facility Usage Application

(Submit (4) weeks in advance of planned usage)

391 Zion Road Egg Harbor Township, NJ 08234 PH: 609-653-1199; FAX: 609-653-1435 www.acseht.org

USER CONTACT INFORMATION			
Organization Name:		Email:	
Street Address:		Phone: FAX:	
City, State, Zip		Cell Phone:	

USAGE DETAILS			
Facility Requested:		Date(s) of Use:	
Nature/Description of Event or Activity		Day(s) of the Week:	
Number of Participants: Number of Chaperones: (1 for every 15 minors)		Arrival Time: Departure Time:	
Admission or Fees to be Charged?		Event Start Time: Event End Time:	
Is this for seasonal or year-round usage?		Is event/activity open to public? Y/N)	

EQUIPMENT/SERVICES REQUESTED					
Number of Chairs:		Number of Tables:		Bleachers: (Yes/No)	
Stage Lighting: (Yes/No)		Sound (Yes/No):		Audio-Visual (Yes/No):	

Acknowledgment/Signature

I have read and agree to the school's Facility Usage Regulations and Usage Fee Schedule, which are attached hereto, and fully understand the information and rates as provided therein. I understand that information about my organization and a copy of literature or materials to be distributed at my event/activity must be provided upon submission of this application. I also understand that a certificate of liability insurance, with \$1 million coverage, will be required if this application is approved and upon the signing of a Usage Contract.

Signature: _____ Date: _____

Print Name: _____

Office Use Only: Approved: _____ ACS Rep. (Print Name) : _____

____ Deposit Received Rejected: _____ Signature: _____

____ Received Copy of Literature, Materials to be Distributed



Facility Usage Regulations

Effective December 12, 2012

USE: ACS permits the use of its facilities and grounds by individuals and organizations in the community at large, providing that the users (and their events/meetings) are not antagonistic to the cause of Christ and are not in conflict with the regularly scheduled school hours, holidays, or events. All users must apply and provide a description of their event/program, information on the organization's purposes, and copies of any materials to be distributed. No functions/events on the school property may run past 10:30 p.m. unless specific approval is granted. Overnight occupancy of any school property requires special approval from the administration. Authorization for use of the school facilities shall not be considered as an endorsement or approval of the activity, person, group or organization nor the purposes they represent.

FEES: User rates and fees charged are determined by the school's Business Office and the Board of Directors. Rates and fees vary, depending on frequency and length of usage. Groups directly related to Atlantic Christian School and its operations are exempt from any user rates or fees. A Site Manager Fee is required for the use of all indoor facilities. The Site Manager may revoke any Usage Contract or interrupt any event should such action be deemed necessary or desirable in the best interest of the school or the public.

INSURANCE AND INDEMNIFICATION: ACS shall be free from any liability arising from negligence on the part of the User while using the facilities. The User agrees to indemnify Atlantic Christian School from any liability incurred. User must purchase liability insurance (minimum \$1,000,000.00) identifying the school and its members as additional insureds. A certificate of insurance verifying the purchase of such insurance must be provided and delivered to ACS upon the signing of the Usage Contract.

PROHIBITIONS: The use of tobacco, the use or consumption of alcoholic beverages, and gambling are strictly prohibited on the school property. Skateboarding and scooters are prohibited on school grounds. No vehicles are permitted on the athletic fields or track.

CARE OF FACILITY: All food and drink may only be consumed in the areas of the facility or grounds which are approved in the Usage Contract. The removal/cleaning of all stains, spills or damages sustained are the responsibility of the User. All personal belongings are to be retrieved (ACS is not responsible for personal items left behind), all trash placed in the appropriate containers, all decorations taken down, all chairs and tables put away, and lights turned off before the User leaves. A Clean-Up Deposit is required and will be applied if additional clean-up is required after inspection of the facility used.

DAMAGE: Facility Users are responsible for damages to the facility and/or equipment used and will be required to reimburse the school for such damages.

(Continued on reverse)

Facility Usage Regulations Continued

OBSERVANCE OF LAW: All federal and state laws, local ordinances, rules of police and fire departments regarding public assemblies and occupancy limitations must be strictly complied with. Any additional cost/permits related to these requirements are the sole responsibility of the facility User.

SUPERVISION: Children are to be strictly supervised at all times. There must be adequate adult supervision (usually 1 adult for every 15 minors) present during the time of facility or grounds usage to serve as chaperones. If deemed necessary, the facility User will be required to provide additional supervision either outside the facility or in additional parts of the facility or grounds. Chaperones or hired security personnel are responsible to ensure the protection of persons and property.

EQUIPMENT: All Users are to furnish their own equipment, consumable materials, supplies, copies, etc. No school equipment is to be used without permission or removed from the school property or their designated areas. Specialized school equipment, such as stage lighting, sound, or audio-visual equipment, require the use of a school approved technician and require an additional fee.

SIGNAGE: Any signs, posters, banners, etc. displayed must be approved and placed in designated areas. Decorations, markings, or any signage must not be displayed in a way that would cause any damage to the facility.

APPLICATION PROCESS: A Usage Application along with information describing the organization and copies of any materials to be distributed at the event/activity must be submitted to the school's Business Office four (4) weeks prior to the event date or start date of the activity. Upon submission of the Usage Application, the Business Office will review and approve or reject the application. A "Usage Contract" will be provided to approved users for their signature. A certificate of liability insurance must be submitted with the signed Usage Contract. A "Clean-Up Deposit" will also be required upon signing of the Usage Contract for one-time users renting space in the school building. The deposit, payable by check or with a credit card, will be held until after the facility used has been inspected and determined to be clean and undamaged. The school reserves the right to refuse any group or individual the use of the school facility for good and sufficient reasons.

CANCELLATION POLICY: After approval is given, ACS may terminate the Usage Contract (in its entirety or as to any time, date or facility) in its sole discretion up to one month prior to the first date of the usage. After one month (30 days) prior to the event/activity, ACS may terminate this Usage Contract only for good cause. The term "good cause" shall mean, by way of example, but not be limited to, a casualty event, weather event, unforeseen conflicting ACS activity or unforeseen event, or similar happening. Upon such termination of the Usage Contract by ACS, and absent any default by the User, all deposits will be refunded to the User less expenses incurred by ACS in preparation of the facilities for use prior to such termination. If the termination is only partial, User may be entitled to only a partial refund in an amount to be determined by ACS in its sole discretion. The User may terminate the Usage Contract at any time prior to seven (7) days in advance of the first date of the usage in which case the User will be entitled to a refund of all deposits and fees less all (i) all expenses incurred by ACS in preparation of the facilities for the User and (ii) a cancellation fee of \$50.00.