

Folsom CER Proposal Form

Thank you for your interest in teaching a CER class at Folsom School! Please read below for detailed information, complete this application form, and we will contact you shortly. If you have any questions, please contact the Folsom School Main Office at 609-561-8666 Ext. 110

Folsom CER is an educational and recreational program which offers numerous opportunities for children and adults in the community to enrich themselves academically, physically, and socially during the fall, winter, spring, summer or after school hours. You do not need to be a Folsom resident to sign-up for any of the camps or class offerings.

Folsom CER is always looking for experts to share their passion with our community. If you have a special talent to share and want to earn some extra income, complete a CER proposal form and submit it to the Main office. Upon approval, you will be ready to teach a class.

The CER Program requires a fee to maintain the use of the building as well as staffing involved to be present for the class or after-school activity for students and/or adults.

Adult/Child Programs

Gym use opens at 6 PM and closes by 9 PM.

At times, school activities take priority over use of gym vendors. You will be given ample notice of upcoming school activities that may cause a cancellation of your event. Proof of insurance certificates must be provided by outside vendors.

Instructors

Use of building fees for classes are determined by money collected through registered participants. Instructors set the fees for the classes. Class facilitators earn 65% of the total fees collected. Folsom CER collects 35% for building use, support staff, and program administration. Instructors submit an invoice for payment at approximately mid-way through the CER course (e.g., after Week 4 of an 8 week program) and two weeks prior to the monthly BOE meeting. Payment is made after the first BOE meeting following invoice submission.

Materials/supplies are the responsibility of the instructors. Please include your costs as part of the fees. You will not be reimbursed for materials/supplies. Instructors teaching children must provide proof of fingerprint clearance.

1. This proposal is submitted by: _____
2. Primary Contact Name: _____
3. Street Address: _____
4. City/State/Zip: _____
5. Please enter the BEST phone number to reach you: _____
6. Please choose the best time(s) to reach you at the above phone number: _____
7. Email address which we can use for electronic communication: _____

8. Please list the proposed course title: _____

9. Please give a short description/overview of the course topic: _____

10. Proposed days of the week your class will be held:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

11. Please indicate the number of weeks that the class will run:*

12. What is your proposed class start time? Please indicate AM or PM!*

13. What is your proposed class end time? Please indicate AM or PM!*

14. Is this class for students or adults?*

- Students only
- Adults only
- Students and adults

If this class will include students under the age of 18, do you possess current Criminal History Review clearance?

- Yes Date _____
- No

15. If this class is for STUDENTS, please indicate which grade level(s):*

- PreSchool/Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8

- Grades 9 and 10 (High School)
- Grades 11 and 12 (High School)

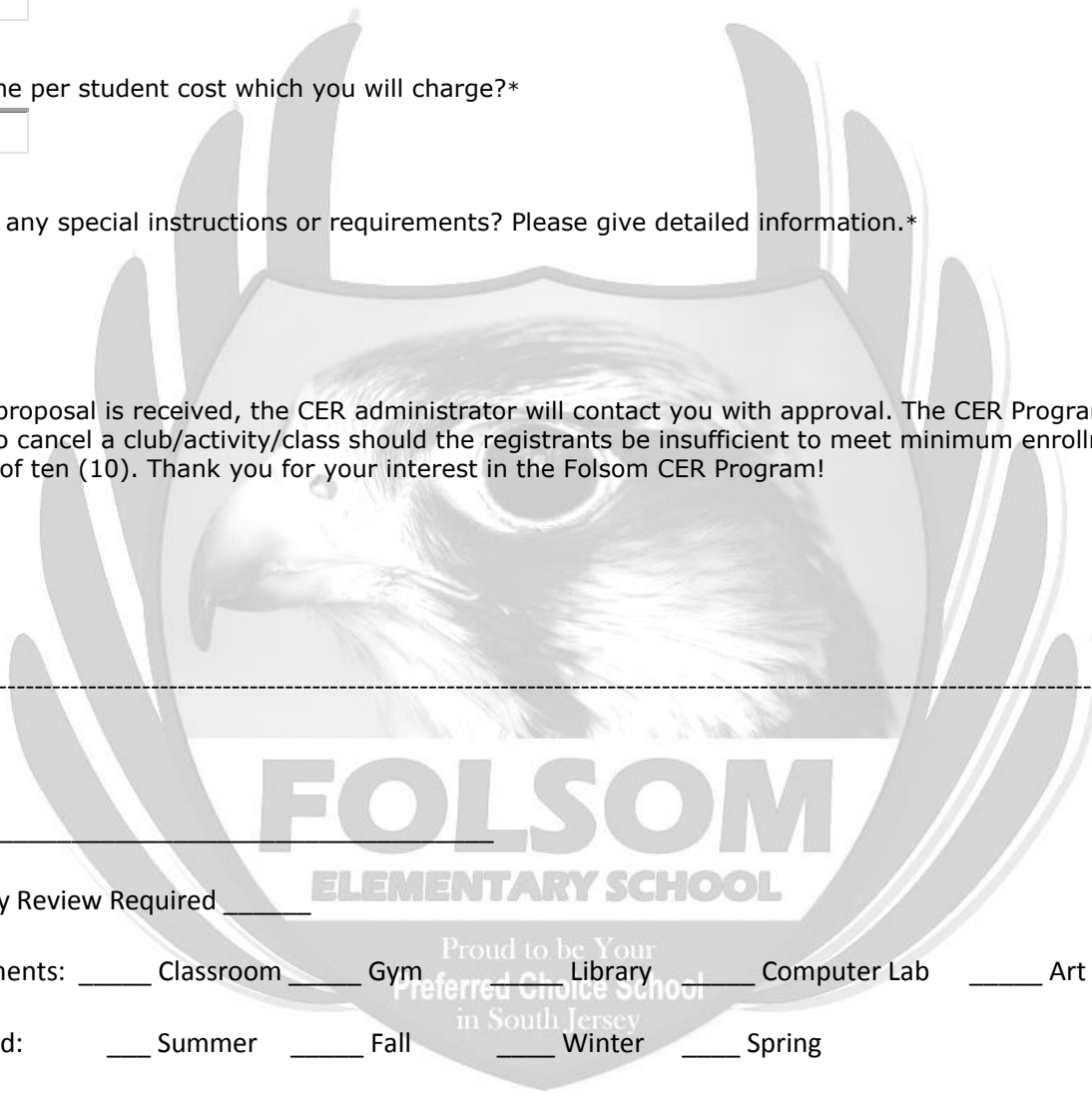
16. Minimum number of participants:*

17. Maximum number of participants:*

18. What is the per student cost which you will charge?*

19. Are there any special instructions or requirements? Please give detailed information.*

Once this proposal is received, the CER administrator will contact you with approval. The CER Program reserves the right to cancel a club/activity/class should the registrants be insufficient to meet minimum enrollment standards of ten (10). Thank you for your interest in the Folsom CER Program!



Date received: _____

Criminal History Review Required _____

Room requirements: _____ Classroom _____ Gym _____ Library _____ Computer Lab _____ Art Room

Term Requested: _____ Summer _____ Fall _____ Winter _____ Spring

CER Administrator Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

FOLSOM BOARD OF EDUCATION

USE OF SCHOOL FACILITIES – RULES AND REGULATIONS

1. Any individual or organizations who wishes to use any room in the school, including classrooms, the all-purpose room, library or the fields/grounds must submit an application or the Board of Education (BOE) on forms provided in the school office. The applications must be submitted at least one monthly meeting prior to the day of use. Applications must be signed by regularly elected or appointed officers of the organizations. Facilities may only be used after approval by the BOE.
2. BOE reserves the right to reject any and all applicants as well as cancel or revoke any permit it deems necessary.
3. A Certificate of Insurance indicating a minimum of \$500,000 combined single limit liability must be provided by the organization at least one week prior to use of the facility. The certificate must state that the private coverage shall be primary and list Folsom Board of Education as additional insured. Applicant assumes all responsibility and liability and further agrees to hold the BOE harmless from same.
4. Facility use fees will be charged according to the current schedule. The BOE reserves the right to waive use fees or other costs or a portion thereof for any local organization where a major portion of the participants are Folsom residents.
5. Any individual or organization wishing to use school facilities beyond the normal hours the building is in use shall be responsible for paying an hourly custodial fee. The user will also be responsible for any other expenses incurred as a result of the use of the facilities.
6. The opening and closing of the school building shall remain with the superintendent or his designee.
7. The individual or organization may be required to secure the services of a policeman when the facilities are being used. Determination of these services will be made at the time the application is reviewed by the BOE.
8. Approved permits only grant use of facilities and equipment as specified on the application. Prior rehearsals or use of other rooms are not permitted.
9. Use of sound equipment or stage lighting shall be granted when operators are assigned by the BOE. Likewise, cafeteria facilities can only be used when a BOE cafeteria or any other employee is present. Permission to serve refreshments must be indicated on the application. Hourly rate will be borne by the user.

FOLSOM BOARD OF EDUCATION

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10. Organization for the activity is the responsibility of the applicant. One adult chaperone is required for each twenty (20) participants. A list of adult chaperone name and phone numbers should be submitted with the application. Also, it is the organization's responsibility to control seating with the capacity of the facilities being used.
11. Permit holders may obtain permission from the Board Secretary to bring materials to the facility. The BOE assumes no liability for damage to equipment brought into the school. Under no circumstances shall materials, furnishings or rubbish be left in the building. If the individual or organization does not remove them, a fee will be charged for removal.
12. The applicant shall be responsible for all losses, damages and theft of school equipment and/or property. Reimbursement shall be made to the BOE for same.
13. Gambling or games of chance are not permitted on school premises (except for duly licensed raffles with the permit shown in advance.
14. Alcoholic beverages and smoking are prohibited in all parts of the school building and on school grounds.
15. Permission to sell or display items must be requested in writing at the time of application.
16. No permit issued to use school facilities shall carry with it any right to exclude members of the BOE or their representatives from the property. Any member of the BOE or representative of same shall have full and free access at all times to any part of the building.
17. Upon granting permission to use facilities, the BOE shall not be held liable or responsible for any theft, losses, and/or damages to any personal property of the applicant, people attending the function, or other entities.
18. The following fee scheduled shall be used. The BOE reserves the right to waive such in accordance with item "4" above:

ROOM	FEE
All Purpose Room	\$100 per diem
All Purpose Room Set Up (tables/chairs	\$50 per event
Classroom or Library	\$40 per diem
Fields and/or Grounds	\$50 per diem
Custodial Fee	\$30 per hour

Revised October 1, 2008

FOLSOM BOARD OF EDUCATION
 1357 Mays Landing Road
 Folsom, NJ 08037
 Phone: 609-561-8666 Fax: 609-567-8751

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: _____
 Type of Organization: _____
 Purpose of Facility Use: _____
 Dates Requested: _____ Hours: _____

- Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

FACILITIES REQUESTED		EQUIPMENT REQUESTED	
All Purpose Room		Chairs (#)	
Library		Tables (#)	
Classroom		Set Up Required?	
Field/Grounds		Sound System	
Estimated Number of Participants		Microphone	
Percentage of participants that are Folsom Residents:			
Will Admission Be Charged?			
If Yes, for what purpose will funds be used?			

Name of Person who will be in charge During Rental Period:

Name: _____
 Address: _____
 Phone: _____

STATEMENT OF APPLICANT:

I hereby make application for the above Use of Facilities at Folsom School. I have received and read the Rules and Regulations for Use of Facilities and accept responsibility for meeting the requirements stated. A certificate of insurance listing Folsom Board of Education as additional insured as well as all required fees will be submitted at least one week prior to the event.

Signature: _____
 Print: _____
 Address: _____
 Phone: _____
 Organization Position: _____

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Business Office Use Only

Date of BOE Approval		Fees Paid	\$
Room Usage Fee	\$		
Custodian Usage Fee	\$	Certificate of Insurance Received	

 Board Secretary, Folsom Board of Education

FOLSOM BOARD OF EDUCATION

1357 Mays Landing Road

Folsom, NJ 08037

Phone: 609-561-8666

Fax: 609-567-8751

Indemnity and Hold Harmless Agreement

_____, agrees to indemnify and hold harmless Folsom 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 performance of the work 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 or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable. This indemnification and agreement shall apply in all instances whether Folsom School District is made a 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 of claim.

By: _____
(Signature)

(Print)

(Date)

(This form must be completed by participants. Only those completing this form are approved by the BOE for participation in the event.)