



Dr. Carmela Somershoe
Superintendent &
Elementary School Principal

Mrs. Beth Steinen
School Board Administrator
& Board Secretary

Use of Facilities Application & Fee Schedule

SECTION 1: Applicant Information

Name of Organization _____

Responsible Person _____

Address _____

Phone _____

Email _____

Facility Requested ☐ Gym ☐ Field ☐ Cafeteria ☐ Classroom ☐ Parking Lot ☐ Other _____

Date(s) Requested _____

Time(s) Requested _____

Purpose of Use _____

Number of Participants _____

% Ventnor Residents (list may be requested) _____

Is this a Non-profit Organization (not event)? ☐ Yes ☐ No

Admission Charged? ☐ Yes ☐ No

Equipment/Setup Requested _____

Custodial Services Needed ☐ Yes ☐ No

Additional Notes _____

SECTION 2: Fee Schedule (Effective 11/20/2025)

Facility	Base Fee (per day, 4-hour minimum)	Additional Hourly Rate	Notes
Gymnasium	\$100	\$30/hr	Includes basic lighting, scoreboard use by request
Athletic Field	\$100	\$30/hr	Includes goal posts/nets if applicable
Parking Lot	\$50/hour	\$20/hr after 4 hrs	
Cafeteria	\$75	\$25/hr	No kitchen access
Classroom / Meeting Room	\$50	\$10/hr	For small group or instructional use
Auditorium	\$200	\$25/hr	

Custodial Fee: \$40/hour (as needed, outside normal duty hours).

Insurance: Required certificate showing \$1,000,000 general liability coverage.

SECTION 3: Fee Waivers

Group Type	Fee Policy
VECC-Affiliated	Free of charge.
Ventnor Community Organizations ($\geq 80\%$ Ventnor residents); Non-Profit	Free of charge. Proof of residency list may be required.
Non-Ventnor, Non-Profit Organizations	Charged standard rate.
For-Profit Organizations or Events Charging Admission	Full applicable rate, even if this event is non-charging.
Private Individual Rentals	Charged standard rate + custodial costs.

SECTION 4: Rules and Regulations

1. Applications must be submitted at least 7 business days prior to scheduled BOE meeting
2. No facility use without written approval from the Business Administrator and Superintendent.

3. Insurance certificate (minimum \$1,000,000 liability) must name Ventnor City Board of Education as additional insured.
4. Fees are due before the event's start date.
5. The applicant is responsible for setup and cleanup; custodial fees apply if additional service is required.
6. Smoking, alcohol, gambling, and animals are strictly prohibited on school property.
7. Organization is responsible for any damages or excessive cleanup costs.
8. All groups must comply with fire, safety, and local health regulations.
9. All outside doors must remain closed and locked; applicant is responsible for letting in participants.
10. Hall monitors and adult supervision are required for all youth activities.
11. The Board reserves the right to deny or cancel any use if it conflicts with school programs or damages property.
12. All activities must end by 10:00 p.m. unless pre-approved permission is granted.

SECTION 5: Indemnification Agreement

The undersigned agrees to hold harmless and indemnify the Ventnor Board of Education, its officers, employees, and agents from any and all liability, damages, or costs arising from the applicant's use of the facilities. The applicant assumes full responsibility for injury or damage to persons or property resulting from such use.

Signature of Responsible Person: _____ Date: _____

SECTION 6: Internal Use Only

Board Approval Date: _____

Insurance Verified ☐ Yes ☐ No

Approved by Facilities Supervisor: _____ Date: _____

Approved by Business Administrator: _____ Date: _____

Approved by Superintendent: _____ Date: _____

Total Fee Charged: _____

Date Fee Paid: _____