

EVESHAM TOWNSHIP SCHOOL DISTRICT
OPERATIONS DEPARTMENT

GENERAL USAGE GUIDELINE REMINDERS

OUTSIDE GROUP USAGE will **BEGIN the third week in September**. Schools will not be available on all Holidays, Election days, Back to School Nights, Parent/Teacher Conferences, School Concerts, Board Meetings or any large School Event Nights (*Please refer to our current District School Calendar for closures which can be found at the bottom of our webpage at www.evesham.k12.nj.us – scroll down below the pictures and click on the white Calendar circle*).

Additional school closings may also occur during the school year due to inclement weather or other emergencies. We will make every effort to advise you in advance; however, when the schools are closed due to inclement weather, there will be **NO evening activities**.

ALL “OUTSIDE” group usage will **CONCLUDE at the end of MAY** due to several school events being scheduled in June.

Important: Any requests for “outside” group usage over the **SUMMER** months beginning **after the July 4th holiday** is “*extremely limited*” and will be considered on a case-by-case basis. Please be aware that there are several school programs that are held in July and August which use several areas in our buildings. In addition, our Custodial Staff will be conducting their summer cleaning while the Gym floors are being refurbished. ****All Summer Programs will CONCLUDE the second week of AUGUST****

GENERAL RULES

1. NO SMOKING anywhere on school property.
2. NO ALCOHOLIC BEVERAGES anywhere on school property.
3. Children must always be supervised in all rooms/areas of the school.
4. All items in a classroom are school property and should not to be touched (i.e., Instruments, Smart Boards, teacher desk items, etc.).
5. BOOKED TIMES: When filling out your Event Request form, your booked times are to reflect the time your group arrives and the time your group will depart **and be completely out of the building**.
6. NUMBER OF CUSTODIANS: Your Event will require (1) custodian to be assigned for every 100 people who are attending/participating in the Event. If your Event has more than 100 people, there will be 2 custodians assigned, more than 200 there will be 3 custodians (with a maximum capacity of 250 people.)
7. CUSTODIAL COVERAGE: Custodians are required to arrive (1) hour prior to your booked Event. They are to “open” the building which entails turning on lights, heat, or air-conditioning, setting

up tables, chairs and equipment and conducting a thorough check of the building (inside and outside on school grounds).

8. CLEAN-UP AFTER EVENT: When an Event is over, custodians will need a “minimum” of 1-2 hours (once everyone is out of the building) to clean all areas (i.e., Rooms/Areas that were booked, Bathrooms, Hallways, Kitchen (if applicable) and any outside cleanup). Again, a thorough check of inside the building and outside on school grounds is mandatory before completely closing the building. These things must be completed in preparation for the next school day and to meet school standards.
9. CUSTODIAL RESPONSIBILITIES: Custodians are to always be available during your Event should there be any immediate spills or trash taken out. They are responsible for the setting-up and taking down of all “school-related” furniture and/or equipment. They are to be available and contacted should there be any issues with the heating, air-conditioning, or lighting. They are NOT responsible for unloading, loading, or carrying any of the group’s personal items. If they agree to do this, it is their own “personal” choice.
10. AUDIO/VISUAL EQUIPMENT – School equipment is not to be handled by anyone other than our school A/V Technician. If using an outside technician, they must bring their own equipment and speakers.
11. KITCHEN SERVICES – Please contact Princeton Foods if you are using our kitchen. They will assign a kitchen employee to oversee your kitchen usage and will be responsible for cleaning up after your Event.
12. NO STERNO OR OPEN FLAMES ARE ALLOWED ANYWHERE IN THE BUILDING.
13. FOOD SHOULD ONLY BE EATEN IN THE CAFÉ AREA OR WHERE REFRESHMENTS ARE BEING SERVED.

If you have any questions, please feel free to contact the Operations Office at 856-797-6840.

(2 or 2)