

Pack 190 Facility Usage Guidelines

Updated October 2014

Purpose of Guidelines:

To provide Pack and Den leaders guidance on how to reserve, preserve, and protect meeting/event facilities in the Hunterdon County Area. Specific instructions for Clinton Township Schools and Immaculate Conception Church are provided.

Reason for Guidelines:

An event location is required for many Cub Scout activities during the year. Pack 190 (and Pack 901) have worked hard over many years to develop good relationships with local schools, churches, and camps in order to hold events. Without access to these facilities it would be difficult or even impossible for the Cub Scout organization to operate. These guidelines help make sure Cub Scouts will continue to enjoy the **privilege** of using these facilities for meetings and events for years to come

Guidelines:

- 1) All Cub Scout Leaders and scouts will follow the **Leave No Trace** creed. Any meeting or event area should be left in at least as good of condition as when it was found.
 - All chairs, tables, and equipment should be put away and left in the same configuration
 - All trash should be thrown away or removed from the area for future disposal
 - All areas should be policed (checked) following the event by scouts and akelas including rooms, hallways, and washrooms
 - Doors should be secured and locked if appropriate
 - Camp fires should be fully dowsed
 - Leaders will follow the "2 Deep" principle at all times
- 2) Leaders will follow the directions of the facility supervisor staff and stay within permitted areas
- 3) Cubs will be supervised at all times by at least 2 adults
- 4) Report damage or problems to the facility supervisor at the earliest possible time following the discovery EVEN IF YOUR GROUP WAS NOT RESPONSIBLE
- 5) It is preferred that all reservations are made through the designated FACILITY USAGE CHAIR. In some cases where this is not possible the Facility Usage Chair should be notified of the event time and place by the relevant Cub Scout leader.
- 6) The Facility Usage Chair can be contacted by email at Pack190@pack190hunterdonnj.org. Please put "**Facility Usage Chair**" in the subject title.

To Reserve Facilities at Clinton Township Schools

(Spruce Run, Patrick McGaheran, Round Valley, Middle School)

- 1) Facility reservations are to be made **ONLY by the FACILITY USAGE CHAIR** or person designated by the PACK for this purpose. Provide the date(s), time, and facility needs to the Chair in advance of the event

Directions for Facility Usage Chair:

- a) At the beginning of the year request a Certificate of Liability Insurance form from Bucks County Council.
 - Go to www.buckscountybsa.org
 - “Resources” and “Unit Insurance”
 - Find “Certificate of Insurance” and complete the application
- b) Complete the “Application for use of School Facilities Form” from the Clinton Township School District Website
 - Go to www.ctsd.k12.nj.us
 - Under “District Office” find “Use of School Facilities – Forms”
 - Send or Email form to Sherry Ann B. (sbobal@ctsd.k12.nj.us)

- 2) Groups **MUST** have a reservation **IN WRITING** prior to using the school facilities.
- 3) Reservations are made for specific rooms and areas. A reservation for a class room area does **NOT** allow access to a gymnasium or all-purpose room. Access to other parts of the building are **PROHIBITED**. If in doubt about an assigned location, find the Facility Supervisor (Maintenance or Custodial Staff) who can provide guidance. Regular classrooms and some other areas are off limits to visiting groups.
- 4) The main school doors are locked at all times. Someone should be assigned to let people in the door as participants arrive. Make sure all families have the cell phone number of the den/patrol leader in case of late arrivals. Do not pro open the door.
- 5) **NO peanuts or sesame seeds** (or derived oils) are allowed in the classrooms.
- 6) Do not use or disturb classroom supplies and leave the classroom configuration exactly as it was found.
- 7) If an event is cancelled or rescheduled contact the PACK Facility Usage Chair immediately so the school can be notified. Someone will be there waiting to supervise the facility unless they are notified otherwise.
- 8) The complete Clinton Township School Use Facility Policy and Regulations can be found at www.ctsd.k12.nj.us.

To Reserve Facilities at Immaculate Conception Church

- 1) Reservations/arrangements are made through the PACK Chartered Organization Representative:
2014-2015 representative is Nora B.K. (klipclan@gmail.com)

End of Document