

GUIDELINE FOR AFTER HOURS CAMPUS USE

This Guideline sets forth the expectations of Shore Country Day School (“Shore”) with respect to the after hours use of its facilities and the procedures for obtaining permission for such use. Shore expects that its facilities will be used for purposes consistent with its philosophy, as stated in the current Handbook, and that each user will comply with Shore’s rules and regulations. The current handbook can be downloaded at <https://www.shoreschool.org/page/About/Shore-at-a-Glance> the Handbook download is on the right side halfway down the page.

PERMITTED AND PRIORITY USES

Shore permits use of its facilities for (a) instruction supplementing the Shore curriculum, (b) artistic and cultural exhibition, recitals and performances, and (c) fundraising activities, the proceeds of which support charitable organizations. If applications compete for facilities, priority will be given, in the following order, to (i) uses that directly supplement the Shore curriculum, arts and athletics, (ii) uses that do not directly supplement the Shore program, but are sponsored by Shore faculty and staff, and (iii) uses that do not directly supplement the Shore program sponsored by others than Shore faculty or staff. Use of Shore’s facilities by persons not affiliated with Shore or for profit is discouraged.

APPLICATION PROCESS

Prior written approval of the Head of School or Chief Financial Officer is required for each after hours use of Shore’s facilities.

Written approval is conditional upon, among other matters, (a) the completion and submission by the Application for Use, (b) the completion and submission of the Agreement for Use (c) the making of insurance arrangements satisfactory to Shore, and (d) the satisfaction of any other conditions stated in; such Agreement for Use. As noted in the form of Agreement for Use, Shore may ask applicants to consider making a donation to defray the general cost of upkeep of Shore’s facilities, and, in certain instances, Shore may require that an applicant reimburse Shore for any incremental premium charged by Shore’s liability insurance carrier on account of applicant’s use or may require that an applicant obtain liability insurance, in a specified amount, which names Shore as an additional named insured.

Applicants must submit a completed Agreement for Use to the Business Office not less than sixty days in advance of the requested use. (Submissions may be made less than sixty days in advance of the requested use, but applicants must recognize that no assurance can be given that such an application be acted upon in time to announce or hold the requested use.)

The completed Agreement for Use will be reviewed by the Head of School and Chief Financial Officer, in consultation with the Supervisor of Buildings and Grounds and, in certain instances, with the Executive Committee of the Board of Trustees.

Acceptances and rejections of applications will be forwarded to applicants in writing by the Director of Auxiliary Programs, Head of School or Chief Financial Officer. Rejections are not subject to appeal.