

# ESTELL MANOR SCHOOL DISTRICT APPLICATION FOR USE OF SCHOOL FACILITIES

Please complete the application in full, incomplete applications will be returned. Additional information may be requested prior to approval of this application. **A Certificate of Insurance must be submitted with this application.**

Organization & Representative \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Type of Group : \_\_\_\_\_ Community Use \_\_\_\_\_ Non-Profit \_\_\_\_\_ Commercial \_\_\_\_\_  
(See the attached Board Policy for Fee Schedule)

Nature of Event \_\_\_\_\_ Non-Profit Number \_\_\_\_\_

Are tickets being sold? \_\_\_\_\_ Prices \_\_\_\_\_ Expected Number of Participants \_\_\_\_\_

Use of Profits \_\_\_\_\_

Reference (school or community) \_\_\_\_\_

EVENT DATE(S) \_\_\_\_\_ TIME \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

REHEARSAL DATE(S) \_\_\_\_\_ TIME \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

SET-UP DATE(S) \_\_\_\_\_ TIME \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

BREAKDOWN DATE(S) \_\_\_\_\_ TIME \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

## FACILITY

The above organization hereby applies for the use of the:

### School Requested:

\_\_\_\_\_ Elementary School

### Area(s) Requested:

\_\_\_\_\_ Field(s)  
 \_\_\_\_\_ Soccer  
 \_\_\_\_\_ Softball  
 \_\_\_\_\_ Side Volleyball Net  
 \_\_\_\_\_ Basketball Courts  
 \_\_\_\_\_ Classroom(s)

### Area(s) Requested:

\_\_\_\_\_ Gymnasium/Auditorium  
 \_\_\_\_\_ Cafeteria  
 \_\_\_\_\_ Kitchen Facilities  
**(Cafeteria Staff Required)**  
 \_\_\_\_\_ Other

## EQUIPMENT AND SET-UP INFORMATION

Tables (#) \_\_\_\_\_

Chairs (#) \_\_\_\_\_

Other \_\_\_\_\_

Microphone \_\_\_\_\_

Podium \_\_\_\_\_

**NOTE:** If applicable, attach to this application, detail set-up information for the use of school equipment.

For Office Use Only

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
Calendar

\_\_\_\_\_  
Business Administrator/Date

\_\_\_\_\_  
Director of Facilities/Date

\_\_\_\_\_  
Superintendent of Schools/Date

**DOCUMENT DATES:**

Application Received: \_\_\_\_\_

Signatures Received: \_\_\_\_\_

Board of Education Action: \_\_\_\_\_

Approval/Non-approval mailed: \_\_\_\_\_

Insurance Certificate Received: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Fire Certificate Received: \_\_\_\_\_

**WORKSHEET FOR DETERMINING COST OF RENTAL**

- Insurance Coverage: Minimum \$1,000,000 certificate naming district as additionally insured.
  
- Safety Plan. Submitted with application, if required
  
- Fire Safety Permit. Submitted two weeks prior to event, if required
  
- Facility Use Fees: \_\_\_\_\_
  
- Custodial Fees: (2 ½ hours on the weekend)  
Regular time rate \_\_\_\_\_ Staff hours at \$ \_\_\_\_\_/hr. \_\_\_\_\_  
Saturday overtime rate \_\_\_\_\_ Staff hours at \$ \_\_\_\_\_/hr. \_\_\_\_\_  
Sunday & Holiday overtime rate \_\_\_\_\_ Staff hours at \$ \_\_\_\_\_/hr. \_\_\_\_\_
  
- Sound/Light Tech.: (4 hr. min.) \_\_\_\_\_ Staff hours at \$ \_\_\_\_\_/hr. \_\_\_\_\_
  
- Stage Hand: (4 hr. min.) \_\_\_\_\_ Staff hours at \$ \_\_\_\_\_/hr. \_\_\_\_\_
  
- Equipment/Facilities Security Deposit (if required): \$ \_\_\_\_\_

**Total Fees Payable to Estell Manor Board of Education:** \_\_\_\_\_

*Must be received two weeks prior to event.*

## RESERVATION OF RIGHTS

The Board reserves the right to deny approval for the use of facilities when the Board determines that a proposed activity may place at risk the safety of students, staff, members of the community, or the participants, or may adversely affect the facility, or which may place the Board in a position of bearing inordinate liability. Such activities, which may be denied, include those activities for which the sponsors are unable to certify the presence of adequate security.

As the representative of this organization, I agree to the following:

1. Completed application must be submitted to the upcoming Board Office meeting prior to the event. The Board of Education meets the 4<sup>th</sup> Wednesday of the month at 7:00 PM (unless otherwise noted) and may be required to approve this application.
2. No applications will be approved if for personal gain of any individual(s) or for political or sectarian purposes, except by special permission of the Board of Education.
3. It is understood and agreed that the applicant assumes full responsibility for the preservation of order in the school building and on its premises and assumes all liability for any damage or loss of school property.
4. It is understood that all fees will be paid in full at least two weeks prior to the event or the event will be cancelled. Please make checks payable to Estell Manor Board of Education.
5. If required, a Fire Safety Permit must be on file in the Board of Education office and the Estell Manor Fire Department two weeks before the event or the event will be canceled.
6. The organization must comply with all local and state laws regarding public assemblies.
7. All applicants must have liability insurance of at least \$1,000,000. The Estell Manor Board of Education must be named as additionally insured on the Certificate of Insurance for the dates the facility will be used. Proof of coverage must accompany this application or it will not be approved.
8. SMOKING or ALCOHOLIC BEVERAGES on any part of the school CAMPUS is positively prohibited.
9. ANIMALS of any kind are not permitted in the school building.
10. Advertising is the responsibility of the organization and must not begin until written approval for the use of the facility is received from the district. Advertising must not use the school telephone number for information.
12. NOTIFICATION OF CANCELLATION IS REUIRED TWO WEEKS PRIOR TO THE EVENT.
13. As a representative of the organization, I understand that after we have been granted approval any modification in the dates, times or locations requested may result in additional charges for the organization.
14. As a representative of the organization, I have read and understand the Board of Education Policy for Use of School Facilities.
15. The organization will indemnify and hold harmless the Estell Manor Board of Education for any loss or claim arising out of the use of the facility or equipment.
16. If required, a separate security deposit check of \$500 shall be made at least two weeks prior to the event date. Please make checks payable to the Estell Manor Board of Education.

I AGREE TO THE COSTS AND CONDITIONS DESCRIBED ABOVE AND WITHIN ATTACHED POLICY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Organization

ESTELL MANOR SCHOOL DISTRICT  
ESTELL MANOR, NJ

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ (Organization, Responsible Individual, Group, etc.)

Agrees to indemnify and hold harmless the Estell Manor Board of Education, its officers, employees, volunteers and agents 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 said party's negligent act or omission or that of the organization, or that of anyone employed by them or for whose acts the organization may be liable. This indemnification and agreement shall apply in all instances whether the Estell Manor Board of Education, its officers, employees, volunteers, and/or agents, is/are made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or 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 or claim.

Signature \_\_\_\_\_

Name of Organization \_\_\_\_\_

Date Executed \_\_\_\_\_