

USE OF FACILITIES APPLICATION
2016-2017

Today's Date: _____

Organization Name: _____

Contact Name: _____

Phone: _____ E-mail: _____

Address: _____

Requested Facility: Robert Morris School

Date(s) of Requested Use: _____

Actual Hours of Event: _____

Additional Set-Up/Clean up Time Requested _____

Description of Event:

Number of Adults Attending: _____ Number of Children Attending: _____

Will refreshments be served? _____

If yes, please describe what type:

The following rooms / areas are available for use of Facilities. Please check the box next to the area, which your organization wishes to use.

- Stage** **Gymnasium** **Cafeteria/multipurpose room**
 Meeting Room **Media Center/Library** **Classroom(s)** _____

(Please specify qty)

Please check the box next to any special requirements for your event:

Folding Chairs # _____

Folding Tables # _____

Please submit a drawing of chair and table configuration requested with this form on a separate document.

Please note that any applicable custodial charges shall be billed at a rate of \$25 per hour during normal school hours and \$45 an hour during outside normal janitorial hours and non-school days.

One hour before and one hour after event shall be charged for opening and securing facility.

Custodial Charges \$ _____

Room / Area Rental Fees \$ _____

Equipment Rental Fees \$ _____

Total \$ _____

Based upon the information provided in this application, following is an estimate of charges associated with this "Use of Facility". of which if not waived, will be due and payable within five working days of your event. (For Board of Education Use Only)

Please note the Fees and Costs associated with "Use of Facility" can be requested to be waived if the box below is checked off:

Yes, please waive all my use of Facility's fees for the event (s) I am requesting for my organization on this form.

All "Use of Facilities" Organizations are required to maintain, in addition to any insurance by law, Comprehensive Liability Insurance, in an amount not less than \$1,000,000 per occurrence. The South Bound Brook Board of Education, MUST be named as an additional insured on the policy. **A Certificate of Insurance as described must be provided to South Bound Brook Board of Education before the facility is used.** In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the South Bound Brook Board of Education , against any and all demands, claims, damages, fees, costs and liabilities of any kind (including but not limited to attorney fees) to the fullest extent permitted by law.

If the Licensee is a “youth sports team organization,” as that term is defined by N.J.S.A. 18A:40-41.5(b), the Licensee shall provide the Licensor with a statement of compliance with the South Bound Brook Board of Education’s Policy and Regulation No. 2431.4 “Concussion Testing and Return-to-Play” for the management of concussions and other head injuries. As defined in N.J.S.A. 18A:40-41.5(b) a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

Pursuant to N.J.S.A. 18A:40-41.5(b), the South Bound Brook Board of Education shall not be liable for the injury or death of a person due to the action or inaction of the Licensee or any of the Licensee’s members, agents, contractors, servants, employees, volunteers, licensees, or invitees.

If the Licensee is a “youth sports team organization,” as that term is defined by N.J.S.A. 18A:40-41.5(b), the Licensee shall provide the Licensor with a statement of compliance with the South Bound Brook Board of Education’s Policy and Regulation No. 5300 “Automated External Defibrillators (AED) (M) ” for the training and use of an AED. A team coach, licensed athletic trainer or designated staff member if there is no coach or licensed athletic trainer, who is present during athletic events or a team practices, shall be trained in cardio-pulmonary resuscitation and the use of the AED in accordance with the provisions of N.J.S.A. 2A:62A-25. The School district and its employees shall be immune from civil liability in the acquisition and use of an AED pursuant to the provisions of N.J.S.A. 2A:62A-27. As defined in N.J.S.A. 18A:40-41.5(b) a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department. Pursuant to N.J.S.A. 18A:40-41.5(b), the South Bound Brook Board of Education shall not be liable for the injury or death of

a person due to the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees, or invitees.

Signature of Applicant Representative : _____ Date: _____

Signature of Clerical Aide: _____ Date: _____

Business Administrator: _____ Date: _____

Superintendent/Principal: _____ Date: _____

PLEASE NOTE: An approved copy of this application must be available for inspection at all times during use of facility.

Board Policy and Regulation #7510
Board Policy and Regulation #2431.4
Board Policy and Regulation #5300