



**NORTH PLAINFIELD BOARD OF EDUCATION  
USE OF SCHOOL FACILITY APPLICATION**

**Date of Application:** \_\_\_\_\_

**Application is hereby made by (organization name)** \_\_\_\_\_ **located at (full address)**  
\_\_\_\_\_ **for use of (school name)** \_\_\_\_\_ **for the purpose of**  
\_\_\_\_\_ **on the following dates and times.**

**Date(s) \*&Time(s):** \_\_\_\_\_  
\_\_\_\_\_

- Organizational contact (person responsible for enforcing the regulations of the Board of Education. He/she shall also be personally responsible for making all necessary arrangements with the school and shall sign the application).  
Name: \_\_\_\_\_;  
Email/phone: \_\_\_\_\_
- Estimated Attendance: \_\_\_\_\_; (Security required if attendance exceeds 200)
- Is security or police assistance required? Yes \_\_\_\_\_ No \_\_\_\_\_; (Must comply with local fire code capacity regulations)
- Admission Charge? Yes \_\_\_\_\_ No \_\_\_\_\_ Cost of Admission: \_\_\_\_\_
- Disposition of Proceeds: \_\_\_\_\_

**Hold Harmless Agreement**

As a condition for use of the facility, the organization agrees to defend, indemnify, and hold harmless the North Plainfield Board of Education, collectively and individually, and its members, agents, officials, representatives, consultants and employees from and against any and all liabilities obligations lawsuits, damages, personal injury, losses or claims including but not limited to reasonable attorney’s fees, that may be imposed upon or incurred by or asserted against any of the aforesaid parties arising directly or indirectly from the organization’s use of the facility.

**Insurance Requirements**

*All outside users are required to maintain, in addition to any insurance required by law, Comprehensive General Liability Insurance, in an amount not less than \$1,000,000 per occurrence, proof of participant accident insurance in an amount not less than \$50,000 per person, and Workers Compensation Insurance with Employer’s Liability of \$1,000,000 if applicable. The North Plainfield Board of Education must be named as an additional insured on the liability policy and details of the event (purpose, dates and times) must be listed. The Certificate of insurance as described MUST be provided with this application. Failure to enforce the required production of the certificate will not void the user's obligation to provide the insurance as aforesaid.*

## *TERMS*

By signing and submitting this application, the above-referenced organization agrees to the following:

- This application is not transferable and the Board of Education reserves the right to approve or deny any application for use of school facilities and grounds per Board Policy 1330.  
■ Policy 1330 Use of School Facilities.pdf
- Depending on the event type, the Board of Education reserves the right to require that police or security personnel be present at the event. The sponsoring organization utilizing the facilities will be required to pay for said services.
- Use of any of the school kitchens and equipment must be supervised by cafeteria staff employees.
- The possession and use of alcoholic beverages or tobacco products is prohibited on school property or on school grounds.
- The sponsor is responsible for the proper care and use of all school property. She/he shall be the first person admitted and the last person to leave. He/she shall be in attendance at all times during the occupancy of the building or grounds. **Requirement–Check out is required with the custodian. .**
- All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than \$1,000,000 per occurrence. The Board of Education must be named as an additional insured on this policy. A certificate of insurance as described must be provided before the facility is used. Failure to enforce the required production of the certificate will not void users’ obligation to provide the insurance as aforesaid.
- Any modification to the hours of operation for the program/event must be approved in advance by the Board of Education.
- There shall be no cost to the Board for the use of facilities. All costs incurred shall be the responsibility of the organization, including personnel costs that are required to support the event or program. [Fees for A/V Usage](#)
- In the event of an emergency or competing District-sponsored event that requires the facility be available to the organization, the Board will attempt to provide a substitute facility to the organization or, if the parties are unable to agree on a suitable alternate facility, the Board may at its discretion, cancel the event and return any deposits to the organization.
- ***The organization agrees that under no circumstances are exterior doors to be left open or, if open , unmonitored. The failure to supervise participants or comply with security procedures will result in the termination of facilities use approval.***
- Groups are responsible to identify locations of AEDs before use of the facility. By signing below, the organization certified that its representatives are familiar with Janet’s Law, NJSA 18A:40-41, et seq., and the law’s attendant requirements for the placement of automated external defibrillators (“AEDs”) at all events on school grounds, as well as the training and use requirements for such AEDs by organization staff, as the case may be. In addition to, notwithstanding, any other provision of this Agreement, the organization agrees to defend, indemnify and hold harmless the Board of Education, collectively and individually, and its members agents officials, representatives and employees, from any and all liability associated with the organization’s compliance or non-compliance with Janet’s Law and the organization’s use or nonuse of AEDs or the use or nonuse of AEDs by organization staff.
- At all times the organization agrees and understands that orderly conduct shall be required of the organization and the participants in the scheduled event, including the performers, volunteers, students and other participants. If it is believed that a requirement for facility use will result in disorderly conduct or whose activities may be detrimental to the school or the community, the request for facility use may be refused.

- All participants shall confine themselves and their activities to the areas specified in the agreement. No changes are to be made in the arrangement of school furniture or stage equipment without permission of the Building Principal.
- With respect to the use of the facilities for any athletic activity, all users will be supplied with a copy of the Board of Education's Policy 5141.8 Sports Related Concussion and Head Injury. The user agrees and certifies that it will comply with this policy for the management of concussion and other head injuries. [Policy 5141.8 Sports Related Concussion and Head Injury.pdf](#)
- All applications require a minimum two weeks notice for approval. Facility rental charges are determined by the District Business Office.
- Applications may be canceled by the applicant by notifying the Building Principal forty-eight hours in advance of the day reserved in order to receive refunds.

Fee Structure: Check all that Apply- Custodial Needs to be Determined by the Business Office:

	<u>Profit</u>	<u>Non-Profit</u>	<u>In-District</u>
Auditorium:	\$500	\$250	\$0
Multi Purpose/Community Room	\$250	\$125	\$0
Gymnasium High School/Middle	\$500	\$250	\$0
Gymnasiums-Elementary	\$400	\$200	\$0
Cafeteria High School	\$300	\$150	\$0
If Kitchen Needed, must hire Cafe Staff			
Classrooms	\$100	\$50	\$0
Fields:			
Upper Krausche	\$500	\$250	\$0
Lower Krausche	\$300	\$150	\$0
West End, East End, Fromm	\$200	\$100	\$0

***Room Set Up Instructions/Details- Chairs/Tables etc , please include a mapped drawing and listing of needs. Please use the space below for any detailed maps or instructions necessary.(i.e. Need certain number of tables, chairs, food set up, breakdown, etc)***

I have read and agree to the above terms as stated. I further certify that I am an authorized representative of the above named organization and that I am signing on the organization's behalf.

\_\_\_\_\_
Organizational Contact Name

\_\_\_\_\_
Organization Contact Phone Number

\_\_\_\_\_
Signature of Organizational Contact

\_\_\_\_\_
Date

**Approval Status:**

\_\_\_\_\_
Bldg Principal Signature Date

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

**BOARD OFFICE USE ONLY**

Facility Rental Charge \$ \_\_\_\_\_
Security Charges \$ \_\_\_\_\_
Custodial Charges \$ \_\_\_\_\_
Lighting and/or Audio \$ \_\_\_\_\_
Total Estimated Charges \$ \_\_\_\_\_
Deposit Due 14 days prior to the Event: \$ \_\_\_\_\_
Balance Due \$ \_\_\_\_\_
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Charges: \_\_\_\_\_