



Lyndhurst Public Schools

BOARD OF EDUCATION
420 Fern Avenue ♦ Lyndhurst, NJ 07071
Phone: 201.438.5683 ♦ www.lyndhurstschools.net

Notice!

**PARKING IN DESIGNATED AREAS ONLY!!
VIOLATORS MAY BE TICKETED & OR TOWED.**

Use of School Facilities Application and Agreement - School Year **2023-2024**

DATE OF APPLICATION: _____

NAME OF ORGANIZATION: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____

E-MAIL: _____

FACILITY/SCHOOL LOCATION: _____

SPECIAL FACILITY REQUESTED	AUDITORIUM	GYM	CLASSROOM
	KITCHEN	FIELDS	
	MEDIA CENTER	OTHER	

DATE(S) OF ACTIVITY: _____

TIME OF ACTIVITY: _____

TO: _____

EQUIPMENT DESIRED: _____

OF CHAPERONES: _____

NUMBER OF CHAIRS NEEDED: _____

NUMBER OF TABLES NEEDED: _____

ARE REFRESHMENTS BEING SERVED? _____

WILL ADMISSION BE CHARGED? _____

The authorized agent whose name appears in this section shall be present during the activity and agrees that his/her organization will abide by the rules and regulations prescribed by the **Lyndhurst Board of Education**. It is also agreed that any damage whatsoever to the building or any part thereof shall be paid for by the contracting party.

DESCRIPTION OF ACTIVITY TO BE HELD:

Applicant

The Lyndhurst Board of Education reserves the right to reject any and all applications or to cancel the privilege of any organization using the facility.

Availability Clearance:
Principal:
Athletic Director:
Security:
Certificate of Insurance
Fire Marshall

Board of Education Approval:	School Board Secretary:
Date:	Superintendent:

OUTSIDE FACILITIES USE ONLY

MUST BE COMPLETED WHEN KITCHEN USE IS REQUESTED

_____ is requesting use of the kitchen facilities at
 (Organization Name)
 _____ on _____. The contact person
 (School Name)
 is _____, who can be reached at _____.
 (Indicate Name and Title) (Telephone Number)

The following equipment is available for use. Please check the equipment you wish to use.

REFRIGERATOR

The following equipment is **NOT** available for use:
 Stove, Oven, Pots & Pans, Utensils, Steam Tables, Fryer, Slicers, Buffalo Chopper and Cash Registers.

The organization is responsible for supplying their own cleaning supplies, and any necessary locks for the refrigerator they may need.

Facility Rental Fees (Pursuant to Board of Education Policy 7510 Use of School Facilities) BUSINESS OFFICE USE ONLY

Auditorium: (performance) *Min. of 5 hours required	Gymnasium: (Min. of 4 Hours)	Field/ Grounds: (One Time Use)
\$150.00/hr. (Group C) \$200.00/hr. (Group D)	\$100.00/hr. (Group C) \$125.00/hr. (Group D)	\$150.00 Per Field (Group C) \$200.00 Per Field (Group D)
	All time over 4 hours @ \$75/hour	
Auditorium: (rehearsal) *Min. of 3 hours required		<u>Special Requests:</u>
\$75.00/hr. (Group C) \$100.00/hr. (Group D)		
Cafeteria: (Up to 4 Hours)	Library: (Up to 4 Hours)	Media Center: (Min. of 4 Hours)
\$75.00/hr. (Group C) \$100.00/hr. (Group D)	\$100.00 Minimum Charge All time over 4 hours @ \$10/hour	\$75.00/hr. (Group C) \$100.00/hr. (Group D)
All time over 4 hours @ \$50.00/hr.		
Kitchens: (Min. of 4 Hours)	Classrooms: (Min. of 3 Hours)	Additional Services:
\$75.00/hr. (Group C) \$100.00/hr. (Group D)	\$25.00/hr. (Group C) \$50.00/hr. (Group D)	Custodial Services \$30 per hour Lighting & Technology \$55 per hour Security @ actual rate
All time over 4 hours @ \$50.00/hr. (Special arrangements must be made with the cafeteria)	All time over 3 hours @ \$10.00/hr.	Custodian w/Boiler License \$40 per hour (excludes Middle School)

Notes: (BOE Use Only)

Total Rental Fee(s):

Due Date of Payment:

Classification of Groups

Class A users will be given priority for the use of school facilities over all other classifications, and users and may use school district facilities without payment of any use fee or charge for custodial and service (e.g., fuel, water, electricity) costs. This category of users is approved by the Business Administrator/Board Secretary.

Class A users include the following types of organizations and individuals: (e.g.)

School Activities/Athletics

School Clubs

Board of Education

PSTO/PTA Meetings/Activities

Lyndhurst Education Association Meetings (teachers or administrators/Activities)

Class B users will be given priority for the use of school facilities over Class C and D classifications and users and may use school district facilities without payment of a use fee, but may be charged custodial and service costs. Class B organization members must be a Lyndhurst resident. The school district reserves the right to request proof of residency from the persons/organizations. Groups must consist of greater than 75% Lyndhurst residents (list/roster of participants may be required for verification).

Class B users include the following type of organizations and individuals: (e.g.)

Community Clubs/Organizations (e.g. Church Groups)

Lyndhurst Recreation Department

Lyndhurst Youth Athletic Organizations (e.g. Travel, Club, etc.)

Lyndhurst Youth Programs (e.g. Junior Police, Junior Firefighter)

Non-Profit Civic Organizations (e.g. Boy/Girl Scouts)

Adult Teams/Leagues- (75% or more Lyndhurst Residents- roster required)

Class C groups – Organized sports clubs/leagues whose primary participants (50%-75%) are residents of Lyndhurst, or organized adult sports or recreation groups whose primary participants (50%-75%) are residents of Lyndhurst (list/roster of participants may be required for verification).

Class C users include the following type of organizations and individuals: (e.g.)

Adult Teams/League comprised of residents (50%-75%)

Youth Athletic Organizations comprised of residents (50%-75%)

Class D groups – all other organizations.

Class D users include the following type organizations and individuals: (e.g.)

Dance Studios

Non-Public Schools

Community Businesses/Vendors

Select Sports Programs consisting of less than 50% of Lyndhurst residents as team members (non-profit or profit).

Youth teams, groups, or organizations will take precedence over adult teams, groups, or organizations within the same class.

Definitions of activities and charges

Meetings:

Class A Groups

Costs for meetings of less than thirty people will usually be underwritten by the Board of Education, except in those cases where special arrangements (furniture, lighting, etc.) are required.

Class B Groups

Costs for meetings of less than thirty people will usually be underwritten by the Board of Education, except in those cases where special arrangements (furniture, lighting, etc.) are required.

Group B may be charged for larger meetings requiring custodial services.

Class C and D Groups

Pay all applicable fees as listed below in “Fees”.

Other Activities

	Group A	Group B	Group C & D
“Other Event”	No Fee	No Fee	Subject to fees
Dances	No Fee	No Fee	Subject to fees
Banquets	No Fee	No Fee	Subject to fees
Fundraisers	No Fee	No Fee	Subject to fees
Athletic Events	No Fee	No Fee	Subject to fees

FEES (rental, custodial, proctor)

Building/ Grounds Area	Group A	Group B	Group C	Group D
Auditorium Performance	No Fee *	No Fee *	\$150.00/hour- minimum of 5 hours required	\$200.00/hour- minimum of 5 hours required
Auditorium Rehearsal	No Fee *	No Fee *	\$75.00/hour- minimum of 3 hours required	\$100.00/hour minimum of 3 hours required
Cafeteria	No Fee *	No Fee *	\$75.00/hour- minimum of 4 hours required	\$100.00/hour minimum of 4 hours required
Kitchen	No Fee *	No Fee *	\$75.00/hour- minimum of 4 hours required	\$100.00/hour minimum of 4 hours required
Gymnasiums	No Fee *	No Fee *	\$100.00/hour-minimum of 4 hours required	\$125.00/hour minimum of 4 hours required
Media Center	No Fee *	No Fee *	\$75.00/hour- minimum of 4 hours required	\$100.00/hour minimum of 4 hours required
Classrooms	No Fee *	No Fee *	\$25.00/hour- minimum of 3 hours required	\$50.00/hour- minimum of 3 hours required
Athletic Fields/Grounds	No Fee *	No Fee *	\$150.00 per field, per season, each use (\$50.00 lights)	\$200.00 per field, per season, each use (\$75.00 lights)

* There will be no fee if scheduled event is during normal custodial hours. See below.

Custodial services charged @ \$30.00 per hour.

Lighting and technology charged @ \$55.00 per hour.

Security charged @ actual rate.

Custodian w/Boiler License \$40 per hour (excludes Middle School).