

MANSFIELD TOWNSHIP BOARD OF EDUCATION
50 PORT MURRAY ROAD
PORT MURRAY, NJ 07865
(908) 689-3212

FOR PERSONNEL USE ONLY
 Ready
 Insurance
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USE OF SCHOOL FACILITIES APPLICATION

YOUR NAME _____
YOUR ORGANIZATION'S NAME _____
YOUR EMAIL ADDRESS _____
YOUR HOME ADDRESS _____
YOUR HOME PHONE NUMBER _____
YOUR CELL PHONE NUMBER _____

AREA REQUESTED _____
(Example: Gym, All Purpose Room, Ball Field, etc.)

****INSURANCE CERTIFICATE - PLEASE ATTACH A COPY NAMING MTBOE AS ADDITIONAL INSURED. SEE ITEM #9 FOR DETAILED INFORMATION.****

PLEASE LIST BELOW THE EXACT DATES AND TIMES THE FACILITY WILL BE USED. NOTE: PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION.

DATE	BEGIN TIME	END TIME	SUPERVISOR

PURPOSE OF RENTAL _____

NUMBER OF PARTICIPANTS EXPECTED _____

PERSONNEL & EQUIPMENT REQUIRED:

CUSTODIAN	_____	SCOREBOARD	_____
CAFETERIA MGR.	_____	CHAIRS	_____
CAFETERIA WORKERS	_____	TABLES	_____
PA SYSTEM	_____	OTHER	_____

By signing below, the above-referenced organization agrees to the following:

1. The use of District facilities, for the above-referenced purposes, shall be contingent upon compliance with Board Policy -Facility Use.
2. The hours of operation for the program/event shall be as described above. Any modification to these hours must be approved in advance by the Board of Education.
3. 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. 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.
4. Charges for use will be at the Board’s discretion in accordance with Board of Education policy and will be determined on the basis of established facility use charges, projected personnel needs, equipment and supply costs. Actual personnel, equipment and supply costs, if not covered by the facility use fee, will be charged and billed to the lessee after the scheduled event. The estimated cost of the use for this event will be provide to you in advance of the facility use.
5. The organization will provide all equipment necessary for the intended use of the facility, except as otherwise set forth herein.
6. The organization agrees to comply with all policies, procedures, rules and security requirements of the District and school, which the organization, and their employees, are expected to read and become familiar with. The organization and its employees further agree to comply with all directives of the Superintendent and Principal and/or their designee(s).
7. In the event of an emergency or competing District-sponsored event that requires the facility be available to the Board for its use at the same time as the scheduled event, 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.
8. Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group or organization, nor for the purposes it represents. All advertisements or announcements for any event must contain a disclaimer that the use of school district facilities does not constitute Board of Education sponsorship or approval of the event. Should the organization fail to include said disclosure in any event advertisement or announcement, the Board may, at its sole discretion, rescind approval for the use of the facility.

9. Facility use approvals will not be granted until a valid liability Certificate of Insurance has been received from the organization, naming the Mansfield Township Board of Education as an additional insured, that presents evidence that the organization requesting use of the facilities assumes full responsibility for bodily injury and property damage incurred as a result of the acts or omissions of the organization, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees. The organization must present an insurance certificate guaranteeing proper liability coverage of at least a combined single limit of \$1,000,000 per person/per occurrence against any liability for bodily injury or property damage. The Mansfield Township School District Board of Education shall be named as an additional insured on such insurance policy.
10. The organization agrees that under no circumstances are exterior doors to be left open. The failure to supervise participants or comply with security procedures will result in the termination of facilities use approval.
11. The organization shall be responsible for the repair and/or replacement of school equipment or property damaged during the event.
12. As a condition for use of the facility, the organization agrees to defend, indemnify and hold harmless the Board, 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 the Board arising directly or indirectly from organization's use of the facility on the day(s) in question.
13. In addition, by signing below, the organization certifies that its representative(s) are familiar with "Janet's Law," N.J.S.A. 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, and 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.
14. By signing below, the organization attests that it has inspected the physical condition of the facility, is fully aware of same, accepts the use of the facility in an "as is" condition, and agrees to comply with all terms and conditions of this agreement with full knowledge of such physical conditions of the facility.
15. 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 required for facility use will result in disorderly conduct or whose activities may be detrimental to the school or community, the request for facility use may be refused.
16. All participants shall confine themselves and their activities to the areas specified in the Agreement.
17. The possession and use of alcoholic beverages is prohibited on school property or on school grounds. In addition, the use of tobacco products on school property or on school grounds is further prohibited

18. In Compliance with most recent AHERA regulations, during school year 1988-1989, the Board of Education contracted Princeton Testing Laboratories, a certified consulting firm, to identify, inspect and assess asbestos containing materials in the building and develop a management plan for dealing with them. There is Asbestos Containing Material in the building. According to Briggs Associates, Inc., there is no friable asbestos in any of the student occupied areas. A tri-annual inspection and survey was also conducted in 2010. Six months surveillances are also conducted by the school's LEA. The Management Plan, the tri-annual inspection and the six-month surveillance are available for review in the main office of the school during regular office hours (8 a.m. to 3:30 p.m.)

By signing this form, I certify that I am an authorized representative of the above-named organization, that I am signing on the Organization's behalf, and that I fully understand my/our rights and responsibilities under this Agreement and that I am legally capable of entering into same.

Date

Signature

Printed Name and Title

For Business Office Use Only:

Date Approved: _____

Estimated Facility Costs: _____

Deposit Received: _____