

RAMAPO INDIAN HILLS BOARD OF EDUCATION - (201) 416-8100

I — APPLICATION FOR USE OF FACILITIES BY THE PUBLIC

		INITIALS	
		BLDG. PRINCIPAL	
NAME OF ORGANIZATION		PHONE NUMBER	A.D.
ADDRESS			
FACILITY REQUESTED		PURPOSE	
DATES			
TIME	ROOM ARRANGEMENTS / EQUIPMENT REQUESTED <i>Be specific since you will not be allowed to use any facility not requested.</i>		
FROM:			
TO:			
ADDITIONAL INFORMATION:			
INSURANCE INFORMATION:			
CARRIER	POLICY NUMBER	LIMIT OF LIABILITY	

GENERAL PROVISIONS RELATING TO FACILITY USE

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| <p>A. School activities shall have priority in the use of school facilities. No permit for the use of a school facility will be granted to any outside group until such time as the annual school activity calendar has been established and approved.</p> <p>B. No permit shall be issued for use of facilities (except for a School Oriented Program or Municipal Government Agency) while a school program or activity is being conducted.</p> <p>C. Any application and approval for facility use shall not constitute a landlord-tenant relationship, but shall merely constitute a permit which is revocable for good cause or transfer to another facility when required by a school need.</p> <p>D. Applicants may request a particular facility, and if no school program or activity is being conducted in the facility, the facility shall be reserved for the organization. If, in the opinion of the Board of Education, it is determined that for the safety of the facility or personnel that the program should be moved to another facility, the Board shall make another facility available to the organization. The Board shall attempt to make the alternate facility available as that originally requested.</p> <p>E. Only Board of Education personnel may operate the technical equipment belonging to the School District such as microphones, kitchen equipment, recorders, etc.</p> <p>F. Organizations shall be responsible for the action of its members, invitees and others using the facilities under their auspices. Abuse of the use permit shall constitute grounds for cancellation of reservations already made and refusal of new reservations.</p> | <p>G. All reservations shall be made through the Office of the Secretary of the Board at least two months in advance of the proposed use. Any request of less than two months may be basis for administrative rejection as untimely. The Secretary shall clear the availability of the requested facility with the school principal.</p> <p>H. Reservations for other than classrooms will not be accepted beyond a three month period; however, requests beyond that period will be noted in order of receipt, to be considered at a later date. This limitation shall not apply to School Oriented Organizations or Municipal Government Agencies.</p> <p>I. Setting up of equipment (chairs, scenery, decorations, etc.) shall be done outside of school hours and must not conflict with school activities or programs.</p> <p>J. Superintendent of Schools, Principal and Assistant Principal of the facility used, Supervisor of Buildings and Grounds and all Board of Education trustees shall have free access to all areas of the school facilities at all times, including periods when the facilities are used by non-school organizations.</p> <p>K. Building regulations (safety, health and use) applicable to any facility shall be adhered to by using organizations.</p> <p>L. Smoking is prohibited in any part of the building.</p> <p>M. Organizations shall be responsible for the cost of repairing any damage or defacement of buildings and equipment from mis-use by the organizations or its guests.</p> <p>N. No nails, screws, attachments, etc. of any kind are to be applied to walls or woodwork of any school facility.</p> <p>O. All decorations or scenery must be flameproofed in accordance with State Board of Education Rules and Regulations.</p> |
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X

SUBMITTED BY _____	PHONE NUMBER _____	DATE _____
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II — PERMIT FOR USE OF FACILITIES

- Fire permit required
 Not required

CHARGES

AUDITORIUM	\$ _____	LIGHTS/SOUND SYSTEM	_____
CAFETERIA	\$ _____	CUSTODIAL PERSONNEL	_____
MUSIC ROOM	\$ _____	POLICE	_____
GYMNASIUM	\$ _____	OTHER	_____
FIELD	\$ _____	TOTAL ESTIMATED CHARGES	_____

It is recommended that you contact the head custodian, _____ prior to the use of the facility.

PERMISSION IS HEREBY GRANTED TO THE ABOVE FOR FACILITIES LISTED UNDER THE STATED PROVISIONS, AND PROVIDED THE CERTIFICATE OF INSURANCE IS PROPERLY EXECUTED AND SUBMITTED.

NOT VALID UNLESS SIGNED BY BUSINESS ADMINISTRATOR / BOARD SECRETARY

DATE _____