

2025-2026 SCHOOL YEAR

MENDHAM TOWNSHIP BOARD OF EDUCATION

6 East Main Street, PO Box 510, Brookside, NJ 07926

(973) 543-7107 x3302

APPLICATION AND PERMIT TO USE THE SCHOOL FACILITIES

CURRENT DATE \_\_\_\_\_

ELEMENTARY SCHOOL FACILITIES \_\_\_\_\_ MIDDLE SCHOOL FACILITIES \_\_\_\_\_

All Purpose Room \_\_\_\_\_ Gymnasium \_\_\_\_\_ Classroom(s) \_\_\_\_\_ Grounds (specify) \_\_\_\_\_ Other \_\_\_\_\_

Refreshments \_\_\_\_\_ will \_\_\_\_\_ will not be served.

Equipment requested from the school \_\_\_\_\_

Supervisor to Child Ratio \_\_\_\_\_ Participants \_\_\_\_\_ Audience \_\_\_\_\_

Admission WILL/WILL NOT be charged.

Amount of Admission: \_\_\_\_\_ Will Profit be Realized? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

DATE(S) OF USAGE: \_\_\_\_\_

DAY(S) OF WEEK	TIME		PURPOSE
	FROM:	TO:	
_____	_____	_____	_____
_____	_____	_____	_____

Group Insurance Carrier

If this application is granted, the undersigned individually and the organization which he represents as agent, hereby agree to assume full responsibility for the preservation of order in the building, for any property damage resulting from the use hereby applied for, and for the proper observance of regulations attached in this packet.

\* Middle School Parking: Public parking for Middle School use and events is in the front parking lot only. Parking in the back of the building, on the fields or in the bus lanes will result in loss of Use of Facility permissions.

USE AND CUSTODIAL CHARGES TO BE APPLIED

Upon use of the facilities as requested, the below mentioned organization agrees to pay the fees shown on Fee Schedule approved by the Board of Education. - Policy 7510 (Initial)\_\_\_\_\_. Fees are applicable if the facilities are reserved, regardless if they are actually used, unless written notification of cancellation is received 1 week prior to the reserved date. Notification can be made by email to kmonaghan@mendhamtp.org (Initial)\_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON/S IN CHARGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DOOR SUPERVISION DESIGNEE \_\_\_\_\_ ARRIVAL TIME \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL PRINCIPAL

For Office Use Only ES/MS Room

School Functions Will Take Priority Over Approval If Necessary.

The possibility exists that school functions may "Bump" previously scheduled non-school functions. I understand this may occur. (Initial) \_\_\_\_\_

**MENDHAM TOWNSHIP BOARD OF EDUCATION**  
**6 East Main Street, PO Box 510, Brookside, NJ 07926**  
**(973) 543-7107**

---

**To All Organizations Applying for the Use of**  
**The Mendham Township Board of Education**  
**BUILDINGS OR GROUNDS**

A review of the insurance coverage of the Mendham Township Board of Education reveals that additional insurance is required from any group or organization wishing to use school facilities.

**Applicants must submit with their COMPLETED APPLICATION the following: CERTIFICATES OF INSURANCE to cover all of their activities, said Certificate to include coverage for personal injury, and HOLD HARMLESS INDEMNIFICATION FORM. The Mendham Township Board of Education is to be named as an additional named insured in reference to all of the user's activities. Permission to use facilities, therefore, cannot be granted until applicants comply with this requirement and until such time as Mendham Township Board of Education, Insurance Agent or Record has reviewed the Certificates of Insurance so submitted.**

The Mendham Township Board of Education has traditionally maintained the position that school facilities should be available to Township residents.

The Board will continue to encourage use of its facilities by authorized groups but must in the best interest of all require that any such organizations furnish proof of adequate insurance coverage.

Donna Mosner  
School Business Administrator/Board Secretary

**MENDHAM TOWNSHIP BOARD OF EDUCATION**

**6 East Main Street**

**PO Box 510**

**Brookside, New Jersey 07926-0510**

**Telephone: (973) 543-7107**

**Fax: (973) 543-5537**

---

**HOLD HARMLESS AND INDEMNIFICATION PROVISION**

\_\_\_\_\_ shall indemnify and hold harmless the Mendham  
(Name of Organization)  
Township Board of Education, its agents, servants, officers and employees, for any and  
all claims, damages, liability, losses and expenses, including reasonable attorney's fees,  
arising out of, resulting from or in connection with \_\_\_\_\_'s  
(Name of Organization)  
use of Board's facilities.

\_\_\_\_\_  
Authorized Representative

Statement of Compliance with the  
Mendham Township Board of Education  
Policy No. 5141.8 "Sports Related Concussion and Head Injury"

I, \_\_\_\_\_,  
on behalf of \_\_\_\_\_  
(hereinafter referred to as "Licensee"), hereby certify to the following:

1. The Mendham Township Board of Education (hereinafter referred to as the "Licensor") and the Licensee are Parties to a Use of Public School Facilities Agreement (hereinafter referred to as the "Agreement") entered into on \_\_\_\_\_, for the purpose of permitting the Licensee to utilize the \_\_\_\_\_ (hereinafter referred to as the "Facilities") for the purpose of \_\_\_\_\_.
  
2. In accordance with N.J.S.A. 18A: 40-41.5 (a) (2), the Licensee has read and hereby agrees to comply with Board Policy No. 5141.8 "Sports Related Concussion and Head Injury", a copy of which is attached and made a part hereof in connection with its use of Facilities as provided in the Agreement.

WITNESS:

LICENSEE:

\_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

## RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

- *Be advised that Board of Education Policy requires that time allotted to any organization cannot be cancelled and said organization will be charged and responsible for rental fee.*
- Facilities charges are based on the rate established by the Board of Education in Board policy.
- If a fee is required, it is to be paid within ten (10) days of receipt of invoice to the Board of Education, West Main Street, Brookside, NJ. Checks should be made out to Mendham Township Board of Education and will be accepted by mail.
- School custodians assigned to be present during use of the building are paid by the Board of Education.
- Decorations or other materials are not to be attached to any part of the building in such a way as to damage school plant facilities.
- Final sweeping of area used and restoration of chairs and equipment to proper place will be done by the building custodian. All other clean-up, including removal of decorations, is to be done by the renting organization immediately following the termination of use period.
- No smoking is permitted inside buildings or on school property.
- Food and drinks are not allowed in gymnasiums or classrooms.
- The period for which hourly charges are calculated will begin a half hour before actual use to permit the custodian to open the building and will end one hour after use to enable him to complete duties involved in closing the building.
- Permission will not be granted for use of the buildings and grounds during school hours, or at other times, if the use in any way interferes with school sponsored activities.
- The use of school property is rented contingent upon the good behavior of the user. If any pertinent rules or regulations are broken, or property damaged through carelessness or neglect, the user will be held fully liable and future applications for rental may be rejected.
- No one is permitted to use any building unless a custodian or representative of the Board is on duty. The school custodian is present as a representative of the school for purposes of security, inspection and observation in addition to carrying out usual custodial duties. If a custodian sees that a door is propped open for any period of time it will be reported to administration and the use of facility privilege will be revoked immediately.
- 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 Licensor’s Policy No. 5141.8 “Sports Related Concussion and Head Injury” 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.

- This application must be filed with the Business Administrator at least **30** days prior to date of requested use of school facilities.
- Responsible adult supervision must be provided by the renting organization throughout the period of building use. At no time are children to be in an area of the building unsupervised.
- There shall be no alcoholic beverages brought to or consumed in the building or on grounds.
- Nothing shall be sold, given, exhibited or displayed without permission.
- The use of the kitchen facilities is not permitted under any circumstances.
- Middle School Parking: Public parking for Middle School use and events is in the front parking lot only. Parking in the back of the building, on the fields or in the bus lanes will result in loss of *Use of Facility* permissions.

## R 7510 USE OF SCHOOL FACILITIES (M)

### A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users whose activities bear a direct relationship to the schools' programs organizations and individuals: Mendham Township affiliated organizations such as Mendham Township Recreation or Girl Scouts.
2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities with payment of a use fee and will be charged custodial and service costs. Class II users include the following organizations and individuals: Community organizations such as Patriots Basketball.
3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs.
4. No other organizations or individuals will be permitted to use school facilities.

### B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Business Administrator.
2. Application for use of school facilities must be submitted to the Superintendent not less than 30 working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than 5 working days prior to a regular Board meeting and not less than 30 working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.



# REGULATION

## MENDHAM TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7510/Page 2 of 9  
USE OF SCHOOL FACILITIES (M)

4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

### C. Approval

1. The Building Principals will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
  - a. For use in the instructional or co-curricular program,
  - b. For maintenance, repair, or capital improvement, or
  - c. For use by another organization.
2. If the facility is not available for use, the Superintendent's Office will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Building Principals will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Superintendent for final approval or for referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:
  - a. School facilities are available for use only on weekdays, including school vacations.  
  
School facilities may be available for use Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial coverage.
  - b. School facilities are available for use only during the hours of 4:00 p.m. and 9:00 p.m. School facilities are not available for



use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.

- c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
  - d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The Superintendent will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.
  6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
  7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
  8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
  9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
  10. Permission to use school facilities is not transferable.
  11. The organization representative must inform the Building Principal of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Building Principal of a canceled use at least 2 working days in advance of the scheduled time of the use may result in imposition of service charges.



12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of adequate personal injury and liability insurance in effect to cover activities for which school facilities are to be used, such coverage to name the Board of Education as additionally insured in the minimal amount of \$5,000,000 liability.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, 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.

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.



# REGULATION

## MENDHAM TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7510/Page 5 of 9  
USE OF SCHOOL FACILITIES (M)

- a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
  - b. The use must not exceed the established capacity of the facility used.
  - c. The use must not involve gambling or games of chance.
  - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
  - e. Smoking is prohibited in accordance with Policy No. 7434.
  - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
- a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
  - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
  - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
  - d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to



- its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
  - f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
  - g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
  - h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
  - i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
  - j. No school keys shall be issued to a user.
  - k. No animal shall be allowed on school premises without prior approval.
  - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
  - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
  - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Uses Must be Properly Supervised.



# REGULATION

## MENDHAM TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7510/Page 7 of 9  
USE OF SCHOOL FACILITIES (M)

- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.
- b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

### F. Fee Schedule

1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b will be billed.
2. Class II users will be charged a facility fee.



# REGULATION

## MENDHAM TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7510/Page 8 of 9  
USE OF SCHOOL FACILITIES (M)

- a. For the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b, if any, and
  - b. For activities which require a fee for participation. Costs shall include custodial services, utilities, and other items directly attributable to the use of facility.
3. Class III users will be charged the costs charged Class II users (paragraph F2a and paragraph F2b).

The following facility fee is for a full 8-hour day.

	Not - for - Profit			Profit
	Class 1	Class 2	Class 3	
Classroom	0	20	40	70
Gymnasium	0	20	250	400
Cafeteria- Multipurpose	0	35	200	350
Fields	0	20	250	400

All facilities, including fields and outside areas

4. An itemized bill for the use of school facilities will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization in advance of the use and payment may be requested in advance of the use.
- G. Provision of Training on School Safety and Security
1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.
  2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
  3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied



# REGULATION

with the training requirements prior to the district authorizing the use of the school building.

- a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

Issued: 25 February 2014  
Revised: 24 November 2020

