

ECS Facilities Use Application – Submit ONLINE to tmontgomery@etsdnj.us.

609-267-9172 Ext. 119

Applicant's Name _____ Applicant's Address _____
(Please Print)

Applicant's E-mail Address _____ Phone # _____ / _____ / _____
(Home) (Cell) (Business)

Organization: _____ Date of Program: _____
(Scouts-include den or troop number) (Please list all dates use additional sheet if needed)

Start Time: _____ End Time: _____ Number of Persons Attending: _____
(Include setup time)

Program Purpose: _____
****All Children must be supervised AT ALL TIMES****

Number of Eastampton Residents _____ Roster Attached _____

The undersigned hereby makes application for the use of: _____
(Location/Room)

If your room request is the Cafetorium or Media Center please use diagram on back to sketch your requested layout.

Signature: _____ Date: _____

Insurance Requirements:

All applicants for buildings and grounds use in the Eastampton School District must meet the following insurance requirements:

- General and Automotive Liability- \$1,000,000 minimum
- Worker's Compensation - Minimum required by State
- Additional Insured - "Eastampton Township BOE and elected members, agents, servants and employees"
- The certificate of insurance must also state the following:
"The insurance afforded is primary as to any other and collectable insurance in force, with respect to any liability arising out of the use of any Eastampton Board of Education premises or facilities by the name insured."

_____ Insurance Certificate Attached.

Hold Harmless Agreement

_____ agrees to indemnify and hold harmless the Eastampton School District, its officers, employees, volunteers and
(Organization)
agents, from and against all claims, damages, losses and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of performance of the work herein, which is: 1) for personal or bodily injury, illness or death, or for property damage, including loss of use, and:2) caused in whole or in part or by _____ negligent act or omission or that of a
(Organization)
sub-contractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable. This indemnification and agreement shall apply in all instances whether Eastampton School District, its officers, employees, volunteers and/or agents, is/are made a Party to the action or claim or is subsequently made a party to the action by third-party in pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanation from the original cause of action or claim.

_____ Signature* _____ Date

*Represents knowledge of above and Use of Facilities Policy # 7510 and Regulation Guide.
Policy and Regulation Guide available on website at www.etsdnj.us or by request.

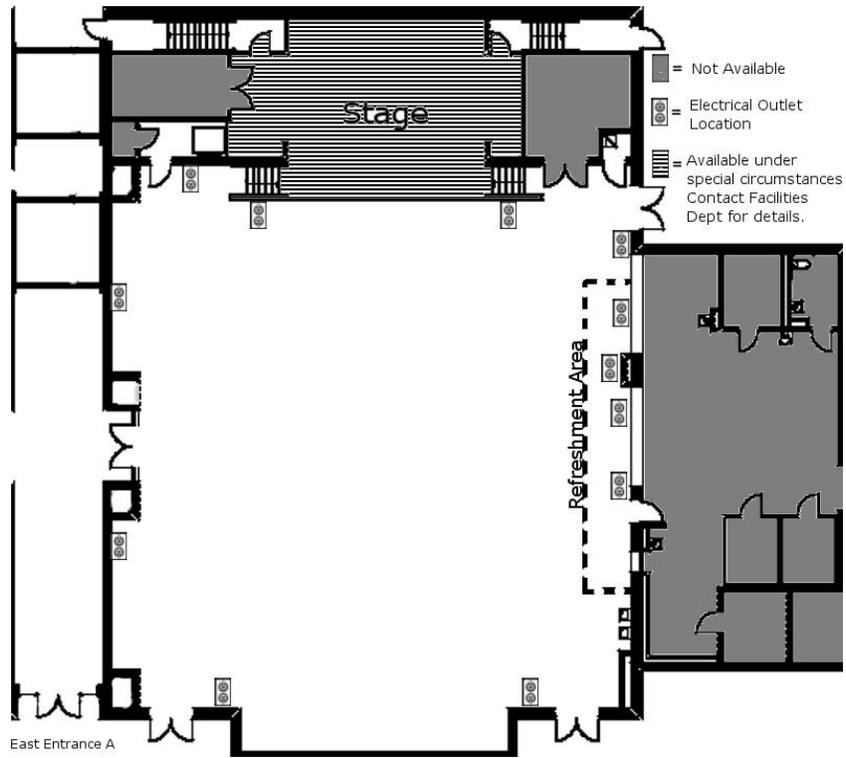
Official Use Only

Please Check the boxes below when completed & date

- _____ Fee (If Applicable)
- _____ Insurance Received
- _____ Application complete (reviewed by Bldg. & Grds.)
- _____ Submitted for Board Agenda (Copy Mrs. Ulyett; Original Bldg. & Grds.)
- _____ Approved (email/letter)

Cafetorium

Room not available until 6:30pm



SET-UP

- ___ Podium
- ___ Microphone
- ___ DVD Player

- ___ LCD Projector
- ___ Screen
- ___ Table(s) number of tables _____
- ___ Refreshment table(s)

NOTE: Refreshment area is stationary and cannot be moved to other locations.

Media Center

Room not available until 6:30pm

