



# Lyndhurst Public Schools

## BOARD OF EDUCATION

420 Fern Avenue ♦ Lyndhurst, NJ 07071  
Phone: 201.438.5683 ♦ [www.lyndhurstschools.net](http://www.lyndhurstschools.net)

### Notice!

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

## Use of School Facilities Application and Agreement - School Year **2026-2027**

DATE OF APPLICATION:

NAME OF ORGANIZATION:

MAILING ADDRESS:

CONTACT PERSON:

TELEPHONE:

E-MAIL:

FACILITY/SCHOOL LOCATION:

|                                  |              |        |           |
|----------------------------------|--------------|--------|-----------|
| SPECIAL<br>FACILITY<br>REQUESTED | AUDITORIUM   | GYM    | CLASSROOM |
|                                  | CAFETERIA    | FIELDS |           |
|                                  | MEDIA CENTER | OTHER  |           |

DATE(S) OF ACTIVITY:

TIME OF ACTIVITY – FROM:

TO:

ESTIMATED ATTENDANCE: (REQUIRED)

# OF CHAPERONES:

EQUIPMENT DESIRED:

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:**

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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.

|                           |                                             |
|---------------------------|---------------------------------------------|
| <b>Principal:</b>         | <b>Board of Education Approval:</b>         |
| <b>Athletic Director:</b> | <b>School Board Secretary:</b>              |
| <b>Date:</b>              | <b>Receipt of Certificate of Insurance:</b> |

**INSURANCE REQUIREMENTS**

(a) Lessee shall provide, at its own cost and expense, a certificate of insurance ("certificate") covering Lessee both individually and corporately, its agents, subsidiaries, agents, employees, assignees and servants against bodily injury, property damage liability within limits of a single occurrence of not less than one million dollars (\$1,000,000). A best rated A+ company must provide said insurance for scheduled event.

(b) The certificate shall name the Board as additional insured under the respective insurance policies. Lessee in addition shall provide written confirmation from the insurer that policy premiums have been paid for to and through the date of the scheduled event with no lapses in payment effecting coverage.

(c) The Certificate shall include the areas used by Lessee prior to, during, and after the Event. These areas shall include but not be limited to: parking lots, hallways, restrooms, and other facilities necessary for the use of the Gymnasium, Auditorium and the Cafeteria.

(d) Lessee shall deliver to the Board office, at least fifteen (15) days prior to the time such insurance is required to be carried, either a duplicate original or a certified certificate procured by the Lessee and in compliance with its obligations hereunder that shall include the endorsement that states that such insurance may not be canceled except upon ten (10) days written notice to the Board. The minimum limits of any insurance policy shall in no way limit or diminish the Lessee's liability under other provisions of the Agreement.

(e) In the event Lessor independently discovers or by way of documentary proofs demanded, that insurance policy coverage has lapsed or been cancelled for the event date, the Lessor reserves the right to cancel scheduled event with written notice to the Lessee advising them that their policy of insurance has been cancelled, in addition to notifying them that all deposits have been forfeited as a result, and no reimbursement will be owed Lessee.

The Lessor in its discretion and upon a detailed review of the facts and circumstances effecting and unique to each event may allow the event to continue, so long as all corporate and insurance policy deficiencies are immediately remedied to the satisfaction of the Board.

## INDEMNIFICATION

Lessee shall indemnify and hold harmless the Board and its Officers from and against any and all liability, damages, fines, suits, claims, demands, actions, and proceedings of any kind or nature by anyone whomsoever (including attorney's fees, costs and expenses), due to or arising out of or in connection with any damage to the Lyndhurst School District buildings including the Gymnasiums, Auditoriums and Cafeterias, or bodily injury immediately prior to, during, or immediately after the Event.

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

|                                                                                                                                     |                                                                                                                                                                         |                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Auditorium:</u></b> (performance)<br>Minimum of 5 hours required<br>\$150.00/hr. (Group C)<br>\$200.00/hr. (Group D)          | <b><u>Gymnasium:</u></b><br>Minimum of 4 Hours required<br>\$100.00/hr. mini court (Group C)<br>\$150.00/hr. mini court (Group D)<br><b>Full Court – Contact School</b> | <b><u>Field/ Grounds:</u></b><br><br>Contact High School Athletic Director<br>201-896-2100 ext. 4043                                                                                                                     |
| <b><u>Auditorium:</u></b> (rehearsal)<br>*Minimum of 3 hours required<br>\$75.00/hr. (Group C)<br>\$100.00/hr. (Group D)            | <b><u>Media Center:</u></b><br>Minimum of 4 Hours<br>\$75.00/hr. (Group C)<br>\$100.00/hr. (Group D)                                                                    | <b><u>Classrooms:</u></b><br>Minimum of 3 Hours<br>\$25.00/hr. (Group C)<br>\$50.00/hr. (Group D)                                                                                                                        |
| <b><u>Cafeteria:</u></b><br>Up to 4 Hours<br>\$75.00/hr. (Group C)<br>\$100.00/hr. (Group D)<br>All time over 4 hours @ \$50.00/hr. | <b><u>Kitchen:</u></b><br>Minimum. of 4 Hours<br>\$75.00/hr. (Group C)<br>\$100.00/hr. (Group D)<br>All time over 4 hours @ \$50.00/hr.                                 | <b><u>Additional Services:</u></b><br>Custodial Services \$30 per hour<br>Lighting & Technology \$55 per hour<br>Security & Police @ actual rate<br>Custodian w/Boiler License \$40 per hour<br>(excludes Middle School) |
| (Special arrangements must be made with the cafeteria)                                                                              |                                                                                                                                                                         |                                                                                                                                                                                                                          |

Notes: (BOE Use Only)

**Total Rental Fee(s):**

**Due Date of Payment:**

**PLEASE NOTE: FACILITY RENTAL FEES WILL INCREASE IN THE 2027-2028 SCHOOL YEAR.**