

Northfield Community School
Board of Education
2000 New Road
Northfield, NJ 08225
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PLEASE:
Submit 30 days prior
Allow a 10 day period
Read and complete in entirety

Form A: FACILITIES USE APPLICATION

This form is for outside organizations only (non-staff or faculty) to use the building for an event or series of events.
In-house applications (by staff or faculty) are to be completed on Form B.

NOTE: Northfield Community School is a LATEX-FREE building. All items containing latex, such as balloons and gloves, are not permitted in the building during school hours or after school/on weekends.

For all events where children are present, an adult representative from your organization must monitor the halls/bathrooms and immediately report any incidents to the Coordinator or the Custodian on duty.

TO THE DIRECTOR OF ADULT/COMMUNITY ACTIVITIES: The undersigned hereby makes application for the use of the school building and/or grounds as follows:

PLEASE CHECK AREA:

Cafeteria ____ Cafeteria Stage ____ SACC Room ____ Media Center ____ Art Room ____
Gym 1 (Girls Side) ____ Gym 2 (Boys Side) ____ Field/Grounds ____ Band Room ____ Choral Room ____
Other (please specify): _____

- Dates Of Building Use (specific dates): _____
- Times (include set-up if required): _____
- Time of Event: _____
- Name Of Organization: _____
Tax Exempt # (if applicable): _____
Address: _____
- Person In Charge: _____
Address: _____
Phone: (Home): _____ (Cell): _____
- Purpose For Which Facilities Are To Be Used: _____
- Equipment Requested: (i.e. microphone, white board, score clocks, basketball net heights, tables, chairs, etc.)

- Access Needed (i.e. kitchen, locker rooms, etc.)

• Please Circle If This Event Should Be Public Or Private On The District Calendar:

Public or Private

- Personnel Requested*: **Custodian**: ____ (Number Needed ____) *Additional Cost
• One custodian needed for events with less than 200 people, more than 200 requires two custodians.
• For events on weekends, you will be responsible for the cost or partial cost of custodian (\$10-\$20/hr.).
Food Service: ____ (Number Needed ____) *Additional Cost
Technical Staff (for lights and sound equipment): ____ *Additional Cost
• You may be responsible for the cost of Tech Staff hired to run light/sound for your event (\$20-\$35hr.)
- Will Admission Fee Be Charged: Yes No If So, Dispensation of Fees Collected: _____
- Attendance Expected: _____
- Name of Insurance Company (In most cases, a Certificate of Insurance naming NCS as Additional Insured must accompany this form in order for consideration by Administration): _____
- Applicant Signature: _____ Date: _____

I have read the above application and hereby certify that it will not interfere with the school calendar or school programs in any way, and that the area requested will be vacant at the time and dates stated.

Superintendent Signature: _____

Date: _____

I certify that the area requested has been approved and has been reserved for your organization.

Coordinator of Adult/Community Programs: _____

Date: _____

Copied and submitted back to principal on: _____

TO THE APPLICANT: The following list is for your information so that you are familiar with the rules and regulations pertaining to the use of Northfield Community School facilities. All school rules, State and local fire, health, safety and police regulations and ordinances shall also apply.

- ❖ All paperwork must be completed at least 30 prior to the date of your event. Applicants are encouraged to complete the application AS SOON AS POSSIBLE to avoid any conflicts. When open dates are available, considerations will be given on a per-case basis by the Superintendent.
- ❖ **Any person, or organization, independently using the Northfield Community School District's facilities through the Use of Facilities process and who is not sponsored through the District is responsible for completing a criminal background check for all of their volunteers who engage in regular ongoing positions with regular contact with students. The Use of Facilities applicant shall bear the cost of the background checks.**
- ❖ Activities occurring during the school week may not begin prior to 3:30pm and must end by 10:00pm.
- ❖ A Facilities Use Agreement must be signed and submitted prior to building use.
- ❖ A security deposit of \$200 may be required at the discretion of the Superintendent or Board of Education. You are responsible for the supervision of the participants for your event. All organizations are responsible for damages that they cause. At the conclusion of each event, the Coordinator of Community Programs or a Custodian will inspect the facility. If satisfactory, the security deposit will be returned to the organization.
- ❖ Northfield Community-based organizations or residents are able to use the facilities at no cost. **Outside organizations will be charged to use the facilities based on the rates below. Outside organizations are defined as organizations that are not Northfield based. Outside organization made up of Northfield residents (i.e. MUSA, Lacrosse) must have over 50% Northfield residents to avoid the Use of Facility charge and may be required to submit a list of participants and proof of residency.** Rooms are as is and any set up or break down will require a custodial fee. An estimate of one hour for set up and two hours for break down.
- ❖ The use of school light and sound or technological equipment will require a Northfield Community School technician. A fee for the technician may apply.
- ❖ Facilities use on a Saturday or Sunday may require full or partial payment for Custodial coverage.
- ❖ Rooms are as is and any set up or break down will require a custodial fee. Estimate one (1) hour for set up and two (2) hours for break down.
- ❖ Fees (if applicable) will be billed through the Business Administrator's Office and are not to be paid directly to any employee of the Northfield School.
- ❖ Facilities and Personnel charges are as follows:

Use of Classroom	\$90	per length of requested event (i.e. athletic season or weekend)
Use of Gymnasium	\$1355	per length of requested event (i.e. athletic season or weekend)
Use of Field	\$1000	per length of requested event (i.e. athletic season or weekend)

Use of Cafetorium	\$364	per length of requested event (i.e. athletic season or weekend)
Custodian	\$10-20 per hour	
Food Service	\$10 per hour	
Light/Sound Tech	\$20-\$35 per hour	

- ❖ Alcoholic beverages and smoking are prohibited on school property.
- ❖ Facilities cannot be used on Sundays for any purpose. However, special occasions that may warrant use on a Sunday must have the recommendation of the Superintendent and approval of the full Board.
- ❖ All organizations are required to submit a Certificate of Insurance. A new Certificate must be submitted each school year and must show coverage for that time period.
- ❖ Abuse of the facilities or personnel will result in the Board denying use of the facilities.
- ❖ **Gambling is not permitted on school property. This includes 50/50's.**
- ❖ Please see all other rules and regulations on Page 3.

The applicant will acknowledge that no person will be excluded from the activity being sponsored because of race, national origin, or gender. That they are familiar with the rules and regulations pertaining to the use of school facilities, and have received a copy of the same, and that they agree to pay the Northfield Board of Education for any charges which may be involved for the use of these facilities. Facilities charges will be made unless a cancellation is received three (3) days prior to the date(s) requested.

Waiver and Indemnity

In consideration of the privilege herein granted, the applicant and its agents, employees, servants, volunteers or participants expressly waive and will not claim any damages whatsoever from the Northfield Board of Education, its agents, employees or servants in connection with or on account of any injuries or damages arising in, from or on the Northfield Board of Education property while being used by the applicant and the applicant's members, guests or invitees. The applicant further agrees to indemnify, save and completely hold harmless the Northfield Board of Education, its agents, employees or servants from any and all claims or damages, attorney's fees, costs and interest in connection with any use, presence on or activity on the property by the applicant, its members, guests, agents, employees, servants and volunteers. This is expressly recognized as an agreed upon form of risk shifting between the parties and is further mutually recognized as a "broad form" indemnity agreement for the expressed complete benefit and protection of the Northfield Board of Education.

Insurance, Additional Insured Coverage

The applicant shall obtain and present proof to the Northfield Board of Education Business Administrator, in the form of a properly executed Certificate of Insurance, for insurance coverage to the applicant for all of its activities arising in, from or on the Northfield Board of Education property while being used by the applicant and the applicant's members, guests or invitees. The insurance shall be obtained by a reputable insurance carrier with a rating of either A+ or AAA. The minimum insurance limits shall be in the amounts and for categories that are approved by the insurance carrier for the school at the time of use.

The applicant shall add the Northfield Board of Education, its agents, employees or servants as Additional Insureds to its General Liability Insurance policies in effect for the effective time of the agreement. A properly executed Certificate of Insurance evidencing the coverage described above shall not result in any diminution of the coverage, rights and policy amounts to the detriment of the Northfield Board of Education, its agents, employees or servants. Any proposed changes shall be immediately brought to the attention of the Northfield Board of Education within three (3) days prior to the scheduled applicant use of the Northfield Board of Education property and an appropriate revised or amended Certificate of Insurance shall be filed for the protection of the Northfield Board of Education, its agents, employees and servants.

Workers Compensation Coverage

To the extent that the applicant has any employees on the Northfield Board of Education properties, the applicant shall obtain and maintain in full effect, workers compensation injury or liability coverage. For the express benefit of the Northfield Board of Education,

its agents, employees or servants clearly, expressly and unequivocally waives all their Workers Compensation defenses against any claims by the Northfield Board of Education against the applicant, its agents, employees, servants, volunteers or participants for contribution and indemnity.

NAME OF ORGANIZATION TO BE BILLED: _____

AUTHORIZED REPRESENTATIVE SIGNATURE: _____

ADDRESS: _____

PHONE: _____

NAME OF PERSON SUPERVISING ACTIVITY: _____

A stamped, self-addressed envelope must accompany the application. A copy of the application will be returned in the envelope. Please return the completed application to the Northfield Board of Education at the address stated on Page 1.