TEWKSBURY TOWNSHIP BOARD OF EDUCATION
173 OLD TURNPIKE ROAD
CALIFON, NJ 07830
PHONE: 908-439-2010 FAX: 908-439-2655

REQUEST FORM - USE OF SCHOOL BUILDINGS/GROUNDS

DATE:_____

REQUESTING GROUP/INDIVIDUAL NAME: _____

PERSON RESPONSIBLE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ E-MAIL*: _____

SCHOOL REQUESTED: _____ ROOM/FIELD: _____

EQUIPMENT NEEDED: (chairs, tables, technology): _____

SPECIAL REQUEST FOR ROOM SETUP: _____

_____

DATES AND TIMES REQUESTED: *Attach additional sheet if necessary*

(Each day/date must be listed separately. "Every Saturday from Sept.-June" is not acceptable.)

MONTH	**DAY/DATE**	**TIME** (include set up and break down)

DESCRIPTION OF ACTIVITY: _____

_____

_____

This application requires a Certificate of Insurance, as required by the Board of Education, with limits of at least a combined single limit of $1,000,000 per occurrence/$2,000,000 aggregate insuring the licensee against any liability for bodily injury and property damage. The certificate must name the Tewksbury Board of Education as additional insured.

Our school facilities belong to the community and we are happy to share them with the various groups and organizations that request their use. School-sponsored activities always are given first priority. In order to best schedule and maintain our facilities as well as assure the health and safety of all who participate, certain rules must be adhered to by each organization using school facilities.

RULES FOR USING BUILDINGS/GROUNDS

1. Licensee agrees to assume all liability for and agrees to indemnify and hold the Licensor, its respective members, agents, contractors, servants, employees, volunteers, licensees or invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney fees, arising out of, resulting from, or incurred in connection with any acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees related to its use of the Licensor's facilities, including but not limited to, the Licensee's use of any portable equipment. In the event that an action or proceeding is brought against the licensor by reason of any such claim, the Licensee, upon notice from the licensor, covenants to resist or defend, at licensee's expense such action or proceeding by counsel reasonably satisfactory to the Licensor.
2. Sponsoring organizations shall provide sufficient competent adult supervision. The amount of supervision and clean-up procedures will be agreed upon at the time the authorization is issued. Adults that are responsible should not bring other children with them. If this is not possible, the other children should not be left unattended at any time.
3. Alcoholic beverages and smoking are not permitted in school facilities or on school property at any time.
4. Licensee shall assume full responsibility for Bodily Injury and Property Damage incurred as a result of the acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees. The Licensee must present an insurance certificate guaranteeing proper liability coverage of at least a Combined Single Limit of $\$1,000,000$ *per occurence*/$2,000,000 aggregate insuring the Licensee against any liability for bodily injury and property damage. The Licensor shall be named as an additional insured on such insurance policy. A copy of the necessary insurance policy must be presented to the Licensor prior to the Licensee's use of the facilities.
5. Sponsoring organizations shall obtain a Fire Safety Permit from the Hunterdon County Fire Marshal and provide a copy to the Supervisor of Buildings & Grounds if applicable.
6. No activity is to exceed 10:30 p.m.
7. All activities are canceled if school is closed for emergency, weather, or other good cause.
8. Application must be received by the School Administration at least one month prior to the start of the activity.
9. Requirements i.e.- tables, chairs, etc. MUST be listed on the application in advance of the event.
10. There shall be a minimal disruption of custodial time when the event takes place during cleaning hours on a normal work day or the organization will be billed for overtime.
11. A custodial fee will be charged to organizations for use of school buildings on non-school days.
12. Table MAY NOT be utilized in hallways in violation of fire evacuation and safety procedures.
13. Cars SHALL NOT be parked adjacent to the school building or in any illegal manner. Violators will be ticketed. It is the responsibility of the applicant to notify participants of this rule.
14. Any organization that requests use of the kitchen and/or its equipment must employ one of the school cafeteria staff for the duration of the event. The organization must contact the food service directly to make arrangements.
15. Fees for rental of building facilities are charged to profit-making and non-associated school groups; fees for building rental do not include charges for custodians or food service personnel when such staff is required to be on site. SEE FEE SCHEDULE.
16. The adults in charge of supervision of after school activities are responsible for taking attendance immediately at the start of the activity/meeting, etc. and alerting the school office if a child is expected and is not present.
17. School facilities are to be left in neat and clean condition at the end of the activity. Note: All outside areas are designated as "Carry In/Carry Out." Groups are responsible for removing all trash. A fee will be charged if custodians are required to clean up. Items/equipment left behind by any group will be disposed of after 7 days.
18. Proof of Fire Retardant for items/props to be used must be furnished to the Buildings & Grounds Department prior to use on school property.

19. 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. 2431.4 "Concussion Testing and Return-to-Play" 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.
20. Pursuant to N.J.S.A. 18A:40-41.5(b), the Licensor shall not be liable for the injury or death of a person due to the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees, or invitees.
21. Licensee agrees to pre-inspect the facilities for which use is being requested. Accordingly, the Licensee agrees to provide the Licensor with any noted defects or areas of concern prior to use of facilities. The Licensee agrees not to use the facility should a dangerous condition exist.

I hereby acknowledge, on behalf of the organization named above, that I have received a copy of Policy # 1330 Use of School Facilities and Policy #5141.8 Sports Related Concussion and Head Injury. For sports teams organizations, the Statement of Compliance with Board of Education Policy #5141.8, Concussion Testing & Return to Play must be included.

The sponsors accept full responsibility for the proper care of all facilities used. In the event of approval, the Superintendent reserves the right to charge a fee to offset any extra costs incurred by the School District.

Name of Organization: _____

Signature of Representative: _____ Date:_____

The application should be addressed to: Tewksbury Township Board of Education, Business Office, 173 Old Turnpike Road, Califon, NJ 07830.

Approved by: _____Date:_____
Supervisor of Buildings and Grounds

_____Date:_____
Business Administrator