



# FACILITY USE REQUEST FORM 2020-2021

North Haledon Board of Education  
201 Squaw Brook Road  
North Haledon, New Jersey  
973-427-8993 Fax 973-423-1514

Date: \_\_\_\_\_

All applications must be submitted to the school office at least forty-five (45) days prior to requested use. The organization or individual applying for the use of the North Haledon Board of Education facilities shall be referred to as the "Licensee." The North Haledon Board of Education shall be referred to as the "Licensor."

1. NAME OF ORGANIZATION: \_\_\_\_\_  
 (Please check one): PROFIT \_\_\_\_\_ NON PROFIT \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ PHONE# \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

\*\* DESIGNATED ORGANIZATION MEMBER: Name & Contact #: \_\_\_\_\_

**\*\* PLEASE NOTE \*\***

Due to updated security procedures, **FACILITY DOORS MUST REMAIN LOCKED AT ALL TIMES.** Evening Custodial Staff will open door once per event only for the designated organization member listed above. **DOORS CAN NOT BE PROPPED OPEN OR UNATTENDED FOR ANY AMOUNT OF TIME.** Organization is responsible to have someone manning the door to allow entry unless North Haledon Police Department is attending event. **FAILURE TO KEEP BUILDINGS SECURE WILL RESULT IN LOSS OF FACILITY USE.**

Three times of no show without notification will result in losing block of time and forfeiting the ability to reserve the facility in the future.

2. DAY/DATES FOR REQUESTED USE \_\_\_\_\_  
 3. FACILITIES REQUIRED: (Please check all that apply.)

<u>Memorial School</u>	
<input type="checkbox"/>	Cafeteria
<input type="checkbox"/>	Auditorium/Gymnasium
<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Classroom (specify #) _____
<input type="checkbox"/>	Other (specify) _____

<u>High Mountain School</u>	
<input type="checkbox"/>	Multi-Purpose Room/Cafeteria
<input type="checkbox"/>	Gymnasium
<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Classroom (specify #) _____
<input type="checkbox"/>	Other (specify) _____

*NO FOOD - NO SMOKING-- NO DRINKS INSIDE ALL FACILITIES; SNEAKERS MUST BE WORN FOR GYMNASIUM USE; MUST VACATE FACILITIES BY 9:30PM MONDAY-FRIDAY*

4. HOURS: Time Enter Bld \_\_\_\_\_ Hours of Program: \_\_\_\_\_ to \_\_\_\_\_ Exit Time \_\_\_\_\_  
 AM-PM AM-PM  
 5. PURPOSE \_\_\_\_\_

6. PLEASE LIST THE ESTIMATED NUMBER OF PEOPLE EXPECTED TO USE EACH AREA REQUESTED:  
 Gym \_\_\_\_\_ Multi-Purpose Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Other \_\_\_\_\_ Total # \_\_\_\_\_

7. Please attach Certificate of Insurance-See Page #2 back of application \_\_\_\_\_  
 Signature of Contact or Authorized Person

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

If this application is granted to Licensee, the Licensee agrees to:

1. 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's 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. 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 person/per occurrence/\$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. The Licensee must also include an additional insured endorsement via a CG 20100704 or equivalent. A copy of the necessary insurance policy must be presented to the Licensor, upon request, prior to the Licensee's use of the facilities.
3. Assume responsibility for preserving orders in said school during its use of the facilities, for all fees in connection with the Licensee's use of the facilities, including when necessary, custodial fees.
4. The Licensee agrees to pre-inspect the facilities for which use is being requested, and agrees to notify the Licensor of any defects, damages, or areas of concern prior to using the facilities. The Licensee agrees not to use the facility should a dangerous condition exist. If the Licensee fails to conduct a pre-inspection and/or fails to notify the Licensor of any damage to the facility being used, the Licensee shall be responsible for any damage found to the facility after such use.
5. Observe and adhere to all of the Licensor's rules and regulations governing the use of the Licensor's facilities as set forth in the Licensor's policies and regulations. The foregoing policies and regulations are as much a part of this application and agreement as if they were attached hereto. Additional copies of said policies and regulations may be obtained at the Licensor's Business Office. Any violation of these terms and conditions may result in the immediate expulsion of the Licensee from the Licensor's facilities.
6. If school is closed due to inclement weather, Licensee's event/function shall be cancelled.
7. 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.
8. If the Licensee is a "youth sports team organization," the Licensee shall provide the Licensor with a copy of their insurance certificate, guaranteeing proper accident coverage for the participants.
9. Pursuant to N.J.S.A. 18A:40-41a and N.J.S.A. 2A:62A-27, the Licensor, its employees, agents and servants shall not be liable for the injury or death of a person arising from the presence of and access to an AED, as well as the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees or invitees.
10. The Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees hereby acknowledge that the requirements of N.J.S.A. 18A:40-41a-c concerning automated extended defibrillators apply to school-sponsored athletic events or team practices in which students of the district participate.
11. Pursuant to N.J.S.A. 18A:40-41.5, 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.
12. All charges for the use of school facilities will be paid within thirty (30) days after the Licensee's use of the facilities has concluded.
13. Any requested changes or modifications in this application and agreement for the use of facilities must be made in writing by the Licensee and approved by the Licensor at least three (3) days in advance of the date scheduled for the use of facilities.
14. \_\_\_\_\_ I have read and hereby represent that the Licensee shall comply with any and all of the Licensor's rules, regulations, and policies.
15. \_\_\_\_\_ The Licensee has provided the aforementioned required certificates of insurance to the Licensor.

\_\_\_\_\_  
Print Name of Licensee

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Position with Organization Named Above

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

School Principal's Approval \_\_\_\_\_

Date \_\_\_\_\_

Business Office Approval \_\_\_\_\_

Date \_\_\_\_\_

SUBMITTED TO BOARD OFFICE ON: \_\_\_\_\_ APPROVED BOE MEETING DATE: \_\_\_\_\_

## BUILDING/FIELD USE INFORMATION

### BOARD POLICY:

- Please see Use of Facilities Policy and Regulation 7510 for specifics regarding building and grounds use. A copy of both may be obtained from the North Haledon School Website.

### PROCEDURE FOR APPLYING FOR USE OF SCHOOL DISTRICT FACILITIES:

1. Complete the application-all information must be included-and submit to the Business Office. This should be completed at least six weeks prior to the first date requested.
2. The Business Office will ascertain if the dates/times are available and will notify you of the number of available dates.
3. Prior to approval of your application an insurance certificate naming the North Haledon Board of Education as an additional insured must be submitted. The cost of this insurance will be assumed by the sponsoring organization.
4. Written approval will be mailed after all requirements are met.

*Please note: If school is closed due to inclement weather, then your use of the building is cancelled for that date. If a school function is scheduled for one of the above dates, you will be notified of the cancellation of your use of the building. The Board of Education does not permit smoking or the use of alcoholic beverages on any school property. Please be sure to have proper adult supervision at all times. It is required that your adult supervisor notify the custodian on duty when leaving the building at the end of your approved activity.*