

Frenchtown Board of Education
 902 Harrison St., Frenchtown, NJ 08825
 (908) 996-2751 Tel. (908) 996-3599 Fax

Use of School Facilities

This application is made to the Secretary of the Board of Education for review and possible approval at the next Board Meeting. **Insurance and non profit documents must be attached to application.**

Name of Organization:	Name of Applicant:
Address of Organization:	Address of Applicant:
Date(s) requested:	Phone #(s):
Use Time(s):	Intended Use/Space Needed:
Number of attendees:	Insurance is attached: YES NO Proof of Non profit status is attached: YES NO
Extended set up or break down time needed?	Other Information?

Possible Use Charges:

All organizations using the building on days when school is not in session, or beyond normal operating hours, will employ a school custodian with a Black Seal license. Charges for custodial services will be \$45.00 per hour, \$60.00 per hour on Sundays. All organizations collecting admission fees for their event will be charged a facility use fee of \$25.00 per hour in addition to any custodial charges. There is a minimum 3-hour charge per day for any custodial use. Any request requesting the use of the sound system will require the attendance of a sound technician at a rate of \$25 per hour.

In the event members of the above mentioned organization are disorderly, the Frenchtown Board of Education will issue a written warning to the above named applicant. If a second written warning is issued, the Superintendent may bar the Organization from building use.

****Important**** Please park in available parking spots. Do not park along the curbs in front of the school as a fire lane is required by law. All fire code regulations must be followed inside and outside of the building as ordered by the Frenchtown fire department.

Affirmative Action Policy

It is the policy of the Frenchtown Board of Education, not to discriminate on the basis of sex, ancestry, race, disability, color, religion, national origin, social or economic status in its educational programs, activities, or employment practices.

(over)

Note: Although it is rare, groups using the gym during school basketball season may need to wait a few minutes if a school game runs overtime.

The above named organization shall defend and indemnify the Frenchtown Board of Education and any given agent, officer, or employee thereof and save harmless from and against any and all claims, actions, damages, liability and expense in connection with the loss of life, personal injury and/or damage to property arising from or out of actions of the above organization occasioned wholly or in part by any act or omission to act of the above Organization in performance of this contract. Insurance certificate must name Frenchtown Board of Education as the additionally insured for the date of event(s). The insurance must be at least a \$1,000,000. liability level.

As the responsible contact person for my organization, I hereby certify that I will be responsible for the safety and conduct of the students under my supervision; that I will maintain close supervision of the students and adults in the building under my charge; that I will be responsible for the care of the school facility and its equipment; and that I will not use school supplies and/or equipment including copy paper and photocopying equipment unless I receive specific prior approval from the Superintendent.

Applicant Signature: _____ Date: _____

Office Use Only

- 1) Business Office Approval: application is complete and has insurance and non profit attachments (YES / NO)
- 2) Superintendent Approval: _____ Date: _____
- 3) Scheduled for review and possible approval at _____ Board Meeting
- 4) Results: This application was approved/disapproved at the board of education meeting held on _____

Approval/Disapproval Notes: