

**DELAWARE VALLEY REGIONAL HIGH SCHOOL DISTRICT BOARD OF EDUCATION
19 SENATOR STOUT ROAD
FRENCHTOWN, NJ 08825**

APPLICATION FOR USE OF SCHOOL FACILITIES

Please complete all items. Incomplete forms will be returned to applicant.

Name of Organization: _____

Mailing/Billing Address: _____

Organization Contact/Responsible Person: _____

Phone Number: _____ Fax Number: _____ Email: _____

Purpose of use: _____

Requested Date(s) of Use (attach additional sheet of necessary): _____

Requested Times of Use: FROM: _____ AM / PM TO: _____ AM / PM

Start Time of Event: _____ AM / PM End Time of Event: _____ AM / PM

Note: Applicant/Organization is responsible for both set-up and clean-up of the activity and/or event.

Is activity open to the public? _____ Will admission/fees be charged? _____ Estimated Attendance: _____

FACILITIES REQUESTED: NOTE: SMOKING PROHIBITED ON SCHOOL PROPERTY

AUDITORIUM _____ STAGE _____ CLASSROOM (specify) _____

CAFETERIA _____ KITCHEN _____ LIBRARY _____

GOLD GYM _____ HUTCHINS GYM _____ FIELDS (specify) _____

OTHER (specify) _____

EQUIPMENT REQUESTED: NOTE: PLEASE INDICATE QUANTITY AS APPLICABLE

TABLES _____ CHAIRS _____ TRASH CANS _____

PODIUM _____ SCOREBOARD _____ HANDHELD RADIO _____

SOUND EQUIPMENT (specify) _____ AV EQUIPMENT (specify) _____

OTHER EQUIPMENT (specify) _____

I have read the Board Policy No. 7510 governing the Use of Delaware Valley Regional High School Facilities. I have also read and certify compliance with Board Policy No. 2431.4 "Prevention and Treatment of Sports Related Concussions and Head Injuries." I understand that DVRHS will not provide an Automated External Defibrillator (AED) for use by organizations using the fields. AEDs located inside the facility are marked with a red and white sign. I understand that school related activities have first priority for the use of school facilities and that I will be notified in the event that a DVRHS activity results in the cancelation of my approved use. I agree, on behalf of the above indicated organization, that all members and guests will observe the regulations, policies and rules of the District and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to the Delaware Valley Regional High School property during the above-indicated period of use. We also agree that our organization will at all times hereafter, indemnify the Delaware Valley Regional High School District and Board of Education against any loss, damage or expense of any kind, which said school may sustain or incur during or as a consequence of the use of the school's facilities by our organization, and we will further hold harmless said School District and Board of Education for any and all loss in connection herewith. I understand that cancellations of this request must be made at least twenty-four (24) hours prior to the scheduled use. Failure to comply may result in assessment of all applicable use fees.

A certificate of insurance naming the Delaware Valley Regional High School Board of Education as additional insured is:

Attached _____ Currently on file _____

Requesting Party Signature

Date

This application must be returned with a certificate of liability insurance policy covering this event to:

Kathy Lovering, Department of Athletics
 Delaware Valley Regional High School District
 19 Senator Stout Road
 Frenchtown, NJ 08825
 Phone: 908-996-2131x6702 / Fax: 908-996-4261

Applications received without the appropriate liability insurance certificate will be held or returned until insurance certificate can be provided. Application and liability insurance certificate must be received at least thirty (30) days prior to date requested for use of building/grounds. (Sixty days if requesting any waiver of fees)

When an organization qualifies for facility rental or other fees as described in Board Policy No. 7510 "Use of School Facilities", charges will be assessed as listed below.

2016/2017 RENTAL FEES (for "as is" conditions) – per event/per day

Auditorium.....	\$500
Gymnasium.....	\$125
Cafeteria/Kitchen*	\$125
Athletic Field or Grounds	\$125
Media Center/Classroom	\$50

*Kitchen use also requires the presence of a Food Service Management Company employee at an additional cost to the user.

2016/2017 OTHER FEES – per hour

Stage Manager/Sound Tech.....	\$25
Lighting for Evening Event.....	\$25
Custodian.....	\$52
Cafeteria/Kitchen	\$30
Police (minimum charge 4 hours)	\$90

Rates are subject to change/increase on July 1 of each year. Fees will be billed at the rate that is in effect when the facility use occurs, and may be higher than the rate at the time application is made.

Approvals:

FOR DVRHS DISTRICT USE ONLY

_____ Athletics Department	_____ Date
_____ Buildings and Grounds Supervisor	_____ Date
_____ Principal (required for building use while school is in session)	_____ Date
_____ Cafeteria Manager (only required when Kitchen Use is requested)	_____ Date
_____ Technology Department (only required when technology equipment is requested)	_____ Date
_____ Board of Education	_____ Date

Coverage needed as follows:

Employee Coverage	Number of Employees	Hours of Coverage Needed per employee
Custodian		
Stage Manager		
Stage Crew (Student)		
Cafeteria/Kitchen		
Police/Emergency		

Anticipated Cost for Use of School Facilities: Rental Fee: _____

Other Fees: _____