

**APPLICATION and AGREEMENT
FOR USE OF PUBLIC SCHOOL FACILITIES
ALLENDALE, NEW JERSEY**

September 2024 – June 2025

BROOKSIDE **HILLSIDE**

Today's Date: _____

All applications must be submitted to the school office at least thirty (30) days prior to requested use.

The organization or individual applying for the use of the ALLENDALE Public School District's facilities shall be referred to as the "Licensee." The ALLENDALE Board of Education shall be referred to as the "Licensor."

Responsible Individual Name Onsite during Event

Organization making Request

Responsible Individual Address Town Zip

Organization Address Town Zip

Cell: _____ Home: _____
Responsible Individual Phone

Organization Phone

Email of Responsible Individual

Purpose of Facility Use

Activity Time (NOT including setup and cleanup)

Date(s) Requested

Beginning Setup Time End Cleanup Time
(Minimum of one hour before and one hour after the activity are required)

ADULTS CHILDREN
Expected Attendance

Admission Charge (if applicable) \$ _____
If yes, for what purposes will funds be used?

Will there be an audience? Yes No
If yes, estimated number _____

Signature of Responsible Individual: _____

See attached form that will be on site for signature at time of event/facilities use.

The Licensee hereby makes application for the use of:

Circle or Highlight Area(s) Requested:

Gym	Learning Commons	Cafeteria Annex (Brookside)
Auditorium	Playground	All Purpose Room (Hillside)
Band Room	Parking Lot	Other: _____
Classroom: Area/Room # _____	Cafeteria	

Equipment Needed/Additional Services requested:

Special Lighting (other than house lights)
Audio System
Projector Screen
_____ Tables
_____ Chairs
Moving/Tuning of Piano
Podium

Time needed _____

Custodial Help

Must be coordinated with the Supervisor of Buildings & Grounds who shall have final determination of assistance required. Fees will be assessed if available. All Special Services/Equipment Requested has to be approved by the BOE prior to the event and set up/return ONLY by the BOE Custodial Staff.

There is no smoking in any school building or on school grounds.

ALLENDALE BOARD OF EDUCATION
CUSTODIAL CHARGES AND FACILITY USE FEES
(non-school activities)

The person signing the application or designated adult representative must be listed on the roster and present at the time of facility use and have the permit available for inspection by the custodian. If a designee is assigned, identification of that supervising adult should be available for inspection by the custodian. Sign in sheets for the supervising adult will be posted in the rental space for completion at the time of facility use.

RESIDENT STATUS AND FEES

The organization applying for the use of the facility will have “Resident” status if:

1. The person signing the application is a resident, **AND**
2. The group using the facility is:
 - (a) a nonprofit organization (as determined by the Internal Revenue Service) – non-profit certificate must be submitted with the Facilities Use Request Form; resident groups must pay fees if not a certificate holder.
 - (b) comprised of 50% or more Allendale residents.Member rosters must be submitted with the Facilities Use Request Form.

Brookside and Hillside Schools Weekday Facility Use Fees to Residents (afterschool hours):

Nonprofit Organizations – no charge

All others - Use fee of \$200 plus Custodial/Utilities Fees: Flat fee of \$50.

Brookside and Hillside Schools Weekend Facility Use Fees to Residents:

Custodial/Utilities Fees only:

Saturday:

First hour - \$75.

Each additional hour - \$40

Sunday:

First hour - \$125

Each additional hour. \$50

Sound and Lighting – Weekday and Weekend

First hour - \$75. Each additional hour - \$40

Fees

Rental Fees are an estimate based on information given prior to use of facilities. Additional charges may result after use of facilities. Custodial Fees reflect the need for custodial hours and include a minimum charge of one hour before and one hour after event.

The fees for **single date** usage of a facility are due and payable with the submission of the Facilities Use Request Form application.

The fees for **multiple date usage** of a facility are due as follows:

Fifty percent (50%) of the fees - due with the submission of the application.

Balance of fees – upon receipt of invoice.

In addition to the fees, a separate \$200 refundable damage deposit is required with the submission of the application. (The check will be returned if no damage is done to the facility.)

All checks are to be made payable to the Allendale Board of Education.

Upon arrival, please sign into the book in main office/greeter or special area and, before using the facility, the applicant must make a visual inspection of the facility and report any noted damage to the custodian. You will be required to show the approved permit at the time of Facilities Use.

Cancellation Policy

The District requests notification of a cancellation to Heather Fisher in writing or via email, hfisher@allendalek8.com, before the end of business on the Thursday before any weekend reservation. Any cancellation received after Thursday will incur a \$125 cancellation fee. Any no shows will be charged the full reservation fee plus any direct staff costs related the event. When school is closed due to inclement weather or other emergency, the facility will be closed and daily rental fees will be refunded.

THE ALLENDALE BOARD OF EDUCATION RESERVES THE RIGHT TO MODIFY THE FACILITIES USE POLICIES AND FEE STRUCTURE AT ANY TIME.

Licensee agrees to:

1. Assume all liability for and agrees to indemnify and hold the Licensors, 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 Licensors'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 Licensors by reason of any such claim, the Licensee, upon notice from the Licensors, covenants to resist or defend, at Licensee's expense such action or proceeding by counsel reasonably satisfactory to the Licensors.
 - a. Additionally, Licensee acknowledges that a novel viral infection has resulted in a pandemic throughout the United States, and hereby agrees to ensure that its members, agents, contractors, servants, employees, volunteers, and invitees comply with and follow the most recent guidance and protocols issued by the Centers for Disease Control and Prevention (CDC) and the State of New Jersey prior to and during the use of the facility. Licensee agrees to immediately notify the Licensors if any of its members, agents, contractors, servants, or employees who are anticipated to be present in the facility or have been present during Licensee's use of the facility are known to have tested positive for or been exposed to coronavirus, or any other epidemic, and further agrees to indemnify and hold harmless the Licensors, its respective members, agents, contractors, servants or employees 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 alleged exposure or infection of coronavirus or any other epidemic as a result of any acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees as it relates to Licensee's use of the facility.
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 occurrence/\$2,000,000 aggregate insuring the Licensee against any liability for bodily injury and property damage. The Licensors 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 Licensors, upon request, prior to the Licensee's use of the facilities.
3. Assume responsibility for preserving order in said school during its use of the facilities.
4. Assume responsibility for all fees in connection with the Licensee's use of the facilities, including when necessary, custodial fees.
5. Observe and adhere to all of the Licensors's rules and regulations governing the use of the Licensors's facilities as set forth in the Licensors'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 Licensors's Business Office. Any violation of these terms and conditions may result in the immediate expulsion of the Licensee from the Licensors'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), or any group that may hold physical activities during its facilities use, the Licensee shall provide the Licensors with a statement of compliance with the Licensors'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 Licensors with a copy of their accident insurance policy or certificate of insurance, 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 Licensors, 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. The school facilities shall be used only on the dates specified and for the purpose stated, and shall not be transferrable to any other group.
14. Individuals and organizations using school facilities are responsible for keeping all vehicles in authorized parking areas, and for keeping "NO PARKING" and "Fire Lane" areas clear for emergency vehicles. The person requesting the use of building, or his/her designate, shall be responsible for proper parking of vehicles.
15. 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.
16. Licensee or designated representative for multiple date usage of a facility shall be available to sign in (see sheet) at a specified location on each of the said multiple usage dates.
17. _____ I have read and hereby represent that the Licensee shall comply with any and all of the Licensor's rules, regulations, and policies.
18. _____ 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

Email

Below For Board Office Use only

School Principal's Approval _____

Date _____

Business Office Approval _____

Date _____

PERMIT # _____

CANCELLATION/NO-SHOW POLICY

Cancellation

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Signature of Responsible Individual

Date