

2015/2016 SCHOOL YEAR

MENDHAM TOWNSHIP BOARD OF EDUCATION

18 West Main Street, PO Box 510, Brookside, NJ 07926

(973) 543-7107 x230

APPLICATION AND PERMIT TO USE THE SCHOOL FACILITIES

CURRENT DATE _____

ELEMENTARY SCHOOL FACILITIES _____ MIDDLE SCHOOL FACILITIES _____

All Purpose Room _____ Gymnasium _____ Classroom(s) _____ Grounds (specify) _____ Other _____

Refreshments _____ will _____ will not be served.

Equipment requested from the school _____

Supervisor to Child Ratio _____ Participants _____ Audience _____

Admission WILL/WILL NOT be charged.

Amount of Admission: _____ Will Profit be Realized? _____

Additional Comments: _____

DATE(S) OF USAGE: _____

DAY(S) OF WEEK	TIME		PURPOSE
	FROM:	TO:	
_____	_____	_____	_____
_____	_____	_____	_____

Group Insurance Carrier _____

If this application is granted, the undersigned individually and the organization which he represents as agent, hereby agree to assume full responsibility for the preservation of order in the building, for any property damage resulting from the use hereby applied for, and for the proper observance of regulations attached in this packet.

USE AND CUSTODIAL CHARGES TO BE APPLIED

Upon use of the facilities as requested, the below mentioned organization agrees to pay the fees shown on Fee Schedule approved by the Board of Education. - Policy 7510 (Initial) _____ Fees are applicable if the facilities are reserved, regardless if they are actually used, unless written notification of cancellation is received 1 week prior to the reserved date. Notification can be made by email to kmonaghan@mendhamtpw.org (Initial) _____

NAME OF ORGANIZATION: _____

CONTACT PERSON/S IN CHARGE: _____

ADDRESS: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

DOOR SUPERVISION DESIGNEE _____ ARRIVAL TIME _____

APPROVED: _____ DATE: _____

SCHOOL PRINCIPAL

For Office Use Only ES/MS Room _____

School Functions Will Take Priority Over Approval If Necessary.

The possibility exists that school functions may "Bump" previously scheduled non-school functions. I understand this may occur. (Initial) _____

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**To All Organizations Applying for the Use of
The Mendham Township Board of Education
BUILDINGS OR GROUNDS**

A review of the insurance coverage of the Mendham Township Board of Education reveals that additional insurance is required from any group or organization wishing to use school facilities.

Applicants must submit with their COMPLETED APPLICATION the following: CERTIFICATES OF INSURANCE to cover all of their activities, said Certificate to include coverage for personal injury, and HOLD HARMLESS INDEMNIFICATION FORM. The Mendham Township Board of Education is to be named as an additional named insured in reference to all of the user's activities. Permission to use facilities, therefore, cannot be granted until applicants comply with this requirement and until such time as Mendham Township Board of Education, Insurance Agent or Record has reviewed the Certificates of Insurance so submitted.

The Mendham Township Board of Education has traditionally maintained the position that school facilities should be available to Township residents.

The Board will continue to encourage use of its facilities by authorized groups but must in the best interest of all require that any such organizations furnish proof of adequate insurance coverage.

Thomas Kryger
School Business Administrator/Board Secretary

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RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

- Facilities charges are based on the rate established by the Board of Education in Board policy.
- If a fee is required, it is to be paid within ten (10) days of receipt of invoice to the Board of Education, West Main Street, Brookside, NJ. Checks should be made out to Mendham Township Board of Education and will be accepted by mail.
- School custodians assigned to be present during use of the building are paid by the Board of Education.
- Decorations or other materials are not to be attached to any part of the building in such a way as to damage school plant facilities.
- Final sweeping of area used and restoration of chairs and equipment to proper place will be done by the building custodian. All other clean-up, including removal of decorations, is to be done by the renting organization immediately following the termination of use period.
- No smoking is permitted inside buildings or on school property.
- Food and drinks are not allowed in gymnasiums or classrooms.
- The period for which hourly charges are calculated will begin a half hour before actual use to permit the custodian to open the building and will end one hour after use to enable him to complete duties involved in closing the building.
- Permission will not be granted for use of the buildings and grounds during school hours, or at other times, if the use in any way interferes with school sponsored activities.
- The use of school property is rented contingent upon the good behavior of the user. If any pertinent rules or regulations are broken, or property damaged through carelessness or neglect, the user will be held fully liable and future applications for rental may be rejected.
- No one is permitted to use any building unless a custodian or representative of the Board is on duty. The school custodian is present as a representative of the school for purposes of security, inspection and observation in addition to carrying out usual custodial duties. If a custodian sees that a door is propped open for any period of time it will be reported to administration and the use of facility privilege will be revoked immediately.
- 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. 5141.8 “Sports Related Concussion and Head Injury” 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.

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- **This application must be filed with the Business Administrator at least **30** days prior to date of requested use of school facilities.**
- **Responsible adult supervision must be provided by the renting organization throughout the period of building use. At no time are children to be in an area of the building unsupervised.**
- **There shall be no alcoholic beverages brought to or consumed in the building or on grounds.**
- **Nothing shall be sold, given, exhibited or displayed without permission.**
- **The use of the kitchen facilities is not permitted under any circumstances.**