

Atlantic Highlands Elementary School

Dr. Susan Compton
Superintendent of Schools

BUILDING USE APPLICATION

ORGANIZATION	ADDRESS	PHONE
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NAME AND TITLE OF INDIVIDUAL REPRESENTATIVE	PHONE
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TYPE OF PROGRAM / EVENT	APPROXIMATE NUMBER ATTENDING
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TYPE OF SPACE REQUESTED:	<u> </u> CLASSROOM	<u> </u> CAFETERIA
	<u> </u> GYM	<u> </u> MEDIA CENTER
	<u> </u> PLAYGROUND	<u> </u> OTHER

DATE (S) REQUESTED: _____

STARTING DATE	FINISHING DATE
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TIME (S) _____ AM/PM THRU _____ AM/PM

WILL YOUR ORGANIZATION REQUIRE USE OF ANY EQUIPMENT OR REARRANGEMENT OF ROOM? YES NO
IF YES, PLEASE GIVE SPECIFICS: _____

Building use requests are being approved for dates only. If your organization is not a non-profit organization, the cost for building use will be determined by the Board, according to board policy and you will be notified prior to use.

VOLUNTEER CPR/AED TRAINING

* Provide the name(s) of trained volunteer responder(s) who have successfully completed a volunteer CPR/AED training (copy of valid current ID card required) and will be in attendance at all times during building use.

1. _____ 2. _____

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CERTIFICATE OF INSURANCE REQUIRED FOR ALL BUILDING USES

Certificate of Insurance must read: *ADDITIONAL INSURED: ATLANTIC HIGHLANDS BOARD OF EDUCATION.*

By signing this application, the person representing the group or organization certifies to the Board of Education the following:

1. That he/she has been authorized by the group/organization to represent it.
2. That the "*The Use of School Facilities- Policy #1330*" has been read, are understood, and will be complied with.

*SIGNATURE OF PERSON REPRESENTING GROUP: _____

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FOR OFFICE USE ONLY

SUPERINTENDENT'S APPROVAL

DATE

_____ *CERTIFICATE OF INSURANCE

_____ WAIVER OF INSURANCE

POLICY

USE OF SCHOOL FACILITIES

- A. Organizations desiring to use school facilities will first check the availability of the facilities for the date required with the superintendent's secretary. Application is then to be made on the appropriate form available from the superintendent.
- B. The board requires all organizations to provide proof of liability insurance. There must also be at least one trained volunteer responder present at all functions who has successfully completed a volunteer CPR/AED training with a valid, current identification card certifying successful completion of said training.
- C. The right to revoke a permit at any time is reserved by the school authorities.
- D. The use of the building will be granted for specific days and times. No additional dates, additional times or substitutes will be made unless specifically approved by the superintendent.
- E. School activities will take precedence over any requested activities.
- F. No person or persons other than members of the authorized group may use the building at the designated time. It is the responsibility of the group to enforce this regulation and to see that, where possible, non-members do not gain entrance to the school building.
- G. No outside group is to have a key to the building.
- H. Activity shall be limited to authorized areas.
- I. No youth activity shall be permitted unless properly supervised by authorized persons.
- J. The board of education or its representatives must have free access to all rooms at all times.
- K. The board of education requires that, at all times, at least one custodian be present who will represent the board of education to enforce its rules and regulations for the protection of the property of the school district. For any activity which occurs on weekends or if a substitute custodian must be obtained, the sponsoring group must pay the custodian.
- L. Organizations are responsible for cleaning up any litter or refuse as a direct result of their activities. The person in charge will check with the custodian prior to departure from the building.
- M. The organizations shall be responsible for all damage claims to school property. Any damage will be repaired immediately at cost to user. The school will not suffer any loss of use due to damage by user.
- N. Smoking is prohibited anywhere on school grounds.
- O. There shall be no alcoholic liquors or beverages consumed in the building or on the grounds.
- P. Nothing shall be sold, given or exhibited or displayed without permission.
- Q. The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

**FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS WILL RESULT IN THE DENIAL OF
THE USE OF THE FACILITY FOR FUTURE OCCASIONS.**

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

BETWEEN:

BOARD OF EDUCATION OF THE BOROUGH OF ATLANTIC HIGHLANDS, IN THE COUNTY OF MONMOUTH, with offices located at 140 First Avenue, Atlantic Highlands, New Jersey 07716 ("Board of Education");

And

Outside Organization utilizing Board of Education Property and Facilities

Address (Not Post Office Box)

Telephone Number

Organization Type (Individual(s), Partnership, Corporation (Profit), Corporation (Not-for-Profit), Association, Limited Liability Company, Club, Public Entity)

In consideration of the use of the Board of Education property or facilities on _____, 20__, the undersigned Outside Organization agrees to indemnify and hold harmless the Board of Education, its officers, agents and employees from any and all liability, claims, costs, suits, causes of actions, judgments or damages, including attorneys' fees, arising out of the use of the Board of Education property or facilities by this Outside Organization.

The undersigned understands and acknowledges that this Hold Harmless and Indemnification Agreement requires that the Board of Education, its officers, agents and employees be indemnified and held harmless for any and all liability, claims, costs, suits, causes of action, judgments or damages sustained by the Board of Education or any other person or persons for bodily injury and for injury to or loss of property resulting from, caused by or arising out of the conduct of the Outside Organization and/or any guest,

participant, visitor or other person attending the event referred to in this Agreement. This Hold Harmless and Indemnification Agreement shall also pertain to any such claims alleging negligence on the part of the Board of Education.

The undersigned further agrees to release any claim that they may have in the future against the Board of Education relating to the use of the Board of Education property or facilities, including claims alleging negligence on the part of the Board of Education.

The undersigned further agrees to furnish the Board of Education with a Certificate of Insurance naming the Board of Education as an additional insured party. The Certificate of Insurance must evidence the provision of general liability, bodily injury and property damage coverage with minimum limits of liability not less than _____.

In order to induce the Board of Education to accept this Hold Harmless and Indemnification Agreement, the following information concerning the intended use of the Board of Education property and facilities is provided:

- a. The purpose of the event is _____
- b. The total number of persons anticipated to attend this event is _____
- c. Other _____

This Agreement has been signed on this ____ day of _____, 20__ by an authorized person of the Outside Organization sponsoring the event.

Witness:

Name of Outside Organization

Authorized Signature