

BRIDGETON PUBLIC SCHOOLS
Bridgeton, New Jersey 08302

APPLICATION FOR USE OF SCHOOL PROPERTY

Application Date: _____ Name of Organization: _____

Non-Profit Organization: Yes _____ No _____ (Must provide proof)

Contact Person: (This person will be responsible for enforcing the regulation of the Board of Education)
_____ Contact Phone _____

Event Description: _____

School Requested: _____ Specific Room(s): _____

Date(s) of Use (Please include rehearsals):

Day/Month/Date/Year

Time

_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

School Equipment Requested:

Chairs (#) _____	Stage Lighting _____	Chalkboard/Whiteboard _____
Tables (#) _____	Sound System _____	Overhead Projector _____
Choral Risers(#) _____	Microphones (#) _____	Podium _____
Rehearsal Rooms(#) _____	Projection Screen _____	Other _____

Number of Participants: _____ Expected number of audience members: _____

****Food and Drinks are not permitted in any Auditorium or Gymnasium****

I have read the rules and regulations of the Board of Education and hereby agree to abide by and enforce them. I further agree to be responsible for any damages arising from the use of school facilities.

Signature of Contact Person: _____

Return to: Shelly Peterson, Business Administrator's Office, Bank St.

Fax # 459-2084 Phone # 455-8030 x 2040

Email: speterson@bridgeton.k12.nj.us

1. The Board of Education is the guardian of this publicly owned property and is responsible to all of the citizens for its care and maintenance. It is, therefore, expected that the organization using these facilities assumes the same care and respect which they would of privately owned property. The Board reserves the right to revoke permission for facility use already granted.
2. All applications will be acted upon at the next regularly scheduled Bridgeton Board of Education meeting.
3. PLEASE NOTE: Whenever schools are closed by order of the Superintendent, all reservations for that date will be canceled.
4. The school shall have precedence in the use of all school facilities. No use of school buildings will be granted during school hours.
5. School facilities are rented solely by the Board of Education. The Board of Education reserves itself the right to change the rules, regulations and rental charges at any time and to revoke, for cause, permission for use previously granted.
6. The school custodian is present as a representative of the Board for purposes of security, inspection and observation.
7. **No one is permitted in any building unless a custodian is on duty or an administrator is present.**
8. The contact person is responsible for the proper care and use of all school property. He/She shall be the first person admitted and the last person to leave, and shall be in attendance at all times during the occupancy of the building. It is the responsibility of the sponsor to see that the premises are vacated promptly as specified on the permit and that the premises are left in the same conditions as prior to the event.
9. The contact person is responsible for maintaining proper order on the part of the participants.
10. The organization assumes all liability for all claims resulting from accident, theft, or any cause and must carry separate liability insurance.
11. Only the dates, times and facilities listed in the permit are included. All rehearsals, decorations, special rooms, service or equipment must be included in your application. Approved applications will include the charge, if any, to be billed to you for the use of school property.
12. Applications for the use of school building during the school week will not be granted if scenery interferes with the school day.
13. All performances must conform to the state laws and the Bridgeton Board of Education regulations.
14. If a charge is required, payment must be received 10 days before building usage date.
15. Smoking is PROHIBITED in all buildings. State law also Prohibits use or presence of alcohol on all Board of Education properties. It is the responsibility of the organization to see that these regulations are strictly enforced.
16. If any rules or regulations now or hereafter established by the Board of Education are broken or property damaged through carelessness or neglect, the Board may decline to accept any further application for use.
17. The Sound/Lighting Tech. will be on duty at all times that the auditorium is in use. In accordance with the need of the event/production, the cost will be borne by the organization.
18. Food and Drinks are not permitted in any auditorium or gymnasium.
19. The Bridgeton Board of Education is responsible for providing the necessary security to properly patrol and protect school property. This includes corridors, rest rooms, locker rooms, gyms, auditoriums and outside areas. Security must be specifically be assigned to patrol gyms to prohibit spectators and other unauthorized persons from being on the gym floor and to monitor no food or drink being allowed in the auditorium or gymnasiums. The number of security will depend on the nature of activity. The charge for security is borne by the organization.
20. The organization will indemnify and save harmless the Board of Education, its administration, employees and agents for any injury, action at law, damage or claim, of any nature, arising directly or indirectly from the use of facilities unless caused by the sole negligence of the Board of Education, its administration, employees or agents.
21. Commercial General Liability must be provided for a \$1000000 per occurrence Combined Single Limit and a \$2000000 General Aggregate and include Contractual Liability that will respond to this agreement. The General Aggregate must apply separately to this use of facilities.
22. Business Auto must be provided for a \$1000000 Combined Single Limit.
23. Workers Compensation must be provided, if applicable, and the policy must insure Sole Proprietors, Partners or Members of an LLC.
24. The Commercial General Liability and Business Auto must include the Board of Education, its administration, employees and agents as Additional Insureds.
25. The insurance must be provided by a company with a minimum AM best rating of A-VII.
26. A Certificate of Insurance that meets these requirements shall be submitted 48 hours prior to the date of use.
27. Damage, vandalism or excessive cleanup will result in additional billing costs to the organization.
28. Custodian(s) will be scheduled one-half hour prior to and after the activity. Special arrangements such as cafeteria or gym clean-up time will be added to the charge.
29. **FAILURE TO COMPLY WITH THE RULES AND REGULATIONS SET FORTH ON THIS APPLICATION MAY MAKE AN ISSUED CONTRACT NULL AND VOID**