

**BOARD OF EDUCATION
WEST ESSEX REGIONAL SCHOOL DISTRICT
WEST GREENBROOK ROAD, NORTH CALDWELL, NJ 07006
PHONE: 973-228-1200 FAX: 973-228-0559**

APPLICATION FOR USE OF BOARD OF EDUCATION FACILITIES

DATE(S) _____ DAY(S) _____

BEGINNING TIME _____ ENDING TIME _____

NAME OF ORGANIZATION _____

PERSON RESPONSIBLE FOR ACTIVITY _____

ADDRESS _____
(Street) (Town) (State) (Zip)

TELEPHONES HOME _____ WORK _____ FAX _____

EMAIL _____

DESCRIPTION OF ACTIVITY _____

ANTICIPATED PROCEEDS FROM THIS ACTIVITY _____

APPROXIMATE NUMBER IN ATTENDANCE PARTICIPANTS _____ AUDIENCE _____

BUILDING REQUESTED (CIRCLE ONE) HIGH SCHOOL (HS) OR MIDDLE SCHOOL (MS)

AREA(S) REQUESTED (CHECK ALL THAT APPLY) _____ AUDITORIUM _____ TURF FIELD _____ CAFETERIA
_____ CLASSROOM _____ MULTIPURPOSE ROOM (HS ONLY)
_____ GYMNASIUM _____ TRACK _____ TENNIS COURTS

FOR GRASS FIELDS (PLEASE SELECT BELOW)

_____ BASEBALL _____ SOFTBALL _____ SOCCER
_____ LACROSSE _____ FIELD HOCKEY _____ FOOTBALL

OTHER AREA(S) REQUESTED
(CHECK ALL THAT APPLY)

_____ BATHROOMS _____ CONCESSION STAND _____ PRESS BOX
_____ DRESSING AREA _____ LOCKER ROOMS

*PLEASE COMPLETE THE ATTACHED **USE OF EQUIPMENT AND SERVICES FORM***

Failure to do so may delay your application

LIST OF SUPERVISORS IN ATTENDANCE

NAME	AGE	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

I HEREBY CERTIFY THAT THE USE FOR WHICH THIS FACILITY IS REQUESTED AND THAT THE ACTIVITIES TO TAKE PLACE DO NOT VIOLATE ANY LOCAL, STATE OR FEDERAL LAWS. ORGANIZATIONS OR INDIVIDUALS VIOLATING THE RULES AND REGULATIONS CONTAINED HEREIN OR UNDER ANY ABOVE LAWS WILL HAVE THE PRIVILEGE OF USING THE FACILITIES REVOKED IMMEDIATELY.

DATE OF APPLICATION _____ SIGNATURE _____

NOTE: SCHOOL FUNCTIONS ARE GIVEN FIRST PRIORITY. THEREFORE, APPROVED APPLICATIONS CAN BE SUBJECT TO CANCELLATION

APPROVAL/DISAPPROVAL: (FOR OFFICE USE ONLY)

	Initial	Date		Circle	
1. Master Calendar Coordinator	_____	_____	Available	or	Unavailable
2. Principal	_____	_____	Approved	or	Disapproved
3. Supervisor of Buildings/Grounds	_____	_____	Approved	or	Disapproved
4. Athletic Director	_____	_____	Approved	or	Disapproved
5. Supervisor of Arts	_____	_____	Approved	or	Disapproved
6. Business Administrator	_____	_____	Approved	or	Disapproved
7. Superintendent of Schools	_____	_____	Approved	or	Disapproved
Insurance Certificate Attached	Yes _____	No _____	Fee \$ _____		

Board Action Date _____

Copies to () Master Calendar Coordinator () Maintenance Supervisor () Requestor () Building Assistant Principal

WEST ESSEX REGIONAL SCHOOL DISTRICT
973-228-1200

USE OF EQUIPMENT AND SERVICES FORM

In anticipation of approval of your use of building facilities request, please determine your needs by completing the following:

Name of Organization _____

We are hereby requesting the following:

1. _____ Room(s) _____

2. _____ Auditorium
_____ Stage
_____ Chairs (Please indicate number needed)
_____ Lighting/Sound (additional fees will be applied)
_____ Piano

3. _____ Cafeteria
_____ Food Service (Please specify)
a. Food to be served _____
_____ Tables and Chairs Only

4. _____ Audio Visual Equipment
_____ Microphone (Wireless handheld only)
_____ Lectern
_____ LCD Projector
_____ DVD Player

5. _____ Gymnasium
_____ Bleachers
_____ Scoreboard (additional fees will be applied)
_____ Sound System (High School Only)
_____ Chairs (Please indicate number needed)

6. _____ Turf Field
_____ Press Box
_____ Bleachers
_____ Team Benches
_____ Concession Stand
_____ Scoreboard (additional fees will be applied)
_____ Sound System (additional fees will be applied)
_____ Lights
_____ Field Markers
_____ Goals (Soccer, Lacrosse, Field Hockey)
(Please indicate type of goals): _____
_____ Hurdles
_____ Long Jump Runway and Pit
_____ High Jump Pit
_____ Pole Vault Pit

7. _____ Grass Field
 _____ Goals (Soccer, Lacrosse, Field Hockey)
 _____ (Please indicate type of goals): _____
 _____ Batting Cages
 _____ Bleachers
 _____ Team Benches
 _____ Scoreboard (additional fees may be applied)
 _____ Sound System

8. _____ Custodial Assistance (please specify) _____

9. _____ Please make any diagrams that may be helpful for any arrangement that is needed on the back of this form.

APPROVAL/DISAPPROVAL (For Office Use Only)

	Initial	Date			
1. Supervisor of Buildings/Grounds	_____	_____	Approved	or	Disapproved
2. Athletic Director	_____	_____	Approved	or	Disapproved
3. Supervisor of Arts	_____	_____	Approved	or	Disapproved
4. Business Administrator	_____	_____	Approved	or	Disapproved
5. Superintendent of Schools	_____	_____	Approved	or	Disapproved

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INDEMNIFICATION/INSURANCE AGREEMENT

I, _____, have made an application to utilize the board's facilities pursuant to the Board's Policy pertaining to the same. In exchange for permitting me to use such facilities, I agree to indemnify and hold harmless the West Essex Regional Board of Education (hereinafter referred to as "the Board"), its trustees, officers, employees, agents and assigns from and against any and all claims, damages, losses and expenses, including reasonable attorneys fees, arising out of, resulting from and/or in connection with my use of the Board's facilities, including but not limited to the buildings, structures, parking lots and/or grounds owned by the Board. I agree that the Board may either defend itself, at my expense, from any claim or lawsuit which may arise out of my use of the board's facilities, or elect to have me provide the Board with legal representation at my own expense.

I further agree to provide the Board with a Certificate of Insurance naming the Board as an additional insured with minimum General Liability Insurance coverage (for bodily injury and property damage) in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Signature: _____

Date: _____

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WEST GREENBROOK ROAD
NORTH CALDWELL, NEW JERSEY 07006
973-228-1200**

RULES AND REGULATIONS FOR USE OF FACILITIES

1. When requesting the use of school facilities, an on-line form must be submitted containing information pertaining to the event and listing any additional equipment needed, as well as a signed hold harmless agreement. Once approval is obtained, a certificate of liability insurance is required prior to the event.
2. Possession of alcoholic beverages anywhere on school grounds is a violation of New Jersey Code of Criminal Justice 2C:33-16. Therefore, the possession of alcoholic beverages on school grounds is strictly forbidden.
3. Smoking or the use of any tobacco product is prohibited in all school facilities and on all school grounds. There are no exceptions.
4. Consuming food or beverages in the auditorium(s) or gymnasium(s) is strictly forbidden.
5. Spectators are required to remain in the venue contracted.
6. In the event a large number of participants/spectators are anticipated, the North Caldwell Police Department (973-228-6430) must be contacted to secure sufficient police officers for parking and/or crowd control at the expense of the outside organization.
7. Custodial staff will be assigned, with sufficient hours to allow for set-up and clean-up, with hours to be determined by the Supervisor of Buildings and Grounds.
8. A Site Manager may be assigned at the discretion of the Business Administrator to oversee the event and protect the interests of the Board. The applicant is responsible for the contracted cost of the Site Manager, should one be assigned.
9. Organizations requesting approval to drop off equipment or set-up prior to the date of the actual event shall be charged a "set-up" fee of \$300 for the first three (3) hours. Additional set-up time requested will be billed at the rate of \$50 per hour. This charge includes the cost of a Site Manager, if one has been assigned.
10. In the event the use of the auditorium's stage is requested, lighting technicians must be contracted to handle the district's equipment. Any negotiated fees for technical services are outside the contractual facility usage agreement with the district. Fees owed to the technicians should be paid directly to the individuals, not the school district.
11. The West Essex Regional Board of Education reserves the right to assign school employees to any activity. The employee's time shall be compensated by the sponsor of the activity at a rate to be determined prior to the activity.

THOR-GUARD LIGHTNING PREDICTION SYSTEM

PROCEDURE

1. West Essex High School athletic facilities are monitored by Thor-Guard Lightning Prediction System.
2. The system is designed to measure the shifts and changes in the atmospheric electrostatic field that precede the occurrence of an actual lightning strike.
3. When the atmospheric conditions are such that a lightning potential exists, the Thor-Guard system will sound a 15-second warning horn.
4. All play must cease immediately and all players must be led to shelter. Game officials must honor the immediate cessation of play. If there is a public address system, the announcer will recommend that the assembled crowd seek shelter.
5. When the atmospheric conditions become safe to resume play, three five-second blasts of the horn will sound. No play may resume until that all clear is sounded.
6. The absence of a horn warning does not preclude game officials from stopping play should they feel it warranted.
7. After an appropriate amount of time, if the all clear has not sounded, the game may be terminated by the game officials. NFHS, NJSIAA, and conference rules regarding suspended games will apply.

7510 USE OF SCHOOL FACILITIES

School buildings and grounds (hereafter "facilities") are intended primarily for the use of the pupils, both during and after school hours. However, it is the policy of the Board of Education to make such facilities available to the community for use after school hours. And, it is also the policy of the Board of Education that whenever food is required for an activity, which is conducted in the cafeteria or when utilizing the kitchen, that food may be purchased from the catering service provided by the school cafeteria.

For the purpose of this policy, uses of facilities are categorized as follows:

Priority One: Use, at no cost, by school classes, athletic teams and school clubs and organizations.

Priority Two: Use, at no cost, by teachers, administration, the Board of Education, Board of Education appointed committees, the Parent-Teacher Organization, school booster clubs and other community organizations providing scholarships to West Essex pupils.

Priority Three: Use, at no cost, by the borough and township Boards of Education, councils and recreation commissions, as well as athletic clubs representing one or more of the four communities that are nonprofit.

Priority Four: Use of facilities by outside-of-district groups in which more than 50% of the participants are residents of the West Essex Regional School District for athletics, cultural, civic, educational, recreational and social purposes which are approved by the Board of Education.

The costs for the use of facilities will be as follows:

	Up to 4 Hours	Over 4 Hours
Auditorium (MS)	\$300.00	\$600.00
Auditorium (HS)	\$375.00	\$750.00
Cafeteria (MS/HS)	\$300.00	\$600.00
Classroom (MS/HS)	\$300.00	\$500.00
Gymnasium (MS/HS)	\$250.00	\$500.00
Multi-purpose Room (HS)	\$200.00	\$400.00



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WEST ESSEX REGIONAL SCHOOL DISTRICT

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In addition, for daily use of athletic fields and tennis courts, the rates will be as follows:

	Up to 4 Hours	Over 4 Hours
Field Turf (per field)	\$150.00	\$300.00
Grass Field (per field)	\$75.00	\$150.00
Tennis Courts (per court)	\$50.00	\$100.0
Track	\$100	\$200

Priority Five: Use of facilities by outside-of-district groups in which less than 50% of the participants are residents of the West Essex Regional School District for athletics, cultural, civic, educational, recreational and social purposes which are approved by the Board of Education.

The costs for the use of facilities will be as follows:

	Up to 4 Hours	Over 4 Hours
Auditorium (MS)	\$450.00	\$750.00
Auditorium (HS)	\$500.00	\$900.00
Cafeteria (MS/HS)	\$500.00	\$750.00
Classroom (MS/HS)	\$400.00	\$600.00
Gymnasium (MS/HS)	\$350.00	\$650.00
Multi-purpose Room (HS)	\$300.00	\$500.00

In addition, use of athletic fields and tennis courts, the rates will be as follows:

	Up to 4 Hours	Over 4 Hours
Field Turf (per field)	\$225.00	\$450.00
Grass Field (per field)	\$225.00	\$300.00
Tennis Courts (per court)	\$125.00	\$250.00
Track	\$125	\$225

Additional Fees

In the case of a special circumstance or an emergency, a fee may be postponed by the Superintendent. This postponement will be addressed by the Board of Education at its next meeting. The Board of Education may then adhere to its policy or negate the fee(s) required.

In the event of rain, the use of indoor facilities, if available, will be charged at the indoor rates for priority four and five.



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The cost of custodial services and clean-up time during each event will be paid by the group using the facilities (\$50 per hour Monday through Saturday and \$100 per hour on Sunday and Holidays) Additionally, for those applications that require extensive oversight, a Site Manager will be appointed at the discretion of the School Business Administrator/Board Secretary. The applicant will be responsible for the contracted cost of the Site Manager should one be appointed. Use of the auditorium technical lighting and sound system will require the employment of district trained personnel at the contractual rate.

The costs for additional fees will be as follows:

	Priority 1-2-3	Priority 4-5
Site Manager	\$35.00	\$50.00
Sound/Lighting Technicians	\$25.00	\$25.00
Timer/Scoreboard Operator	\$42/game	\$42/game

Application Process

All applications for use of school facilities must be made in writing to the School Business Administrator/Board Secretary, who will petition the appropriate administrators for their opinions, check to see if the dates desired are available, and then present only Priority Four and Priority Five requests to the Board of Education for approval.

Applications for use of school facilities shall include: (1) the application form, (2) information regarding equipment and services needed, (3) a hold harmless agreement, and (4) a certificate of insurance. All forms will be available in the office of the School Business Administrator/Board Secretary. No use shall be made of the facilities by groups falling under priority four and five without prior approval by the Board of Education unless under emergency or special circumstances as deemed by the Superintendent of Schools.

Applications for use of facilities by groups falling under priority one, two or three must be either electronically submitted or hand delivered to the Board of Education office at least seven days in advance of the usage date. Applications for use of facilities by groups falling under priority four and five must be either electronically submitted or hand delivered to the Board of Education office at least thirty days in advance of the usage date. These deadlines may be amended under emergency or special circumstances by the Superintendent of Schools.

Applications by groups included under priority four and five may be granted only by the Board of Education and only when the Board feels that it would serve a useful and worthwhile community or



school purpose; and, that adequate supervision be provided and that the proposed use will not create an undue risk of damage or injury to person or property.

Application Amendments or Cancellations

If an applicant wishes to amend or cancel an application that has already been submitted, the following timelines will apply:

Priority One, Two and Three Applicants: Changes and cancellations must be submitted in writing to the Board of Education office at least seven days in advance of the usage date.

Priority Four and Five Applicants: Changes and cancellations must be submitted in writing to the Board of Education office at least thirty days in advance of the usage date, as the Board of Education will need to amend its previous approval with a formal resolution. The applicant will be responsible for all invoiced charges and fees for any changes or cancellations within ten days of the usage date.

Rules and regulations for facility usage have been established and are attached to each application form. Failure to adhere to rules and regulations may result in the immediate and permanent denial of any and all applications for facility usage. The Board of Education reserves the right to withhold or withdraw permission for use of facilities if school property is damaged by participants or spectators, if proper supervision is not provided or for any other reason that the Board feels is justified.

All applicants will receive, with the application for use of facilities, a copy of district Policy and Regulation #2431.4-Prevention and Treatment of Sports-Related Concussions and Head Injuries and a copy of the Thor-Guard procedures.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 9 February 2009

Modified: 10 January 2011

Modified: 10 March 2014

