

APPLICATION AND AGREEMENT FOR USE OF PUBLIC SCHOOL FACILITIES MAHWAH, NEW JERSEY

Date of Request: _____

All applications must be submitted to the Mahwah Board of Education at least thirty (30) days prior to requested use.

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

The Mahwah Board of Education shall be referred to as the "Licensor."

The Licensee hereby makes application for the use of:

SCHOOL _____ ROOM(S) _____

USE BY (ORGANIZATION) _____ APPROX. # OF PERSONS TO USE ROOM _____

PURPOSE OF USE _____

SETUP REQUIRED _____

EQUIPMENT REQUIRED _____

DATES/TIMES (If additional space is required, attach list)	<u>LIST DATES</u>	<u>FROM (HOUR)</u>	<u>TO (HOUR)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DO YOU WANT THIS EVENT SHOWN ON OUR PUBLIC SCHOOL CALENDAR? _____ (Please specify yes or no)

PERSON RESPONSIBLE (FOR CONDUCT, BILLS) _____

ADDRESS _____

TELEPHONE _____ E-MAIL ADDRESS _____

PERSON MAKING REQUEST _____

ADDRESS _____

TELEPHONE _____ E-MAIL ADDRESS _____

Additional Services requested:

- | | |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Special Lighting (other than house lights) <input type="checkbox"/> | Will there be an audience? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Audio System <input type="checkbox"/> | |
| Microphone <input type="checkbox"/> | If yes, estimated number _____ |
| Projector Screen <input type="checkbox"/> | |
| _____ Tables <input type="checkbox"/> | Will an admission be charged? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ Chairs <input type="checkbox"/> | If yes, for what purposes will funds be used? |
| Moving of Piano <input type="checkbox"/> | |

If this application is granted to Licensee, _____
(Name of organization or group)

Licensee agrees to:

1. Assume all liability for and agrees to indemnify and hold the Licensor, 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 Licensor'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 Licensor by reason of any such claim, the Licensee, upon notice from the Licensor, covenants to resist or defend, at Licensee's expense such action or proceeding by counsel reasonably satisfactory to the Licensor.
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 Licensor 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 Licensor, upon request, prior to the Licensee's use of the facilities.
3. Assume responsibility for preserving orders in said school during its use of the facilities, for all fees in connection with the Licensee's use of the facilities, including when necessary, custodial fees.
4. Observe and adhere to all of the Licensor's rules and regulations governing the use of the Licensor's facilities as set forth in the Licensor'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 Licensor's Business Office. Any violation of these terms and conditions may result in the immediate expulsion of the Licensee from the Licensor's facilities.
5. If school is closed due to inclement weather, Licensee's event/function shall be cancelled.
6. 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. 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.
7. If the Licensee is a "sports" organization the Licensee shall provide the Licensor with a copy of their Blanket Accident Policy, or an equivalent insurance certificate guaranteeing proper accident coverage for the participants.
8. Pursuant to N.J.S.A. 18A:40-41a and N.J.S.A. 2A:62A-27, the Licensor, 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."
9. 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.
10. 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.
11. 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.
12. 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.

13. _____ I have read and hereby represent that the Licensee shall comply with any and all of the Licensor's rules, regulations, and policies.

14. _____ The Licensee has provided the aforementioned required certificates of insurance to the Licensor.

Print Name of Licensee: _____

Organization will be billed for facility use which will include cost for custodial coverage.

Signature of Licensee

Position with Organization Named Above

(TO BE FILLED OUT BY CENTRAL OFFICE PERSONNEL)

SCHEDULE # _____

_____ APPROVED _____ DISAPPROVED BY _____ DATE: _____

TYPE OF GROUP NAMED ABOVE _____

CHARGES: RENTAL FEE _____

OTHER FEE(S) _____

BUSINESS OFFICE APPROVAL _____ DATE: _____

COMMENTS:

NOTE:

1. When inclement weather forces closure of the schools, all building use will be cancelled for that day. An alternate date may be provided or all fees paid will be refunded.
2. Persons wishing to use kitchen facilities or have any cooking done onsite must contact a representative of Pomptonian Food Services at 201-762-2338 to arrange for supervision, at cost to the requester.
3. Rental/Custodial fee must be paid before event.
4. The use of smoke machines is strictly prohibited at all locations.
5. **Mahwah High School Facility Only:**
 - Absolutely no tape, adhesives, glue, or paint can be used on the stage floor without prior approval.
 - You must contact the AV Supervisor at least two weeks before the event or the first rehearsal, whichever comes first. An MHS AV Technician must provide and/or supervise the sound and lighting for the event. **DO NOT PAY A/V DIRECTLY.** We will bill you separately after the event.