FOR OUTSIDE EVENTS

APPLICATION FOR THE USE OF SCHOOL FACILITIES

1. Today's Date: _____

2. Organization: _____

3. School Requested: ☐ Irving School ☐ Bartle School ☐ Middle School ☐ High School

4. Type of Activity: _____ No. of Attendees Expected: _____

5. Date(s) Requested: _____ Activity Start Time: _____

6. Important: Arrival/Set-Up Time: _____ Activity Finish Time: _____

7. Facility Requested: ☐ Auditorium ☐ Cafeteria ☐ Gym ☐ Classroom(s) ☐ Other _____

8. Supervision: Attach a description of supervision plans. Ratio of supervision to attendees? _____

9. Is this a fundraising event? ☐ No ☐ Yes If yes, attach APPROVED fundraising form, as per Policy #5090.

10. Will there be an admission charge? ☐ No ☐ Yes Amount: _____ Donations accepted? ☐ No ☐ Yes

11. Facility Use will require: ☐ Room Setup (MUST ATTACH DIAGRAM) ☐ Food Services ☐ Tech Crew ☐ Other indicate:

_____

12. I have read the conditions and rules and agree to pay all fees applicable and as prescribed by Board of Education policy & regulations. I agree to accept full responsibility for the conduct of the activity and for any damages that may result from it. I agree to follow all Board of Education rules for use of the school facility requested. I have discussed the Facility Policy and Fees with the Business Administrator and/or his/her agent. I will provide a certificate of insurance with the initial deposit.

13. Print Name of Applicant: _____

14. Signature of Applicant: _____ Phone No. _____

15. Address to send approval to: _____

REQUIRED APPROVALS:

☐ I approve this activity. The use of the school facility and the date are not in conflict with other events in my school.

Principal: _____ Date: _____

☐ I approve that the date is not in conflict with other district activities and setup can be completed as requested.

Director of Buildings & Grounds: _____ Date: _____

☐ I approve that all necessary forms and assurances are complete and finalized.

Business Administrator Signature: _____ Date: _____

FOR BUSINESS OFFICE ONLY: ***THESE ARE ESTIMATED CHARGES. OTHER CHARGES MAY APPLY.***

Custodial Charge(s): # of Custodians: _____ @ $35.00 per hour X #of hours: _____ = Total: $_____

Food Service Charge(s) @ $35.00 per hour x # of hours: _____ = Total: $_____

Facility Charge(s): _____ Other Charge(s): _____

Additional Location Charges: _____

TOTAL COST: $_____ 50% Deposit: $_____ Received on: _____

FINAL BALANCE IS DUE 10 DAYS BEFORE EVENT: $_____ Received on: _____

Distribution: ***White: Board Office • Yellow: Buildings & Grounds • Pink: School • Goldenrod: Applicant***

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FOR OUTSIDE EVENTS

Application must be made at least three weeks in advance. All events may be canceled within 24 hours of the event, deposit to be forfeited if canceled the day of the event. Deposit of 50% will secure facility. Room set-up description (drawing) is due with the deposit. Final Balance is due 10 days before event.

In order for this application to be approved, non-school applicants must present proof of Liability Insurance in the amount of $1,000,000. Highland Park Board of Education must be named as an additional insured. For catering requests, please call the Director of Food Service, at 1-732-572-2400, ext. 3009, for more information. If kitchen facility will be used for preparation and/or cooking, a food service employee MUST be on duty at a rate of $35.00 per hour and a kitchen use fee will be charged.

By signing this document, the applicant agrees to pay all fees applicable and as prescribed by Board of Education policy. The applicant agrees to accept full responsibility for the conduct of the activity and for any damages that may result from it. The applicant will also follow all Board of Education rules and policies for use of the school facility requested.

CONDITIONS

Prior to any approval of the use of any school facility, **a Certificate of Insurance** must be filed with the Business Administrator in the amount of $1,000,000 naming the Highland Park Board of Education as additional insured.

The Business Administrator, with the knowledge of the Board of Education, will determine rental charges. The applicant is responsible for the payment of the rental charge, equipment charges and/or the payment of custodial overtime charges, if applicable. The applicant is also responsible for the preservation of order and is liable for any damage to, or loss of property belonging to the facility. Custodial time must necessarily include time for heating the building, setting up chairs and tables or other equipment, and for securing the building at the conclusion of the activity.

RULES

1. School-related activities will always have priority over requests made by outside or non-school groups.
2. A permit being granted does not include the use of school equipment such as spotlights, moving picture cameras, public address systems, microphones, band instruments, stage scenery, etc. except as permitted by the Board of Education, if available, in which case the applicant is also responsible for payment for use of the equipment and adequate personnel to oversee its use.
3. Any properties of equipment provided by the holder of the permit must be removed from the site promptly upon conclusion of the activity, so that there is no interference whatsoever with subsequent school-sponsored activities. Should any materials be left behind, the permit holder will be charged for the removal of the same. The area used must be returned in a clean and orderly state. If this is not the case, the district custodial staff will clean the area, and the cost of the time and materials will be billed to the permit holder's organization.
4. In order to insure that this request is processed in a timely manner, it must be presented for appropriate approvals at least three weeks in advance of the event. Full payment must be made 10 days in advance of event.
5. If applicable, the organization requesting the use of the facility is responsible for notifying the Highland Park Police Department of the affair to be held, and for making any required arrangements for Fire or Police personnel to be on hand.
6. The person designated above as responsible for this activity must be present throughout the period of time the facility is being used, from pre-use inspection and opening through post-use inspection and closing. For events involving audience areas, this responsibility includes providing adult supervision of that area as well as corridors, locker rooms, bathrooms, etc.

PLEASE DO NOT ADVERTISE OR POST AN EVENT IN ANY LOCATION UNTIL ALL APPROVALS ARE COMPLETED.

PROMOTIONAL FLYERS MUST BE APPROVED BY THE SUPERINTENDENT.

ALCOHOL AND SMOKING ARE NEVER PERMITTED INSIDE ANY SCHOOL BUILDING OR ON SCHOOL PROPERTY