

HAWORTH BOARD OF EDUCATION
205 Valley Road
Haworth, NJ 07641
201-384-5526; fax 201-384-8619

IMPORTANT: Read the regulations on the opposite side of this application before completing.

TO: BUSINESS OFFICE

Date: _____

The undersigned hereby submits application for the use of the:

_____ (space/room requested)

in the Haworth Public School.

Date(s) requested: _____

Hours: _____ AM/PM and _____ AM/PM.
 (include preparation and clean-up time)

Please check what equipment will be required, i.e., specify number of chairs, tables, etc., needed.

BUILDING FACILITIES

EQUIPMENT

MULTIPURPOSE ROOM	<input type="checkbox"/>	CHAIRS (number _____)	<input type="checkbox"/>
GYM	<input type="checkbox"/>	TABLES (number _____)	<input type="checkbox"/>
LIBRARY	<input type="checkbox"/>	PIANO	<input type="checkbox"/>
STAGE	<input type="checkbox"/>	P.A. SYSTEM/MICROPHONE	<input type="checkbox"/>
CLASSROOM	<input type="checkbox"/>	OTHER _____	<input type="checkbox"/>

This application is made for the purpose of _____
 (reason for use)

Name of person supervising the activity: _____
 (print name)

Address: _____ Phone #: _____

Please attach your annual Application Fee in the amount of **\$50.00**. Custodial Fee, if applicable, is **\$30.00 per hour** on weekends with four-hour minimum. Please make check payable to **Haworth Board of Education**.

Use of school facilities checked above are approved by the undersigned:

 BUSINESS ADMINISTRATOR

 ASSISTANT PRINCIPAL

 IF DENIED, PLEASE STATE REASON

I have read the rules and regulations and agree to the conditions set forth and am submitting this application to the BUSINESS OFFICE:

 APPLICANT SIGNATURE

 ORGANIZATION

 ADDRESS

 TELEPHONE #

HAWORTH PUBLIC SCHOOL

RULES AND REGULATIONS GOVERNING USE OF BUILDINGS AND GROUNDS

REQUIREMENTS: All items must be furnished to the Business Office prior to any activities taking place:

- 1) Insurance Certificate 2) Hold Harmless Agreement 3) Signed Application for Use of Facility

Applications for use of the buildings or grounds must be presented to the Business Office on this form. If a fee is charged, payment must be made in full by check payable to the Haworth Board of Education prior to the use of school facilities.

- ❖ If different facilities are required for any date, a separate application must be submitted for that date. If dates are cancelled or changed, the Business Office must be notified no less than five days in advance.
- ❖ All requests for the use of school facilities shall be in compliance with Haworth Board of Education policies and regulations.
- ❖ Use or possession of alcoholic beverages on school property is prohibited.
- ❖ Smoking is not permitted anywhere within the building.
- ❖ This permit does not allow the use of any supplies, apparatus, tools or rooms not specified on the application.
- ❖ Accidents or incidents must be reported in writing to the Board Secretary by the person supervising the activity on the next school day following the incident/accident.
- ❖ The custodian on duty shall be in complete charge of school facilities.
- ❖ School functions/activities take priority over all others.
- ❖ A 10:00 PM curfew will apply on all activities unless otherwise specifically granted by the Board of Education.
- ❖ Meeting with more than 100 people in attendance may require police and fire protection. It is the responsibility of the requesting organization to make the necessary arrangements with the police or fire departments. All groups must abide by fire drill procedures and adhere to all fire department regulations.
- ❖ Permission will not be given to any organization or group whose members are under 21 years of age unless there will be present at least one sponsoring Haworth resident adult (over 21 years of age). The number of adult chaperones should be adequate to supervise the activities or function.

If this application is granted, the signatory, on behalf of the organization, which he/she represents, agrees to leave the room in a clean and tidy condition, and to assume full liability for any loss or damage to property. The organization accepts full responsibility for the preservation of order in the building and full responsibility for the proper observance of the regulations stipulated on this form.

INSURANCE CERTIFICATE REQUIREMENTS

A certificate of insurance must indicate the following: Minimum protection limits of \$1,000,000 each occurrence, \$1,000,000 aggregate bodily injury liability and \$25,000 property damage liability.

HOLD HARMLESS AGREEMENT

The _____ does hereby release the Haworth Board of Education from all
(Name of organization or individual)
liability by reason of injuries sustained by any person now, or hereafter: they further covenant agree to save and hold harmless the Board of Education of the Borough of Haworth, its agents, servants and administrators from any and all liability arising out of the use of said premises or property.