

**SPARTA BOARD OF EDUCATION
APPLICATION FOR USE OF SCHOOL FACILITY**

(Date of application)

1. Name of Organization: _____ Is organization "nonprofit"? Yes _____ No _____
2. **Name and Address of Authorized Individual Representing Sponsor:** (This is the person responsible for enforcing the regulations of the Board of Education. He/she shall also be personally responsible for making all necessary arrangements with the school and shall sign the application).
Name: _____ Email: _____
Address: _____
Do Not Leave Any Line Blank (Approved copy will be mailed/mailed to the address provided)
3. Event Description: _____ (Concert/Game/Rehearsal/Fundraiser etc).
4. Facility requested: (School) _____ Please refer to page 3 for locations and equipment
5. Est. Attendance: _____ (Security is required if attendance exceeds 200. All services must be arranged and paid for by the user).
6. Require security or police assistance? Yes _____ No _____ **Note: Must comply with local fire code capacity regulations.**
7. Admission charge? Yes _____ No _____ Cost of Admission: _____
8. Disposition of Proceeds: _____

Sponsor signifies that she/he has read Policy & Regulation #7510 and will abide by the regulations of the Board of Education for use of school facilities as herein and attached. The sponsor is responsible for the proper care and use of all school property. She/he shall be the first person admitted and the last person to leave. She/he shall be in attendance at all times during the occupancy of the building or grounds. **Requirements - When users have finished with facilities, check out is required with custodian who will initial this form.**

Agreement to Save Harmless

For and in consideration of the Sparta Board of Education, in the County of Sussex and State of New Jersey, permitting us, the undersigned, to use school premises and facilities, we hereby agree to save harmless the Sparta Board of Education from any and all claims, suits, liabilities, litigation or proceedings of any kind or nature against said Sparta Board of Education by reason of any injury or alleged injury, damage, or alleged damage, sustained or alleged to be sustained, by any person, firm, or corporation arising out of the use of said premises and facilities; and we further agree to indemnify the Sparta Board of Education from and against all costs, counsel fees, expenses, and liabilities incurred as a result of any such claims or any action or proceeding brought thereon.

Insurance Requirements

All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than \$1,000,000 per occurrence. **The Sparta Board of Education must be named as an additional insured on this policy and details of event (purpose, dates and times) must be listed. The certificate of insurance as described MUST be provided before the facility is used.** Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid.

Custodial Charges

Custodial charges shall be the actual dollar amount (based on hourly or overtime rates) incurred for the time spent on each event including an estimated one hour prior to opening the building and one hour clean up and closing the facility after the scheduled event. Staffing required will be at the discretion of the Head Custodian.

With respect to use of the facilities for any athletic activity, all users will be provided a copy of the Board of Education's Policy and Regulation #2431.4 on concussion testing and return to play. The user agrees and certifies that it will comply with this policy for the management of concussions and other head injuries.

All applications require minimum two weeks' notice. Facility rental charges are determined by the district business office.

Signature of Sponsor

Daytime Phone

Cell Phone

[] Sponsor Accepts Estimated Charges

Building Approval

Permit #

Board Office Approval

Subject to: Conditions/Changes

[] Facility Use **NOT** Approved

FOR BOARD OFFICE USE ONLY	CLASS #
Facility Rental Charge	\$ _____
Summer Arts Program/Sports Camp	\$ _____
Custodial Charges	\$ _____
Lighting and/or Audio	\$ _____
Total Estimated Charges	\$ _____
Deposit Due 14 days prior to event	\$ _____
Balance Due	\$ _____

Application for Use of School Facilities • Sparta Township Public Schools • Sparta, NJ

Please Refer to Regulation #7510 page 12 & 13 for Use of Facility Charges

DATE/TIME/LOCATION/ INFORMATION – See Attached List of Available Locations

**If ALL location(s) and ALL times are the same, please enter multiple dates separated by commas OR list them in "from - to" format (e.g., 1/2/17, 1/3/17, 1/4/17, 1/5/17, 1/6/17 OR 1/2/17 - 1/6/17). Please use dates formatted as shown.*

Dates Requested _____

Locations _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

For Multiple Times and Locations Please Use Space Below

Date Requested _____ Location _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

Date Requested _____ Location _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

Date Requested _____ Location _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

Date Requested _____ Location _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

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Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

Permit # _____

Application for Use of Facilities • Sparta Township Public Schools • Sparta, NJ

FACILITY USE LOCATION LIST – HELEN MORGAN SCHOOL, 100 STANHOPE ROAD, SPARTA, NJ 07871

Main Areas	Outside Areas	Custodial Charges	Office Use Only
Annex Gym	Parking Lot	Weekday \$31.75/hr	
Annex Hallway		Saturday \$47.63/hr 1.5 rate	
APR – All Purpose Room		Sunday \$63.49/hour 2.0 rate	
Other – Admin approval only		Holiday \$79.37/hour 2.5 rate	

Equipment Requested (Enter number needed for equipment.)

Chairs _____ Tables _____

Open to General Public Tickets Required Special Parking

Setup and Special Needs (Please explain, *in detail* below, your equipment, custodial and/or sound/lighting needs. You may attach a scanned drawing *on a separate piece of paper* of the setup and attach.)

Preferred method of submission is by email to Frank Ciaburri – frank.ciaburri@sparta.org

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