

East Rutherford Board of Education Use of Facilities Application

**East Rutherford Board of Education**  
**100 Uhland Street**  
**East Rutherford, NJ 07073**  
**Telephone: 201-804-3100 Fax: 201-933-1845**

Mr. Kenneth Rota, Superintendent of Schools  
Mr. Anthony Juskiewicz, Business Administrator

**USE OF SCHOOL FACILITIES APPLICATION**

Name of Organization: \_\_\_\_\_  
Address of Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Date of Application: \_\_\_\_\_  
Use of Facility Purpose: \_\_\_\_\_

**Please Circle Location Requesting:**

McKenzie Elementary School      A.S. Faust School      Faust School Annex  
125 Carlton Avenue              100 Uhland Street      250 Grove Street

- Gymnasium**
- Classroom**
- Library**
- Street/Lot**

Will the Facility be open to the Public? \_\_\_\_\_  
Admission fee if applicable \_\_\_\_\_  
If a fee is applicable whom will the fee benefit: \_\_\_\_\_  
Estimated Number of Occupants: \_\_\_\_\_  
Please List Dates and Times Requested:

**Please Note: Board Policy 7510 facilities available 6:30PM-9:00PM, with prior approval 9:30PM.**

Date: \_\_\_\_\_ From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m. /p.m.  
Date: \_\_\_\_\_ From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m. /p.m.  
Date: \_\_\_\_\_ From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m. /p.m.  
Date: \_\_\_\_\_ From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m. /p.m.  
Date: \_\_\_\_\_ From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m. /p.m.

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Activity Will Be Under The Direct Supervision Of: \_\_\_\_\_  
Print name of responsible party

Insurance Coverage Will Be Provided By: \_\_\_\_\_

Name Of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Amount of Liability Coverage \$: \_\_\_\_\_

**(A copy of your current insurance certificate MUST accompany this application)**

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Signature: \_\_\_\_\_

This request must be submitted at least one month prior to the date of use. In some case, if the application is presented to the Board for approval, the application must then be submitted at least one month before the date of use and also before the Board of Education Meeting for the Board to decide such matters.

If approval is granted, you will be notified with rules and fees (if affixed) will be provided.

The authorized representative will then be required to submit a statement of assurance and a certificate of insurance before the approval is finalized.

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**Applicant agrees to the following:**

1. The East Rutherford Board of Education will be held blameless in the event of an accident or lawsuit brought against the applicant by an injured party.
2. Reimbursement will be made to the East Rutherford Board of Education for any and all damage to the facility and/or equipment. The user is expected to leave the facility in the condition in which it was found.
3. The East Rutherford Board of Education retains the right to revoke permission at any time if conditions or requirements are violated.
4. Requests will not be approved unless all information is provided. **The application is only considered valid between July 1<sup>st</sup> of the current year and June 30<sup>th</sup> of the following year.** A new application must be submitted each year.
5. Authorized use of school facilities is **NON-TRANSFERRABLE** to another organization or individual. Misuse of this policy will result in the privilege being revoked.
6. The authorized user shall be responsible for the **conduct and control of both patrons and participants and shall see that all safety laws and regulations are followed.**
7. The user will be required to provide the district with a certificate of insurance documenting adequate liability insurance coverage.
8. Persons using school facilities at any time for any purpose shall not have in their possession, consume, sell, give or deliver any alcoholic beverages or illegal or illegally obtained drugs in the school building or on school grounds. Tobacco use is prohibited in all school buildings and on school grounds.
9. The user shall confine the use of facilities to the area or areas specified in the application. Patrons or participants shall remain in the authorized area or room and not be allowed to roam the halls.
10. The East Rutherford Board of Education requires the user to contact the East Rutherford Police Department to make arrangements for a Special Police Officer to be present during the use of the facility. **No program participant will be allowed access to the facility until a Special Police Officer is present.**

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11. A district employee is required to be on site at all times during the use of district buildings.
12. If the user requires use of additional school furniture or equipment, it will be so designated in the written request for building use. Custodial personnel are not authorized to provide or allow use of additional furniture and equipment not included in the application.
13. The use of school facilities shall be consistent with the use of the buildings and grounds for school purposes and must not interfere with the regular conduct of school activities. School functions shall receive priority over use by any other group or organization. Permission issued to any group may be revoked if it becomes necessary for the school to use the space at the same time.

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**I, the responsible party for the undersigned organization, accept responsibility for supervision, damage and compliance with the terms and conditions of school facility use as outlined on page 2 of the Use of School Facilities Application.**

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**Signature of Applicant**

**Name of Organization**

**NOTE: The use of school facilities is subject to existing policies and addendums as established by the Board of Education and the district reserves the right to cancel any contract.**

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**For School District Use only:**

**Certificate of Insurance on file in the Business Office:**     **Yes**                       **No**

**Approved:**     **Yes**                       **No**

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**Superintendent or SBA signature**

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**Date**

**AS PER BOARD POLICY IT IS YOUR RESPONSIBILITY TO CONTACT THE FOLLOWING FOR SECURITY PURPOSES:**

**Officer M. Rotondo – (201) 438-6364**