

LOPATCONG TOWNSHIP SCHOOL DISTRICT
Lopatcong Township Board of Education
321 Stonehenge Drive
Phillipsburg, NJ 08865
Telephone 908-213-2995 ~ Fax 908-213-0373

Date of Application: _____

APPLICATION FOR USE OF SCHOOL FACILITIES

I. Name of Organization _____

II. Person(s) in charge _____

III. _____ Check if this application for one specific date:

A. Date Needed _____

IV. _____ Check if this application is for a planned long range schedule of athletic or other events.

LONG RANGE DATES NEEDED: From _____ To _____
Month Day Year Month Day Year

NOTE: Before approval is granted, the organization must submit its schedule (practice and actual games) to the Buildings and Grounds Supervisor (30) days in advance or by Sept. 1st of each year. Long range approval covers only the activities specified in the application. Additional applications must be submitted for all other one-day activities.

V. Area(s) OR Room(s) Requested for use:

VI. Number of persons using facility _____

VII. Hours facility will be used _____

VIII. Purpose _____

IX. WHICH SCHOOL IS REQUESTED (Middle) OR (Elementary)

A separate facilities request is to completed for each school building needed.

X. Equipment Needed: _____

XI. Room Set-Up~ # of Chairs _____ # of Tables _____ Audio Equipment: _____

Team or Group	Person(s) in charge	Number in group	Day(s) of Week	Hours used From...To...
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Application for Use of School Facility Continued:

We, the undersigned on behalf of ourselves and/or our organization, agree to abide by such regulations as the Board of Education may provide and to see that the building is left in as good condition at the close of our use of it as it was when we entered it.

We will reimburse the Board of Education for any damage which may be done and we will hold the School District harmless from any obligation or liability incurred through our use of the premises.

We agree to meet fire regulations when spectators are admitted and limit the number to the seating capacity of the space rented.

It is understood that the Board of Education reserves the right to withhold the use of the building at any time that they may decide that it may interfere with school work, or for any other reason.

See attached list of General Conditions.

Signature of Representative

Organizational Title

Email Address: _____

Home Phone #: _____ Business Phone #: _____

Address: _____

FOR OFFICE USE ONLY

TO _____ DATE _____
Name of Organization and/or Contact Person

_____ Your application for use of school facility _____ **IS APPROVED.**
(area requested)

Board Approval Date: _____

_____ Your group may begin use of the facility on _____ which is in accord
with the established Board policy.

_____ Your application for use of school facility _____ was **NOT APPROVED**
because of the following reason: (area requested)

Signature, Buildings & Grounds Supervisor

LOPATCONG TOWNSHIP BOARD OF EDUCATION
REQUEST FOR USE OF SCHOOL FACILITIES
HOLD HARMLESS AGREEMENT

I/WE HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO HOLD HARMLESS, the Lopatcong Township Board of Education, its Board members, administrators, directors, agents, officers, volunteers and employees (each considered one of the “Releases” herein), from all liability, claims, demands, losses, or damages on account caused or alleged to be caused in whole or in part by the negligence of the “Releases” or otherwise, including negligent rescue operations and further agree that if, despite this release, I/we or anyone on behalf of me/us, or any person or participant in my/our activity identified on this document, makes a claim against any of the Releases named above, **I/WE WILL INDEMNIFY, SAVE AND HOLD HARMLESS EACH OF THE RELEASES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE OR COST ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.**

Signature

Date

General Conditions:

1. In addition to the coach or group leader, a hall monitor must be named and provided for each activity.
2. Any group or organization using Lopatcong School facilities must agree to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others and for any uninsured injury or damage to school or property. The group must agree to save the Lopatcong School Board harmless in the event of any injury or damage and must reimburse the Lopatcong School Board for any damage.
3. **Each group using school facilities will be required to furnish ALL of the following:**
 - a. **A certificate of insurance to verify existence of the group's liability coverage.**
 - b. **Proof that the Lopatcong School has been named as an additional insured on the group's policy.**
 - c. **A signed release from the sponsoring group which states that the group saves and holds the Lopatcong Board of Education harmless from all liability for injury or damages resulting from the group's activity in our facility.**
4. The use of alcoholic beverages in school buildings or on school grounds is prohibited.
5. Gambling is prohibited on school property.
6. Smoking is prohibited in the school building at all times.
7. School building shall not be used for parties and celebrations that are essentially private in nature.
8. The use of the school facilities should in no way restrict or limit the normal instructional program.
9. The use of school equipment is prohibited unless prior approval has been received from the activity coordinator.
10. The hours of use by outside organizations shall be between 2:30 PM. to 9:00 PM weekdays, and 8:00 AM. to 8:00 PM on Saturdays (**Elementary School**) and between 3:30 PM to 9:00 PM weekdays and 8:00 AM to 8:00 PM on Saturdays (**Middle School**).
11. **In the event the school is closed for any emergency reason, all scheduled late afternoon and evening activities will be cancelled.**
12. Regulatory equipment such as thermostats, valves, etc., is not to be adjusted or tampered.

Please keep this page for reference.

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