

## FACILITIES / EQUIPMENT USE APPLICATION

**SOUTH HUNTERDON REGIONAL HIGH SCHOOL**  
**301 MT. AIRY-HARBOURTON RD., LAMBERTVILLE, NJ 08530**  
**FAX: 609-397-2508**

APPLICATIONS MUST BE SUBMITTED AS FOLLOWS:  
 DISTRICT ORGANIZATIONS - TWO WEEKS PRIOR  
 ALL OTHER USERS - 30 DAYS PRIOR  
**FORWARD/FAX COMPLETED FORM TO BUSINESS OFFICE**

### Part A: To be completed by applicant

Name of Applicant _____	Date Submitted _____
Organization _____	Phone / Email _____
Address _____	
Date(s) requested _____	Begin/End Time including setup/cleanup _____
Intended Use (to be put on calendar) _____	Begin /End Time of event to be put on Calendar* _____
Estimated Attendance _____	_____
Donation or Admission _____	Proceeds to be used for _____

### Facility / Equipment Desired (Please Check)

<input type="checkbox"/> AUDITORIUM	<input type="checkbox"/> COMMONS-HS	<input type="checkbox"/> GYM – HS	<input type="checkbox"/> CLASSROOM (specify) _____
<input type="checkbox"/> STAGE	<input type="checkbox"/> COMMONS-MS	<input type="checkbox"/> GYM-MS	<input type="checkbox"/> FIELD (specify) _____
<input type="checkbox"/> LIBRARY	<input type="checkbox"/> KITCHEN*	<input type="checkbox"/> Equipment (specify) _____	_____
<input type="checkbox"/> OTHER (specify) _____	_____	<input type="checkbox"/> Room Set up (specify) _____	_____

\* Please specify times if different:

#### REGULATIONS FOR USE AGREEMENT

Enforcement of all rules and regulations is the responsibility of the acting senior administrator or his/her designee who shall notify the head custodian of all instances of noncompliance. The head custodian shall have authority to withdraw future facility use by non-complying licensees or user organizations.

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Signature of Applicant / Date

### PART B: TO BE COMPLETED BY SCHOOL DISTRICT

FORWARD	SIGNATURES REQUIRED	DATE	APPROVED	DENIED / REASON
	Principal			
	Business Administrator			
	Facility Manager			
	Athletic Director (Gym & Fields)			
	Tech Coordinator / Media Center			

Licensee agrees to:

1. Assume all liability for and agrees to indemnify and hold the Licensor, its respective members, agents, contractors, servants, employees, volunteers, licensees or invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with any acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees related to its use of the Licensor's facilities, including but not limited to, the Licensee's use of any portable equipment. In the event that an action or proceeding is brought against the Licensor by reason of any such claim, the Licensee, upon notice from the Licensor, covenants to resist or defend, at Licensee's expense such action or proceeding by counsel reasonably satisfactory to the Licensor.
2. Assume full responsibility for Bodily Injury and Property Damage incurred as a result of the acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees. The Licensee must present an insurance certificate guaranteeing proper liability coverage of at least a Combined Single Limit of \$1,000,000 per person/per occurrence/\$2,000,000 aggregate insuring the Licensee against any liability for bodily injury and property damage. The Licensor shall

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be named as an additional insured on such insurance policy. The Licensee must also include an additional insured endorsement via a CG 20100704 or equivalent. A copy of the necessary insurance policy must be presented to the Licensor, upon request, prior to the Licensee's use of the facilities.

3. Assume responsibility for preserving orders in said school during its use of the facilities, for all fees in connection with the Licensee's use of the facilities, including when necessary, custodial fees.
4. The Licensee agrees to pre-inspect the facilities for which use is being requested, and agrees to notify the Licensor of any defects, damages, or areas of concern prior to using the facilities. The Licensee agrees not to use the facility should a dangerous condition exist. If the Licensee fails to conduct a pre-inspection and/or fails to notify the Licensor of any damage to the facility being used, the Licensee shall be responsible for any damage found to the facility after such use.
5. Observe and adhere to all of the Licensor's rules and regulations governing the use of the Licensor's facilities as set forth in the Licensor's policies and regulations. The foregoing policies and regulations are as much a part of this application and agreement as if they were attached hereto. Additional copies of said policies and regulations may be obtained at the Licensor's Business Office. Any violation of these terms and conditions may result in the immediate expulsion of the Licensee from the Licensor's facilities.
6. If school is closed due to inclement weather, Licensee's event/function shall be cancelled.
7. If the Licensee is a "youth sports team organization," as that term is defined by N.J.S.A. 18A:40-41.5(b), the Licensee shall provide the Licensor with a statement of compliance with the Licensor's Policy No. 2431.4 "Concussion Testing and Return-to-Play" for the management of concussions and other head injuries. As defined in N.J.S.A. 18A:40-41.5(b) a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.
8. If the Licensee is a "youth sports team organization," the Licensee shall provide the Licensor with a copy of their insurance certificate, guaranteeing proper accident coverage for the participants.
9. Pursuant to N.J.S.A. 18A:40-41a and N.J.S.A. 2A:62A-27, the Licensor, its employees, agents and servants shall not be liable for the injury or death of a person arising from the presence of and access to an AED, as well as the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees or invitees.
10. The Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees hereby acknowledge that the requirements of N.J.S.A. 18A:40-41a-c concerning automated extended defibrillators apply to school-sponsored athletic events or team practices in which students of the district participate.
11. Pursuant to N.J.S.A. 18A:40-41.5, the Licensor shall not be liable for the injury or death of a person due to the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees, or invitees.
12. All charges for the use of school facilities will be paid within thirty (30) days after the Licensee's use of the facilities has concluded.
13. Any requested changes or modifications in this application and agreement for the use of facilities must be made in writing by the Licensee and approved by the Licensor at least three (3) days in advance of the date scheduled for the use of facilities.
14. \_\_\_\_\_ I have read and hereby represent that the Licensee shall comply with any and all of the Licensor's rules, regulations, and policies.
15. \_\_\_\_\_ The Licensee has provided the aforementioned required certificates of insurance to the Licensor.

Print Name of Licensee: \_\_\_\_\_

Organization will be billed\* for facility use which will include cost for custodial coverage.

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Position with Organization Named Above

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Telephone Number

***\*ALL BILLING WILL BE MADE THROUGH THE BOARD OF EDUCATION BUSINESS OFFICE***