



## FACILITIES / EQUIPMENT USE APPLICATION

### SOUTH HUNTERDON REGIONAL SCHOOL DISTRICT

301 MT. AIRY-HARBOURTON RD., LAMBERTVILLE, NJ 08530

FAX: 609-397-2508 PHONE:609-397-0323 EXT 3

APPLICATIONS MUST BE SUBMITTED AS FOLLOWS:

SCHOOL ORGANIZATIONS - TWO WEEKS PRIOR

ALL OTHER USERS - 30 DAYS PRIOR

**FORWARD COMPLETED FORM TO ROBYN BENNETT**

### 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 (Please Check)	South Hunterdon	West Amwell	Lambertville	Stockton
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#### 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"/> KITCHEN*	<input type="checkbox"/> GYM-MS	<input type="checkbox"/> FIELD (specify) _____
<input type="checkbox"/> LIBRARY	<input type="checkbox"/> Multi-Purpose WA	<input type="checkbox"/> Equipment (specify) _____	
<input type="checkbox"/> OTHER (specify) _____	<input type="checkbox"/> Multi-Purpose LPS	<input type="checkbox"/> Room Set up (specify) _____	

\* Please specify times if different:

#### CERTIFICATE OF INSURANCE (Not Required for Staff Use)

The Board of Education carries Insurance covering its legal liability. The Board of Education assumes no liability as to the licensee or user organization. The Board of Education requires that the licensee or user organization complete Certificate of Insurance, naming the South Hunterdon Regional Board of Education as an additional insured. The minimum amount of insurance coverage for personal injury required shall be \$1,000,000 and as to property damage shall be \$100,000. **Current Insurance Certificate is Attached** \_\_\_\_\_

#### HOLD HARMLESS AGREEMENT

The licensee or user organization shall covenant for itself, its executors, its administrators and/or assigns, that it will keep and save harmless, the South Hunterdon Regional Board of Education, its successors and assigns, from any and all liability for anything arising from or out of the occupancy of the licensee or user organization its executors, administrators, or assigns and of its servants or agents, and from any loss or damages arising from any fault or negligence by the licensee or user organization, its executors, administrators or assigns, or failure on its part to comply with any covenant, condition or obligation contained in this application, or whether such loss or damage be caused by the failure of the South Hunterdon Regional Board of Education, their successors or assigns to perform any covenant contained herein to be performed by said Board of Education, their successors or assigns.

#### 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			