

READINGTON TOWNSHIP BOARD OF EDUCATION  
P0 BOX 807 · WHITEHOUSE STATION, NEW JERSEY 08889

Phone: 908-534-2195 E-mail: [gvilla@readington.k12.nj.us](mailto:gvilla@readington.k12.nj.us)

FACILITY USE APPLICATION

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact number \_\_\_\_\_ Email address \_\_\_\_\_

Address \_\_\_\_\_

Alternate contact \_\_\_\_\_ Contact number \_\_\_\_\_ Email address \_\_\_\_\_

**Facility Requested:**

<b>RMS</b>	<b>HBS</b>	<b>TBS</b>	<b>WHS</b>	<b>BOE</b>	<b>TRANSP.</b>
<input type="checkbox"/> Cafetorium	<input type="checkbox"/> Cafetorium	<input type="checkbox"/> Cafetorium	<input type="checkbox"/> Cafetorium	<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Buses
<input type="checkbox"/> New Gym	<input type="checkbox"/> Gym	<input type="checkbox"/> Gym	<input type="checkbox"/> Gym	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Old Gym	<input type="checkbox"/> Classrooms	<input type="checkbox"/> Classrooms	<input type="checkbox"/> Classrooms		
<input type="checkbox"/> Classrooms	<input type="checkbox"/> Fields	<input type="checkbox"/> Fields	<input type="checkbox"/> Fields		
<input type="checkbox"/> Fields	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other		
<input type="checkbox"/> Other					

Please specify, if "Other" \_\_\_\_\_

Reason for use \_\_\_\_\_

Special requests: \_\_\_\_\_  
(tables, chairs, etc.)

Date(s) Requested	Day(s) of Week	Hours	# of Participants	# of Other Attendees

Heat will be maintained at 55°F at all times when school is not in session. In the event of an emergency, weather related school closing, or early dismissal for any reason, all events are cancelled.

Please note that this form is expressly for the use of facilities. Use of classroom equipment is strictly prohibited.

- ☐ Applicant has received and read Board of Education Policies pertaining to use of school facilities and the prevention and treatment of sports related concussions and agrees to abide by all rules and regulations.
- ☐ The above named organization complies with Federal and State anti-discriminatory laws.
- ☐ Applicant has received the fee schedule and will comply with all terms and conditions as stated.

**Hold Harmless Agreement and Additional Insured Requirement**

The applicant understands the Board assumes no responsibility for expense, loss, or damage to persons, property, equipment, or vehicles related to the function, and the Board is held harmless for loss of any kind in connection therewith. As a condition of using the Board's facilities, the applicant agrees to name the Board as Additional Insured on its General Liability Policy.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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.

Licensee agrees to pre-inspect the facilities for which use is being requested. Accordingly, the Licensee agrees to provide the Licensor with any noted defects or areas of concern prior to use of facilities. The Licensee agrees not to use the facility should a dangerous condition exist.

Any requested changed 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

**Procedures for submittal**

1. Application is submitted to the school being requested for use. The school reviews the application for room availability, custodial setup, scheduling, and other special requirements or circumstances.
2. Application is sent to the Board Office for approval, verification of checklists and permits, and filing of paperwork.
3. Application is approved/denied and applicant is notified.

**Paperwork required**

- ☐ Facilities Use Application with "Hold Harmless Agreement" (included on this form)
- ☐ Certificate of Insurance with Board of Education named as "Additional Insured"

**Board of Education Approvals**

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Facilities Manager

\_\_\_\_\_  
School Business Administrator

Schooldude Approval No. \_\_\_\_\_ Date \_\_\_\_\_

Approval to: Applicant, School Office, Business Office, Superintendent's Office, Facilities Manager

rev. September 2014