



POMPTON LAKES BOARD OF EDUCATION

237 VAN AVENUE
POMPTON LAKES, NJ 07442
Tel: (973) 835-7100 ext. 1517
Fax: (973) 835-1748

APPLICATION FOR USE OF SCHOOL BUILDING

(All applications must be submitted 30 days prior to first date requested.)

DATE: _____

NAME OF ORGANIZATION _____

(Please check one): PROFIT ___ NON PROFIT _____

AUTHORIZED SPONSOR - NAME _____

ADDRESS _____

TELEPHONE# _____ Email _____

ADULT SUPERVISORS:

NAME ADDRESS TELEPHONE #

REQUESTS THE USE OF (LOCATION): _____

FOR THE PURPOSE OF: _____

ADMISSION WILL BE CHARGED: NO ___ YES ___ AMOUNT _____

ON THE FOLLOWING DATE(S): _____

BETWEEN THE HOURS OF: _____ and _____

SPECIAL INSTRUCTIONS: _____

PAYMENT FOR USE OF FACILITIES: (where applicable)

1. By check payable to the Pompton Lakes Board of Education.

**2. PAYMENT MUST BE RECEIVED ALONG WITH INSURANCE CERTIFICATE
PRIOR TO FINAL WRITTEN PERMISSION FOR USE OF THE BUILDING**

Permission is not transferable to any group or individual.

Signature of Applicant

FOR BOARD OF EDUCATION USE:

_____ *Fee Received*

_____ *Insurance Certificate Received*

-See Other Side-

RENTAL FEES

SCHEDULE OF RENTALS PER USE FOR POMPTON LAKES RESIDENTS

HIGH SCHOOL

| | |
|-----------------------|----------|
| Auditorium | \$100.00 |
| Gym (w/o showers) | \$80.00 |
| Cafeteria | 75.00 |
| Cafeteria and Kitchen | 100.00 |
| Library | 70.00 |
| Other (classroom) | 35.00 |

LAKESIDE

| | |
|-----------------------------------|----------|
| All Purpose Room (w/o showers) | \$100.00 |
| Kitchen | \$80.00 |
| Library | \$70.00 |
| Other (classroom) | \$35.00 |

LINCOLN AND LENOX

| | |
|----------------------|----------|
| All Purpose Room | \$100.00 |
| APR w/folding chairs | \$150.00 |
| Kitchen | \$50.00 |
| Other (classroom) | \$35.00 |

PERSONNEL

| |
|--------------------------------|
| Cafeteria (at prevailing rate) |
| Custodial (at prevailing rate) |

No fees will be paid directly to the school employees.

RENTALS TO NON-RESIDENTS AND GROUPS REGULARLY MEETING OUTSIDE THE BOROUGH WILL BE INCREASED 100%.

RENTALS TO "FOR PROFIT ORGANIZATIONS" SHALL INCUR AN ADDITIONAL CHARGE OF \$500.00.

Hours to be reviewed on each application and to be approved by the Board Secretary. Written approval will be mailed.

If school is closed due to inclement weather, then your use of the building is canceled for that date. If a school function is scheduled for one of the above dates, you will be notified of the cancellation of your use of the building. The Board of Education does not permit smoking or the use of alcoholic beverages on any school property. Please be sure to have proper adult supervision at all times. It is required that your adult supervisor notify the custodian on duty when leaving the building at the end of your approved activity.

As per Board of Education policy for the use of buildings and fields, **a certificate of insurance naming the Board of Education as an additional insured must be on file in this office prior to your use of the building.** The cost of this insurance will be assumed by the sponsoring organization.

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 of municipal recreation department.

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.

I acknowledge that I have received and read the Pompton Lakes Board of Education's "Prevention and Treatment of Sports-Related Concussions and Head Injuries" Policy (2431.4) and that our organization is in compliance with this policy.

Head of Youth Organization

Date