

SECAUCUS BOARD OF EDUCATION
Secaucus, New Jersey
(201) 974-2003 fax:(201) 624-2683 email: fbialkowski@sboe.us

APPLICATION FOR PERMIT FOR THE SPECIAL USE OF SCHOOLS FACILITIES

To: Board of Education, Department of Buildings & Grounds
20 Centre Avenue
Secaucus, New Jersey 07094

Organization _____

Authorized Representative of Organization making application: _____

Address: _____

Telephone # _____ Fax# _____

Email address _____

School facility for which application is being made. If facility requested is in use, state second choice: a. _____ b. _____

Purpose _____

Date(s) when facility is to be used: _____
Day Month Year

Time desired: From: _____ To: _____

Approximate number attending affair: _____

Will admission be charged? Yes _____ No _____ If yes, what will fee be? _____

Purpose of Admission Fee: _____

Names of persons who will be present and supervising activity: _____

If corporation makes application, please list names and addresses of President and Secretary:

If organization is claiming tax exempt status, certification of IRS form 501c(3) status must be submitted with application.

Applicant hereby agrees to abide by all Rules and Regulations set forth on the annexed of this application.

Dated: _____ Signature: _____

Date: _____

Organization: _____ **Date:** _____
Authorized Signature

RULES AND REGULATIONS TO BE COMPLIED WITH BY ALL LICENSEES WHO ARE GRANTED A PERMIT FOR THE USE OF SCHOOL FACILITIES UNDER THE JURISDICTION OF THE BOARD OF EDUCATION OF THE TOWN OF SECAUCUS, STATE OF NEW JERSEY

1. The Board of Education reserves the right to reject any application as well as cancel/revoke any permit for failure to comply with policy and/or rules and regulations.
2. School facilities are rented solely by the Board of Education. The Board expressly reserves to itself the right to change the rules and regulations and rental charges at any time and to revoke, for cause, permission for use previously granted.
3. All performances must conform to the laws of the State of New Jersey, Town of Secaucus, and the rules and regulations of the Board of Education.
4. Sunday use: The use of school facilities on Sunday is permitted depending on appropriate and adequate custodial coverage. If Sunday use is granted, security must be provided by the Licensee.
5. Fire Regulations: All organizations and building occupants are required to adhere to all applicable fire codes and regulations:
 - a. All occupants of Board of Education facilities must evacuate buildings when a fire alarm sounds, or when directed by any Board employee or any duly authorized code enforcement officer;
 - b. The Secaucus Fire Department has the authority to inspect Board of Education facilities at any time and will issue a summons to any vehicle parked in a fire zone; and
 - c. At no time will the Board of Education allow any organization to exceed the fire rating occupancy load of any of its facilities. It shall be the responsibility of the Licensee to comply with the occupancy loads posted throughout board facilities. If violation occurs, immediate evacuation will be ordered.
6. Parking: All vehicles must be parked in designated parking areas. All persons operating motor vehicles on Board property are required to comply with all regulations of the New Jersey Division of Motor Vehicles and the New Jersey Department of Insurance. All violators are subject to ticketing by the Secaucus Police Department.
7. Food & Beverages, Smoking, Profane Language:
 - a. The use of tobacco products in any form is strictly prohibited on all school property.

- b. **At all events, no refreshments will be sold or consumed in the Performing Arts Center, lobby, rehearsal rooms, or classroom areas.** However, food and beverage may be sold with prior written approval and shall be confined to the designated areas. **Request for approval must be included with this application.**
 - c. The use of profane language in any program is prohibited.
 - d. All printed programs shall carry the following announcement in a conspicuous place: **NO FOOD OR DRINK IN THE AUDITORIUM.**
8. No decorations shall be installed without the written consent of the Superintendent of Schools. **Permission to decorate must be requested in writing to the Superintendent and must be included with this application.** When written permission is given, all such decorations shall be removed by the Licensee, immediately after completion of the function
9. No individual other than the personnel assigned by the Superintendent and/or designee shall be allowed to operate equipment owned by the Secaucus Board of Education. **Requests for specific lighting and/or sound equipment must be made in writing and must be included with this application.**
10. Permission to sell or display anything, including food and beverages, must be requested, in writing, to the Superintendent of the Board of Education. **The request for permission must be attached to the application.**
10. Fees are based on the attached "Assessment of Fees" schedule. Final payment is due within thirty (30) days of the event.
11. A deposit of 50% of estimated fees will be required for user categories 6 & 7 for charges incurred. **The deposit will be credited against the total facility charge.** The deposit must be paid at time of application approval. A Licensee's failure to inform the Board of Education of a canceled use at least 3 working days in advance of the scheduled time of the use may result in imposition of service charges.
12. The Licensee and event attendees must enter and vacate the building at the contracted time stipulated in this application. Any use of school facilities beyond this time will be billed at overtime rates and will be calculated in the final payment. **If an event ends prior to the schedule, no fees will be deducted as the applicable staff will have already been scheduled.**
13. The Board of Education is not responsible for personal injuries or for lost or stolen articles belonging to the Licensee or any of its guests.
14. All printed programs shall carry the following announcement in a conspicuous place: **SMOKING IS PROHIBITED ON SCHOOL PREMISES BY ORDER OF THE BOARD OF EDUCATION IN COMPLIANCE WITH THE LAWS OF THE STATE OF NEW JERSEY.**

15. Aisles must be free at all times for safety. The Licensee shall not conduct any activity of any kind that leads to the blocking of aisle traffic.
16. **For any event in excess of one hundred (100) people the Licensee is responsible for providing the necessary police and/or security personnel to properly patrol and protect school property for these events.** The number of police and/or security personnel will be determined by the Superintendent. The Licensee is responsible for securing the required number of police, at their cost, from the Secaucus Police Department with payment to be made directly to the Secaucus Police Department. *If security is not arranged by the Licensee, the Board will provide security and the cost will be included in the final invoice.*
17. An assessment will be made both prior to and after the renting of the auditorium to determine if there is any damage to property, including but not limited to equipment, stage, dressing rooms, carpet, and seats, which will then be added to the Licensee's final payment.
18. The Licensee shall be responsible for the actions of the persons attending its activities.
19. The Board of Education is not responsible for personal injuries or for lost or stolen articles belonging to the Licensee or any of its guests.
20. Insurance – The Licensee must furnish the Board of Education Secretary or designee with an appropriate insurance certificate at least 10 (ten) days before the use of facility. The insurance certificate must reflect minimum coverage as follows:
 - a. Bodily Injury Liability with limits not less than \$500,000.00;
 - b. Property Damage Liability with limits not less than \$2,000,000.00;
 - c. The Certificate must contain a Hold Harmless clause in favor of the Secaucus Board of Education;
 - d. Products Liability must be included in limits equal to the Body Injury limits;
 - e. The Secaucus Board of Education, its servants, agents and employees must be named as an additional insured on any policy; and
 - f. The certificate must be supplied by an insurance carrier licensed to write business in the State of New Jersey.

By signing below the organization agrees with all of the above Rules & Regulations.

Authorized Signature

Date