

**SECAUCUS BOARD OF EDUCATION**  
**Secaucus, New Jersey**  
**(201) 974-2005**

**APPLICATION FOR PERMIT FOR THE SPECIAL USE OF SCHOOLS FACILITIES**

**To: Board of Education, Administration Building**  
**20 Centre Avenue, P.O. Box 1496**  
**Secaucus, New Jersey 07094**  
**Attention: Superintendent of Schools**

Organization \_\_\_\_\_

Authorized Representative of Organization making application: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

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

a. \_\_\_\_\_ b. \_\_\_\_\_

Purpose \_\_\_\_\_

Dates 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 list of this application. Signature required on List.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Permit is granted, Licensee will receive signed copy of this form.

Date: \_\_\_\_\_ Superintendent of Schools \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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 prohibited. Special exemptions may be granted only the Superintendent. 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;
  - 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.

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

- 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.
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 Superintendent and/or designee shall be allowed to operate equipment owned by Secaucus Board of Education
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.
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.
12. 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.
13. 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.**
14. Licensee shall not conduct any activity of any kind that leads to the blocking of aisle traffic.
15. For any event in excess of one hundred (100) people the Licensee is responsible for providing the necessary policemen 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 lessee is responsible for securing the required number of police, at their cost, from the Secaucus Police Department.

**Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

16. The Licensee shall be responsible for the actions of the persons attending its activities.
17. 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.
18. Insurance – The Licensee must furnish the Secretary of the Board of Education with an appropriate insurance certificate at least ten (10) days before the use of facility. The insurance certificate must reflect minimum coverage as follows:
  - a. Bodily Injury Liability with limits not less than \$300,000/\$500,000.
  - b. Property Damage Liability with limits not less than \$500,000.
  - 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 Bodily Injury limits.
  - e. The Secaucus Board of Education, its servants, agents and employees must be named as an additional insured on any policy.
  - f. The certificate must be supplied by an insurance carrier licensed to write business in the State of New Jersey.

The signature of the Licensee or authorized representative of the Licensee indicates that the Licensee agrees to comply with all the Rules and Regulations as outlined herein.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date