

\_\_\_\_\_ CENTRAL SCHOOL \_\_\_\_\_ LIBERTY SCHOOL \_\_\_\_\_ MIDDLE SCHOOL

BOARD OF EDUCATION  
GREAT MEADOWS REGIONAL SCHOOL DISTRICT  
GREAT MEADOWS, NJ 07838

## APPLICATION TO USE SCHOOL FACILITIES

\*\*\*\**Application for use of school facilities must be submitted to the Principal not less than 15 working days before the date of the requested use. A use that requires the approval of the BOE must be submitted not less than 10 working days prior to a regular BOE meeting and not less than 10 working days before the date of the requested use. Permission will not be granted unless COACH/LEADER has a first aid kit including ice packs.*

CAFETERIA \_\_\_\_\_ GYMNASIUM \_\_\_\_\_ MEDIA CENTER \_\_\_\_\_

CLASSROOM \_\_\_\_\_ PLAYING FIELDS \_\_\_\_\_ OTHER \_\_\_\_\_

DATES \_\_\_\_\_

PURPOSE \_\_\_\_\_

\_\_\_\_\_ HOUR BEGINNING \_\_\_\_\_ HOUR ENDING \_\_\_\_\_

NAME OF GROUP OR ORGANIZATION \_\_\_\_\_

NAME OF LIABILITY INSURANCE CO. \_\_\_\_\_

POLICY LIMITS \$ \_\_\_\_\_ POLICY NUMBER \_\_\_\_\_

*It is hereby agreed and understood that if permission is granted, the undersigned applicant will assume responsibility for the preservation of order, damage to or loss of property, and the liability for any personal bodily injuries which may occur during the use of the district facilities. The undersigned have read and agreed to conform to the rules and regulations governing the use of school property. The board of education reserves the right to rescind any permit granted under this application. Rules prohibiting the possession of intoxicants on the premises and smoking on school property must be observed at all times. No application will be processed without certificate of insurance and pre-payment (if applicable).*

**CERTIFICATE OF INSURANCE** YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE (1) \_\_\_\_\_ (2) \_\_\_\_\_  
(Applicant) (Co-signer, if any)

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

DATE APPLICATION SUBMITTED \_\_\_\_\_ CHECK # \_\_\_\_\_

### **RATES:**

\*\$75/hr.-\$45/hr. – Out-of-district agencies – Sunday thru Sunday

(gymnasium and/or cafeteria) - \$75/hr. (classroom and/or media center) - \$45/hr.

**NO FEE** – In-district agencies: PTOs, PATHS, Boy Scouts, Girl Scouts, ITRC, LTRC, Independence Soccer Club, St. Mary's Basketball Club, Colonial Little League, and Organizations where majority of participants are either Liberty and/or Independence students - Monday thru Friday

\*\$25/hr - In-district agencies (same as above). - **Saturday/Sunday**

\*Add ½ hr. for custodial coverage before and after your requested usage.

(Do Not Write Below This Line – For Board Use Only)

APPLICATION:      **APPROVED** \_\_\_\_\_                      **REJECTED:** \_\_\_\_\_

DATES **REJECTED** (if any): \_\_\_\_\_

REASON FOR REJECTION: \_\_\_\_\_

SPECIAL CONDITIONS (if any): \_\_\_\_\_

RENTAL FEE: \$ \_\_\_\_\_ BASED UPON \_\_\_\_\_ HOURS OF USE \_\_\_\_\_

**BUILDING TO BE VACATED BY \_\_\_\_\_ PM, AT THE LATEST.**

***EVENING ACTIVITY FINAL APPROVAL CONTINGENT UPON FEE PAYMENT  
AND SUBMISSION OF INSURANCE CERTIFICATE ON OR BEFORE 1:00 PM.***

**ALL CHECKS ARE TO BE MADE PAYABLE TO GREAT MEADOWS REGIONAL  
BOARD OF EDUCATION. NO CASH ACCEPTED.**

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
\*SUPERVISOR OF BUILDINGS/GROUNDS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERINTENDENT

\_\_\_\_\_  
DATE

**A copy of this form shall be returned to the applicant upon approval or rejection.**

**\*Any Saturday or Sunday request must be submitted to the Supervisor of Buildings & Grounds to assure custodial coverage of the building on date(s) requested.**

**ANY PERSON WHO IS NOT COVERED UNDER A GROUP INSURANCE MUST  
SUBMIT A COPY OF THEIR PERSONAL LIABILITY INSURANCE AND SIGN A  
THREE-PAGE WAIVER (INDEMNIFICATION & HOLD HARMLESS  
AGREEMENT.**

**\*\*\*NO ANIMALS IN ANY SCHOOL UNLESS GRANTED PERMISSION BY SCHOOL  
PRINCIPAL AND SUPERINTENDENT.**