

HAMILTON TOWNSHIP BOARD OF EDUCATION

FACILITIES USE APPLICATION FOR _____ DATE SUBMITTED: _____
(NAME OF SCHOOL)

***THIS APPLICATION MUST BE RETURNED TO THE PRINCIPAL OF THE SCHOOL NO LESS THEN 60 DAYS BEFORE THE SCHEDULED EVENT, FAILURE TO DO SO MAY RESULT IN DENIAL OF REQUEST**

*All billing, if any, will be processed by the District's Facilities Department

CERTIFICATE OF INSURANCE with Hamilton Township BOE listed as an Additional Insured and Certificate Holder is required: *See below for details*

NAME OF ORGANIZATION: _____			
CONTACT PERSON: _____		EMAIL: _____	
(ADDRESS)	CITY, STATE, ZIP CODE	()	
		TELEPHONE	
<ul style="list-style-type: none"> • Is the organization based within Hamilton Township? (please circle one) YES NO • What percentage of your participants are Hamilton Residents? _____ • Is the event for children and/or adults?(please circle one or both if necessary) • Will a fee be charged for admission? (please circle one) YES NO • Proceeds to be used for: _____ (i.e., fundraising, profit, etc.) • Is the group recognized as for profit or not-for-profit? (please circle one) • List all date(s) requested: (Be specific!) 			
<p>Circle day(s) of the week requested: MON. TUES. WED. THURS. FRI. SAT. SUN.</p> <p>TIME: From: _____ To: _____ Estimated Attendance: _____</p>			
<p>DETAILED DESCRIPTION OF USE/EVENT (MUST BE ATTACHED) <input type="checkbox"/> Please also check boxes that pertain to your event:</p> <p><input type="checkbox"/> Fundraiser <input type="checkbox"/> Equipment Needs (please list all equipment needs in detailed in description of event) <input type="checkbox"/> DJ</p> <p><input type="checkbox"/> Community Event <input type="checkbox"/> Food Truck <input type="checkbox"/> Sports Competition <input type="checkbox"/> Meeting <input type="checkbox"/> Amusements (No Bounce Houses, Inflatables or Animals allowed) <input type="checkbox"/> Tricky Tray and/or 50-50 (Township permit required)</p>			

DESIRED FACILITY AT SCHOOL: (PLEASE CHECK)

___ Gym	___ Auditorium	___ Kitchen	___ Pool
___ Sub-gym	___ Press Box	___ Field(s) (specify)	___ Other (specify below)
___ All Purpose Room	___ Cafeteria	___ Classroom(s)	_____

CERTIFICATE OF INSURANCE

The Board of Education (BOE) carries insurance covering its legal liability. The BOE assumes no liability as to the licensee or user organization. The BOE requires that the licensee or user organization complete and provide a **Certificate of Insurance, naming the Hamilton Township Board of Education as an additional Insured vis CG 2010 and CG2037 (if applicable) and Hamilton Township Board of Education, 90 Park Avenue, Hamilton, NJ 08690 as Certificate Holder.** The minimum amount of insurance coverage for personal injury required shall be \$1,000,000 and as to property damage shall be \$1,000,000. The General Liability policy shall not contain a Designated Location limitation. We also require evidence of \$1,000,000 Abuse and Molestation coverage or confirming that the General Liability policy does not include an Abuse and Molestation exclusion. **The Certificate of Insurance must accompany this form, or the request cannot be approved.** All outside vendors must have a Certificate of Insurance, or they will not be allowed on school grounds. All food trucks and ice cream trucks that come onto school property must have a Certificate of Insurance, including automobile liability and must be inspected by the Hamilton Township Health Department. All vendors (including food trucks) must provide evidence of Workers' Compensation Insurance if the vendor is incorporated or has employees.

HOLD HARMLESS AGREEMENT

The licensee or user organization shall covenant for itself, its executors, its administrators, and/or assignees; that it will keep and save harmless, the Hamilton Township Board of Education, its successors and assignees, from any and all liability for anything arising from or out of the occupancy of the licensee or user organization, its executors, administrators, or assignees, and of its servants of agents and from any loss or damages arising from any fault or negligence by the licensee or user organization, its executor, administrators or assignees or failure on its part to comply with any covenant, condition or obligation contained in this application, or whether such loss or damage be caused by the failure of the Hamilton Township Board of Education their successors or assignees to perform any covenant contained herein to be performed by said Board of Education, their successors, or assignees. Please be advised that event organizers must be in compliance with district's policy 2431.4 – prevention and treatment of sports related concussions and head injuries. A copy of this regulation is being provided.

Additionally, Licensee acknowledges that a novel viral infection has resulted in a pandemic throughout the United States, and hereby agrees to ensure that its members, agents, contractors, servants, employees, volunteers, and invitees comply with and follow the most recent guidance and protocols issued by the Centers for Disease Control and Prevention (CDC) and the State of New Jersey prior to and during the use of the facility. Licensee agrees to immediately notify the Licensor if any of its members, agents, contractors, servants, or employees who are anticipated to be present in the facility or have been present during Licensee's use of the facility are known to have tested positive for or been exposed to coronavirus, or any other epidemic, and further agrees to indemnify and hold harmless the Licensor, its respective members, agents, contractors, servants, or employees harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with any alleged exposure or infection of coronavirus or any other epidemic as a result of any acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees as it relates to Licensee's use of the facility.

REGULATIONS FOR USE AGREEMENT

Enforcement of all rules and regulations is the responsibility of the acting senior building Administrator who shall notify the Facilities Office of all instances of noncompliance. The Facilities Office shall have authority to withdraw future facility use by non-complying licensees or user organizations. For additional information regarding the use of Hamilton Township Board of Education building use, please call the Facilities Office at (609) 631-4173.

The Board of Education believes that the use of District facilities should be encouraged for legitimate community purposes when such use does not interfere with the educational program of the schools.

All users shall insure that the facilities are left in the same or similar condition as when they arrived. Specifically, users are responsible for the cleanup of all facilities following their use. In the event the facilities are not left in the same or similar condition, the licensee/user organization shall be prohibited from using HTBOE facilities in the future. Furthermore, the Hamilton Township Board of Education reserves the right to charge the licensee/user organization for any fees associated with returning the facilities to condition they were in prior to the use. The Board of Education retains all rights to ownership and use of the facility, and use of the same by the licensee is freely revocable by the Board at any time in the Board's sole discretion.

By signing below you agree to all terms and conditions described above.

Signature of Applicant: _____ Date: _____

Print Name: _____ Email: _____

TO BE COMPLETED BY THE PRINCIPAL OR DESIGNEE:

Is the school custodian/cafeteria person available *(Circle one)* even if it is a Saturday or Sunday? YES _____ NO _____

Is the custodian previously scheduled for a school function or activity? YES _____ NO _____

_____ APPROVED _____ NOT APPROVED _____ DATE

(School Principal or Designee Signature)

(School Principal or Designee Print Name)

To be completed after the event is on the Board Agenda

Board of Education: _____ Approved _____ Not Approved _____ Date