

**APPLICATION AND AGREEMENT  
FOR USE OF PUBLIC SCHOOL FACILITIES  
WYCKOFF PUBLIC SCHOOLS, Wyckoff, New Jersey**

All applications must be submitted to the school office **at least thirty (30) days prior to requested use.**

The organization or individual applying for the use of the Wyckoff Public School District's facilities shall be referred to as the "Licensee."

The **Wyckoff Board of Education** shall be referred to as the "Licensor."

The **Licensee (Name of Organization)** hereby makes application for the use of:

<u>School &amp; Room</u>	<u>Date(s)</u>	<u>Time</u>
		_____ am/pm until _____ am/pm
		_____ am/pm until _____ am/pm

(If additional space is required, attach list)

Additional Services requested:

Special Lighting (other than house lights)	<input type="checkbox"/>	Microphone	<input type="checkbox"/>	Will there be an audience? Yes <input type="checkbox"/> No <input type="checkbox"/>
Audio System	<input type="checkbox"/>	# of Tables _____	<input type="checkbox"/>	If yes, estimated number _____
Projector & Screen	<input type="checkbox"/>	# of Chairs _____	<input type="checkbox"/>	Will an admission be charged? Yes <input type="checkbox"/> No <input type="checkbox"/>
Moving of Piano	<input type="checkbox"/>	Tuning of Piano	<input type="checkbox"/>	If yes, for what purposes will funds be used? _____

Purpose of Use: \_\_\_\_\_

If this application is granted to Licensee \_\_\_\_\_  
(Licensee - Name of Organization, Individual or Group)

Licensee agrees to:

1. Assume all liability for and agrees to indemnify and hold the Licensor, its respective members, agents, contractors, servants, employees, volunteers, licensees or invitees, 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 acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees related to its use of the Licensor's facilities, including but not limited to, the Licensee's use of any portable equipment. In the event that an action or proceeding is brought against the Licensor by reason of any such claim, the Licensee, upon notice from the Licensor, covenants to resist or defend, at Licensee's expense such action or proceeding by counsel reasonably satisfactory to the Licensor.
2. Assume full responsibility for Bodily Injury and Property Damage incurred as a result of the acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees. **The Licensee must present an insurance certificate guaranteeing proper liability coverage of at least a Combined Single Limit of \$2,000,000 per occurrence / \$5,000,000 aggregate insuring the Licensee against any liability for bodily injury and property damage. The Licensor shall be named as an additional insured on such insurance policy. The Licensee must also include an additional insured endorsement via a CG 20100704 or equivalent. A copy of the necessary insurance policy must be presented to the Licensor, upon request, prior to the Licensee's use of the facilities.**
3. Assume responsibility for preserving orders in said school during its use of the facilities, for all fees in connection with the Licensee's use of the facilities, including when necessary, custodial fees.
4. Observe and adhere to all of the Licensor's rules and regulations governing the use of the Licensor's facilities as set forth in the Licensor's policies and regulations. The foregoing policies and regulations are as much a part of this application and agreement as if they were attached hereto. Additional copies of said policies and regulations may be obtained at the Licensor's Business Office. Any violation of these terms and conditions may result in the immediate expulsion of the Licensee from the Licensor's facilities.
5. If school is closed due to inclement weather, Licensee's event/function shall be cancelled.
6. **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 "Prevention and Treatment of Sports-Related Concussions and Head Injuries" 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 or municipal recreation department.**

7. **If the Licensee is a "youth sports team organization," the Licensee shall provide the Licensor with a copy of their accident insurance policy or certificate of insurance, guaranteeing proper accident coverage for the participants.**
8. Pursuant to N.J.S.A. 18A:40-41a and N.J.S.A. 2A:62A-27, the Licensor, its employees, agents and servants shall not be liable for the injury or death of a person arising from the presence of and access to an AED, as well as the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees or invitees."
9. The Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invites hereby acknowledge that the requirements of N.J.S.A. 18A:40-41a-c concerning automated extended defibrillators apply to school-sponsored athletic events or team practices in which students of the district participate.
10. 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.
11. All charges for the use of school facilities will be paid prior to scheduled use. Permission will be withdrawn from any use that is not paid in advance.
12. Any requested changes or modifications in this application and agreement for the use of facilities must be made in writing by the Licensee and approved by the Licensor at least three (3) days in advance of the date scheduled for the use of facilities.
13. \_\_\_\_\_ I have read and hereby represent that the Licensee shall comply with any and all of the Licensor's rules, regulations, and policies.
14. \_\_\_\_\_ The Licensee has provided the aforementioned required certificates of insurance to the Licensor.

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**SPECIAL INSTRUCTIONS**

**The Licensee Agrees to the Following:**

- A. PROVIDE ADEQUATE SUPERVISION OF ABOVE FACILITY.**
- B. BE RESPONSIBLE FOR ANY DAMAGE TO SCHOOL PROPERTY AS A RESULT OF THIS ACTIVITY.**
- C. SERVE REFRESHMENTS IN CAFETERIA FACILITY ONLY.**
- D. CONFORM TO "NO SMOKING" REGULATIONS.**
- E. ALCOHOLIC BEVERAGES ARE PROHIBITED ON OR IN ANY WYCKOFF BOARD OF EDUCATION PROPERTIES. *\*Violations of this rule will result in forfeiture of future use of Wyckoff Board of Education Buildings or Grounds***
- F. PROVIDE LIABILITY INSURANCE & PROVIDE THE BOARD WITH A COPY OF CERTIFICATE OF INSURANCE.**
- G. WILL USE ONLY SCHOOL EQUIPMENT SPECIFICALLY APPROVED ON THIS APPLICATION.**
- H. A MEMBER OF OUR KITCHEN STAFF WILL BE PRESENT WHENEVER EISENHOWER KITCHEN IS USED.**
- I. AFTER USE, ALL ROOMS MUST BE PUT BACK THE WAY THEY WERE FOUND.**

**Return Completed Application to:**      **Wyckoff Board of Education      Attn: Nancy Meyer**  
**241 Morse Avenue**  
**Wyckoff, NJ 07481**

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Print Name of Licensee: \_\_\_\_\_

Organization will be billed for facility use which will include cost for applicable custodial coverage, operational charge and/or facilities charge.  
 Checks Payable to: "**Wyckoff Board of Education**"

\_\_\_\_\_  
 Signature of Licensee

\_\_\_\_\_  
 Position with Licensee or Organization

\_\_\_\_\_  
 Home Address

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 Date

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School Principal's Approval \_\_\_\_\_

Date \_\_\_\_\_

Business Administrator Approval \_\_\_\_\_

Date \_\_\_\_\_

Patricia A. Salvati, CPA

**Copy to:**      **Licensee/Organization/Group:** \_\_\_\_\_  
**School Office Personnel:** \_\_\_\_\_  
**Head School Custodian:** \_\_\_\_\_  
**Cafeteria Supervisor (as needed)** \_\_\_\_\_