



HAMPTON TOWNSHIP BOARD OF EDUCATION

One School Road
Newton, New Jersey 07860

(973) 383-7140
Fax (973) 383-3835

FACILITY USE APPLICATION

Date: _____
Name of Organization: _____

Mailing Address: _____

Name of Responsible Party: _____ Phone: _____

Contact #2 and/or Adult Supervisor: _____ Phone: _____

Contact #3 and/or Adult Supervisor: _____ Phone: _____

Estimated Number of Children: _____ Adults: _____

Facility Requested:

Athletic Fields: _____ Cafeteria: _____ Gymnasium: _____ Kitchen: _____
Classroom Area: _____ Library: _____ Foyer Area: _____ Other: _____

Dates Requested: _____ From: _____ To: _____

Facility Desired For: _____

Will admission be Charged: _____ Equipment Requested: _____

Added Special Request or Information: _____

Certificate of Insurance:

Group Carrier: _____ ID#: _____ Liability Limit (\$): _____

1. Basic use of facility is free for Non-Profit Organizations. A usage fee of \$ 50 per event will be charged to all other organizations.
2. Any **extra** costs as per schedule below will be borne by user.
 - a) Custodial fee - \$25.00 /hour
 - b) Extra lighting or sound system use requiring specialized personnel - TBD/event per system
 - c) Any moving, setup, etc., will be provided by **user**.
 - d) Any damage will be assessed and charged as per cost incurred.
 - e) All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an Amount not less than \$1,000,000 per occurrence. The Hampton Township Board of Education must be named as an additional insured on this policy. A certificate of insurance as described must be provided to the School Business Administrator before the facility is used. Failure by the School Business Administrator to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid.
In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the Hampton Township Board of Education, against any and all demands, claims, damages, fees, cost and liabilities of any kind (including but not limited to attorneys fees) to the fullest extent permitted by law.
 - f) All prospective users must provide a minimum of two weeks notice and all requests are be subject to Hampton Township Board of Education approval.

OFFICE USE ONLY

Conflict No Conflict
Needs to be rescheduled
Contact Office for more information
Special fees: _____

Approved Disapproved

AUTHORIZED SIGNATURE

Date