

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL
74 Ridge Road
Rumson, New Jersey 07760

APPLICATION FOR USE OF SCHOOL FACILITIES

Section A: All applicants must complete

Organization making request _____

Organizational representative making request _____

Event _____ Date _____

Day of Week _____ Start time _____ End time _____

Request for use of facility for the following locations: Auditorium (capacity 700), Cafeteria (capacity 200), Gymnasium (capacity 700), Borden Stadium/Turf Field, Other (name location, e.g., classroom, field)

Location requested _____

Purpose of event _____

Other organizations involved _____

All activities that will take place during the event _____

Estimated number of participants _____

Information that will be included in promotion/advertisement of event (e.g., organizational affiliation and activities or serving meal, volleyball competition, 50/50, speeches, awards) _____

Are tickets being sold? _____ If yes, price _____ Number being sold _____

Profits will be used for _____

Will refreshments be served? _____ If yes, have arrangements been made? _____

Are you requesting the school to provide equipment? _____ If yes, describe: _____

If you are requesting use of Borden Stadium/Turf Field, are you requesting the lights? _____

Address of applicant _____

Applicant's telephone: Day _____ Evening _____

Applicant's fax number _____ Applicant's email address _____

SECTION B: Applicant who is not representing Rumson-Fair Haven Regional High School student organization must complete

Nature of organization (e.g., non-profit recreation) _____

Are all participants Rumson and Fair Haven residents? _____

All fees, insurance, and fire permits are due in the Business Office 2 weeks prior to the event. If not, the event will be canceled.

Contact Frank Gripp at 842-1597, ext. 242 regarding any questions.

SECTION C: All applicants must complete

Signature indicates that the "Use of Facilities–Rules–Regulations–Fee" information sheet has been read.

Signature of organizational representative named above _____

Date of signature _____

OFFICE USE ONLY

Approval: (Note approval or disapproval, sign, and return to Business Office.)

Principal: _____ Supervisor of Athletics: _____ B & G Supervisor: _____

Board of Education approval: Not required___ Yes___ No___ Date of BOE approval _____

Rental fee is \$ _____

Lights @ Borden Stadium \$ _____
(if applicable)

Custodial fee is \$ _____

Lighting Technician fee is \$ _____

Total Due \$ _____

Application received _____ Insurance received _____ Fire permit received _____ Fees received _____

Notice of Police Officer on duty _____

USE OF FACILITIES – RULES – REGULATIONS – FEES

Failure to fully disclose all organizations to be involved, all activities to take place, and/or all contents of promotional materials will result in denial of use of facilities or cancellation of a prior approval.

1. All applications must be approved by the school principal/vice principal or must be passed by the Board of Education which meets the second and third Tuesdays of each month. Completed applications that require only the principal's approval must be presented to the principal at least 15 days prior to the dates requested. Completed applications that require approval by the Board of Education must be presented to the office of the Business Administrator at least 30 days prior to the dates requested.
2. No application will be approved if for personal gain of any individual(s).
3. It is understood and agreed that applicant assumes full responsibility for the preservation of order in said building and liability for any damage or loss of school property.
4. Please do not advertise until you receive written approval to use the facility. If and when your event is advertised, please provide your own phone number, not ours.
5. Smoking in any part of the building or on school grounds is positively prohibited.
6. Food and refreshments: No outside food concessions are permitted. If necessary, food arrangements must be made through the district cafeteria. No refreshments are allowed in the gymnasium or auditorium.
7. Leases must comply with all local and state laws regarding public assemblies.
8. Insurance: All applicants that are not student organizations and are not one of the four recognized school-affiliated organizations must have liability insurance of at least \$1,000,000 naming the Rumson-Fair Haven Regional Board of Education as an additional insured. Coverage must be on file 2 weeks prior to the event or the event will be canceled.
9. Fire safety permit: Fee - \$35.00 must be on file in the district office and on file at the Rumson Police Department 2 weeks prior to the event or the event will be canceled. Permits are available at the Rumson Police Department.

The district requires custodians to be on duty during the event. When necessary, a district technician must be used when operating district equipment in the auditorium.

10. The Building will be opened to the applicant only for the time requested.
11. NOTIFICATION OF CANCELLATION IS REQUIRED TWO WEEKS PRIOR TO EVENT.
12. Applicant is responsible for scheduling and payment of security/police to insure safety of participants, spectators, and school property. Your plan is to be submitted to Board of Education with application. Over 50 guests require one policeman for every 250 guests.

If requesting a fee waiver, a letter of request must accompany the application. If a rental fee waiver is approved by the Board, the applicant is still responsible for custodian fees, technician fees and insurance.

Fees:

Gymnasium: (Seats 700) Fee \$500 per event. For sports leagues \$25 per day.

Auditorium: (Seats 700) Fee \$800 per day or night. Rehearsals \$100 per day or night.

Custodian and technician fees are extra. Fire regulations prohibit extra chairs.

Cafeteria: (Seats 200) Fee \$400 per day or night. Use of food service is at additional expense.

Classrooms: Fee \$40 per day or night per room.

Softball fields/baseball fields: Fee \$25 per day. No use beyond August 31. You will be billed whether using them or not except for inclement weather.

Outdoor Track: Fee \$300 per day. Custodian fees are extra.

Custodian Fees: (2 extra hours are charged for opening and closing of facility): (\$42 per hour)

Lighting/Sound Technician Fees: _____ (As per union contract.)

The facility use application form requires a signature that acknowledges that the authorized organizational representative has read and understands the above rules, regulations, and fees that are charged.