

MANALAPAN-ENGLISHTOWN REGIONAL SCHOOLS
ENGLISHTOWN, NEW JERSEY

APPLICATION/PERMIT FOR USE OF PUBLIC SCHOOL FACILITIES

(all information must be legibly printed)

Date of application _____ Name of Applicant _____

Name of Group or Organization _____

Type of Group:

_____ School Community

_____ Non-Profit Outside Manalapan-Englishtown

_____ Non-Profit in Manalapan-Englishtown

_____ Profit

Address of Applicant: _____

Phone number of applicant: (H) _____ (W) _____

Tax Exempt # _____ Copy of Tax Exempt Certificate _____ Yes _____ No

Officers of Group or Organization:

Address

Phone Number

President: _____

Vice Pres: _____

Secretary: _____

Treasurer: _____

What facility is desired? _____

The areas or equipment checked below are requested by activity:

_____ gymnasium

_____ all-purpose room

_____ # of chairs

_____ kitchen

_____ lavatory (men's)

_____ # of tables

_____ locker room

_____ lavatory (women's)

_____ dining hall

_____ # of classrooms

Other: _____

Fields: _____

Date(s) facilities will be needed: Starting Date _____ Ending Date _____ Hours _____

_____ practice

_____ game

_____ meeting

_____ rehearsal

_____ performance

_____ other (specify) _____

Description of activity listed above. Please be specific _____

Is there an admission fee or entrance fee to be charged: _____ yes _____ no

Amount of admission or entrance fee \$ _____

Name of supervisor of the activity _____

Name of chaperones of the activity _____

ALL applicants must attach an indemnity agreement with application.

INDEMNITY AGREEMENT

It is understood and agreed that if this application is granted, the group or organization shall neither do nor permit anything to be done in or about the desired premises or grounds which shall or might subject the Board of Education or district to liability for injury to persons or property and the group or organization shall indemnify and hold harmless the Board of Education and district from any and all liability, penalties, damage, expenses or judgments arising from injury to persons or property growing out of the use or occupancy of the desired premises or grounds by said applicant.

All applicants must attach with this application a certificate of insurance as proof of comprehensive general liability coverage naming the Manalapan-Englishtown Regional Board of Education of Manalapan, New Jersey as an additionally insured party. The certificate must be written by company licensed to do business in the State of New Jersey and must include the following coverage:

<u>Bodily Injury:</u>	\$ 500,000	each person
	\$ 500,000	each accident
	\$1,000,000	aggregated
<u>Property Damage:</u>	\$1,000,000	each accident

The applicant agrees to hold harmless the Board of Education and district as a result of any losses or damage, including consequential damage sustained by the applicant in the event the Board of Education cancels the use of any of its facilities.

The applicant acknowledges receipt of Board Policy and Regulation #7510 "Use of School Facilities", has read them and agrees to abide by the Board's Policy and does agree to comply with all of the terms, rules and regulations as shown, and does agree to pay promptly the charges as stated on the application. The applicant agrees to be responsible for any and all fees set by the Board of Education to cover such services as custodians.

The applicant is not assured approval of any facility until the Business Office approves the Application. Be advised that the Board of Education reserves the right to cancel any application or permit due to conflict or misrepresentation.

ESTIMATED COSTS

All fees in conjunction with the use of school facilities are payable directly to the Board of Education **14** days in advance of the date of use. **NO** permit will be issued until the financial obligations have been met.

Custodial fees:	_____ @ \$ _____ per hour	\$ _____
Building Fee	_____ @ \$ _____ per day	\$ _____

Building Deposit: \$ _____

Total: \$ _____

Signature of Applicant _____

Date _____

Name of Organization _____

Location	2024-2025 Per Hour	
	Profit	Non-Profit
MEMS Auditorium		
• Performance/day	\$750	\$200
• Rehearsal/occurrence	\$300	\$100
Gym or All purpose rooms		
• MEMS main gym w/ bleachers	\$300	\$100
• MEMS aux gym w/out bleachers	\$225	\$75
• MEMS aux gym w/bleachers	\$225	\$75
• All other gyms	\$150	\$50
Classrooms	\$125	\$25
Dining Room	\$300	\$100