

**BELVIDERE PUBLIC SCHOOLS APPLICATION FOR USE OF SCHOOL FACILITIES**

**PLEASE RETURN TO JODI IORIO: HIGH SCHOOL MAIN OFFICE-809 OXFORD STREET  
BELVIDERE NJ 07823 E-MAIL:jiorio@belvideresd.org/fax: 908-475-1685**

**\*\*A CERTIFICATE OF INSURANCE ALONG WITH THIS FORM IN ORDER TO ENSURE YOUR  
DATE \*\* MAIL THIS FORM ALONG WITH YOUR CHECK IF FEES APPLY TO YOUR EVENT**

Applicant: \_\_\_\_\_ (Please Print) Today's Date \_\_\_\_\_ For Approval \_\_\_\_\_  
*(Leave Blank, for office use only)*

Date of Activity/Event: \_\_\_\_\_ Start Date/Time: \_\_\_\_\_ End Date/Time: \_\_\_\_\_

Actual Date/time you need to gain entry into the building for set-up for event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Please provide number where you can be reached)*

Nature of Activity: \_\_\_\_\_

Facilities Requested: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

**\*\*AED (Automatic External Defibrillators) on premises. \*\***

Locations of AED's: Outside Auditorium; High School Gym Lobby; Oxford St. Elementary School Gym Hallway

If you are using the Auditorium and are in need of the sound system please check this box and fill out the last page (Mandatory if you are using the Auditorium)

Permission granted by:

\_\_\_\_\_  
Athletic Director Date

\_\_\_\_\_  
Building Principal Date

\_\_\_\_\_  
Board Of Education Date

\*Post to the following calendars (Check all that apply)

\_\_\_ Facility (Mandatory)

\_\_\_ District

\_\_\_ High School

\_\_\_ Elementary School

Recorded on Calendar: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Print Name

Original: Principal – Main Office

Copies: Custodial Supervisor

Elizabeth Porcelli (For Auditorium use)

Applicant *(Please supply address where your confirmation can be mailed)*

Address: \_\_\_\_\_

If permission is granted, the applicant will assume responsibility for the preservation of order, damage to or loss of property, and liability for personal bodily injuries to any performer or spectator incurred any place on the school property. The undersigned has read the attached information regarding use of school facilities and agrees to all regulations governing the use of school property. The Board of Education reserves the right to rescind any prior approval, and at all times shall not have free access to all parts of the building, whether rented or not.

Name of Liability Insurance Company: \_\_\_\_\_ (Attached)

**\*\*A CERTIFICATE OF INSURANCE NAMING THE "BELVIDERE SCHOOL DISTRICT AS ADDITIONAL INSURED" AND SPECIFYING THE EVENT AND DATE REQUESTED MUST ACCOMPANY THIS APPLICATION. PLEASE LET Jodi Iorio (908) 475-4025 x1402 KNOW IF CERTIFICATE IS NOT ATTACHED WHEN IT WILL BE SUBMITTED PRIOR TO APPROVAL OF EVENT.\*\***

**By signing below you are agreeing to provide a certificate of liability and understand there is a 7 -10 day interval for approval. You will receive a copy upon approval, keep the copy and provide it on the date of the event to enter the building.**

**Signature:** \_\_\_\_\_

**INSTRUCTIONS FOR USE OF SCHOOL FACILITIES**

**A CERTIFICATE OF INSURANCE AND FEE (S) MUST BE PROVIDED ALONG WITH THIS APPLICATION IN ORDER TO ENSURE APPROVAL OF EVENT.**

**Requests for use of facilities will be considered according to the following priority:**

1. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
2. Uses and organizations indirectly related to the schools, including the PTO;
3. Community organizations formed for charitable, civic, social, or educational purposes;
4. Departments and agencies of municipal government;
5. Community political organizations and community church groups;
6. Profit making organizations

**Regulations for use of facilities shall include:**

1. Due to contractual reasons, all vending machines must remain on and able to be used. Do not turn them off or block them for use.
2. There is no smoking or use of alcohol on school grounds. Please enforce this law.
3. Each user shall present evidence of the purchase of organizational liability insurance to the limit Prescribed by district rules.
4. Use of school equipment, in conjunction with the use of school facilities, must be specifically requested in writing. The users of such equipment must accept liability for any damage or loss to any equipment That occurs while it is their use. Where rules so specify, no item of equipment may be used except by qualified operators.
5. There is a Harassment/Bullying Policy on premises. For clarification on this policy, please see Jessica McKinney, Assistant Principal, located in the High School Main Office.

**The Board shall approve a schedule of fees based upon the following factors:**

1. The use of school facilities for activities directly and indirectly related to the Educational program and district operations shall be without cost to the users.
2. The use of school facilities for any non-profit community use shall be without cost to the users, except They shall be responsible for any extra custodial fees and any policy fees.
3. All other organizations or persons shall assume the scheduled fee therefore payable in advance and the Cost of such additional staff services as may be required.

***\*Any organization not directly related to the Belvidere School District shall apply for a division of Fire Safety Change of Facilities Usage Permit thru James Barrick, Operations Chief, BSD. The fee is \$42.00 made payable to "Treasurer State of New Jersey" – NO PERMIT-NO EVENT-NO EXCEPTIONS\****

**Custodial Fees**

For work beyond the basic workday, all custodial fees are at contracted hourly rates. In computing custodial time, one – half hour will be charged before the scheduled beginning of an activity, and as much time following to allow for clean up, setup, etc. Where clean up or other service is not required, a minimum of one - half hour will be charged for building check out by custodian.

**Cafeteria**

When food service is required, all arrangements for same will be made through the food management firm designated by the Board of Education. A member of the cafeteria staff shall be hired at an hourly rate designated by that firm to assure proper use of all cafeteria equipment.

The Board reserves the right to deny the use of the school facilities, and the right to waive or reduce fees whenever it is in the Board’s best interest. Usage fees shall be as follows:

<b><u>Rates are in effect</u></b>	<b><u>Rates per day</u></b>	<b><u>Charge for</u></b>
	<b>\$200.00</b>	<b>Rent for High School Auditorium, Cafeteria, and Gym</b>
	<b>\$150.00</b>	<b>Elementary all purpose room/ Third Street Gym</b>
	<b>\$100.00(plus lighting cost)</b>	<b>High School Athletic Field</b>
	<b>\$75.00</b>	<b>High School and Elementary Classrooms</b>

**This Form must be submitted 30 days prior to an event if you require operators for lights and sound and 14 days prior for equipment.**

Event Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Do you need this event video taped:            YES                            NO

Rehearsals?    YES                            NO

If yes, rehearsal dates and times:

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***Types of set ups for events: (please check which applies)***

\_\_\_\_\_ **Presentation/Induction/Award:** Podium and Microphone

\_\_\_\_\_ **Presentation with Projector:** Microphone, computer, projector, screen, sound

\_\_\_\_\_ **Concert:** 1 wireless mic, 3 wired mics, sound operator, stage lights, light operator

\_\_\_\_\_ **Show/Skits:** 4 wireless mic packs, 1 wireless mic, 3 wired mics, sound operator, stage light board operator

\_\_\_\_\_ **Other:** Please write what you need: \_\_\_\_\_

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**If you have an event in another area of the school but require lights or sound please fill out below:**

Location: \_\_\_\_\_

Type of Event: \_\_\_\_\_

What you think you will need:

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