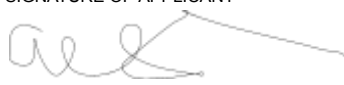


South Orange Maplewood School District
**Application for Use of School
 Facility**
 Business Office
 525 Academy Street, Maplewood, NJ 07040
 Phone: (973) 762-5600 Fax: (973) 378-9310

Date Submitted:

Do not write in gray areas:

Schedule ID #

SCHOOL BUILDING/FACILITY : SOMS	DATES REQUESTED :	SET-UP BEGIN TIME:
FIELD/ROOM/SPACE REQUESTED:		ACTIVITY START TIME:
EVENT TITLE:	NAME OF CONTACT	ACTIVITY END TIME
NAME OF ORGANIZATION: SOMS HSA	% SOUTH ORANGE MAPLEWOOD PARTICIPANTS? 100%	BREAKDOWN END TIME:
BILLING ADDRESS (NOT REQUIRED FOR IN- DISTRICT USE) Street _____ City _____ Zip _____	# PARTICIPATING/ATTENDING EMAIL somshssapres@gmail.com	CONTACT PHONE 617-233-5289
EVENT DESCRIPTION/SET-UP REQUIREMENTS/EQUIPMENT NEEDED/SPECIAL INSTRUCTIONS:		
IS AN ADMISSION FEE BEING CHARGED? ☐ Yes ☒ No	HAS YOUR ORGANIZATION APPLIED FOR FACILITY USE WITH SOUTH ORANGE MAPLEWOOD SCHOOL DISTRICT BEFORE? ☒ Yes ☐ No	
ALL INFORMATION ON THIS APPLICATION MUST BE COMPLETED AND SIGNED BEFORE THIS APPLICATION WILL BE APPROVED. I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY ALL PROCEDURES, RULES, REGULATIONS AND PAY RENTAL FEES AS SPECIFIED ON THE BACK OF THIS AGREEMENT FORM? ☒ Yes ☐ No		
I AM AUTHORIZED TO SIGN THIS AGREEMENT ☒ Yes ☐ No		
SIGNATURE OF APPLICANT 	DISTRICT USE ONLY Rental/Custodial Fee _____ Equipment Fees _____ Custodian will be present from _____ to _____ Total Fees _____	
SIGNATURE OF BUILDING ADMINISTRATOR _____ Date _____		
SIGNATURE OF BUSINESS ADMINISTRATOR _____ Date _____	APPLICATION STATUS Approved _____ Denied _____	Permit Issue Date
INSURANCE COVERAGE • The applicant agrees to obtain, prior to its use of the facilities, comprehensive general liability insurance with minimum benefits of \$1,000,000 per occurrence and excess liability with minimum benefits of \$2,000,000. The South Orange Maplewood Board of Education, 525 Academy Street, Maplewood, NJ 07040 shall be named as an additional Certificate Holder. The certificate must specify the effective date of the general liability policy. These dates must cover the date or dates being requested for the use of facilities. A certificate of insurance must be received by the district prior to approval and use of any district facility. The name of the organization requesting the facility must be indicated on the certificate (e.g., the specific local group must be recognized in the description on the certificate if the policy holder is a global organization such as the AAU or township) • PTA/HSA and CHS athletic team parent groups are covered under the district insurance and do not require a Certificate of Insurance. Individual scout troops are covered by the Certificate of Insurance of the regional scouting organization (copy on file must be current). Name of Organization/Policy Holder _____ SOMS HSA Coverage Dates _____ 8/28/2024 - 8/28/2025 ☒ Current Insurance Form on File ☐ Insurance Form is Attached ☐ Insurance Form is being submitted to the Business Office		COMMENTS (DISTRICT)/Special Instructions

- Applicant accepts conditions and status of the requested facility and understands that this permit may be revoked or canceled any time with or without cause and the applicant shall have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from such revocation or cancellation.
- The applicant agrees to exercise the utmost care in the use of the school facilities and agrees to protect, indemnify, and hold harmless the South Orange Maplewood School District from all claims, liabilities, damages, or rights of action resulting from the use of said facilities.

I understand and accept the Board of Education's Regulations for the use of School Facilities. I agree to be present for supervision of the organization requesting permit, and understand that it is my responsibility to cancel any meeting or my group if, or a responsible adult representative of the group, cannot be present. In addition, I further agree that the organization is representing no other organization, and this agreement is only between the South Orange Maplewood Board of Education and the SOMS Home & School Association .

Signature & Date _____ **(Name of Organization)** SOMS Home & School Association

RULES & REGULATIONS

1. District or school organization activities shall have priority over other requests for use of facilities, regardless of prior approvals or the date of application.

2. The District reserves the right to refuse any application or cancel a previously authorized use permit and refund the unearned portion of any payment made when it deems such action is in the best interest of the District.
3. Authorization for the use of school facilities shall not be considered an endorsement or approval of the using group, nor the purposes they represent.
4. No group will be allowed access to the building unless an adult is present who as an officer of the sponsoring organization will assume full responsibility for the observance of all rules and regulations prescribed by the Board of Education. If supervisor is not present, no participants will be allowed access to the facility.
5. Sponsoring organizations shall have sufficient competent adult and/or special supervision. Depending on the type of event and the anticipated crowd, the district reserves the right to require that security guards be present at the rate of \$25 per hour per guard (4-hour minimum). **Groups will be charged for at least one guard for any event with an attendance of 150 or more people.**
6. All people are to be in the area specified in the agreement for facility use. Users failing to comply may have their permit terminated. The granting of applications confers no privileges with reference to any part of the property other than that specifically requested.
7. Organizations using facilities agree to restore equipment and furniture to its original arrangement and to leave the facility clean. All applicants may be held responsible for any expenses incurred by the District arising from the use of the facility. In the event of damage, each applicant agrees to promptly pay the District's invoice for the amount due. Depending on the nature of the requested event, an advance damage deposit, calculated on a case-by-case basis, may be required. Whenever materials, furnishings or rubbish are left after any use, the applicant will be required to pay for the cost of removal, which will not be delayed for the convenience of the applicant.
8. The use of tobacco products, alcoholic beverages and other narcotics is prohibited by law in school buildings and on school grounds
9. Boisterous conduct betting, or other forms of gambling are prohibited in school buildings and on school grounds.
10. Keys to the buildings or facilities will not be issued to any individual or group. Building custodians or other authorized District personnel will open doors.
11. All meetings shall terminate and rooms be vacated by 9:30 p.m. on weekdays during the school year, unless otherwise approved.
12. Use of certain equipment or services may require training or additional charges for supervision such as sound and lighting equipment (see equipment fees).
13. The use of kitchens is dependent on the approval of the Food Service Director. When school kitchens are used, a food service employee will be present and must be compensated at their overtime rate (4-hour minimum). Dishes, silverware, and utensils of the cafeteria may not be used.
14. Groups using the Columbia High School pool must provide a Red Cross certified lifeguard (certification to be filed in the Athletic Office).
15. No food or drink is to be sold or consumed in any gymnasium or auditorium or in the pool area.
16. All persons using gymnasiums for athletic contests must wear rubber-soled shoes.
17. It will be incumbent upon the organizations using the schools to advise the Police Department if it is expected that there will be more than the average amount of traffic. It will not be the responsibility of the Board of Education to pay for any service rendered in this regard.
18. The applicant is required to restrict attendance to the seating capacity of the facility being used and conform to all municipal Fire Code and other rules and regulations pertaining to public assemblies. The number of tickets sold must not exceed the seating capacity of the auditorium or other facility for which permit is granted.
19. The Board of Education reserves the right to cancel any contract for use of school facilities when necessary for the efficient conduct of school programs and/or activities, or due to a school emergency. The Board will make every effort to provide 14 days' notice of such cancellation and will make every effort to accommodate the organization seeking to use our schools in another suitable facility. In the event your use is canceled by the district due to inclement weather, you will either be credited for the missed time on your invoice or be granted future use as deemed available by the Facility Coordinator.

USER GROUP 3 FACILITY RENTAL FEE (rates per hour)	High School	Middle	Elementary	COMMENTS (DISTRICT):	
Auditorium	\$250.00	\$150.00	\$100.00	These fees are subject to change and must refer to the Board approved resolution for facilities every school year.	
Black Box Theater	\$100.00	N/A	N/A		
Classroom/Library (SOMS - Little Theater)	\$50.00	\$50.00	\$50.00		
Gym	\$120.00	\$120.00	\$100.00		
Cafeteria (see rule 13 above for kitchen use)	\$90.00	\$90.00	\$90.00		
District Meeting Room (Administration Building)	\$100.00	N/A	N/A		
Ritzer Field	\$50.00				
UNDERHILL SPORTS COMPLEX Football Field Baseball Field Track Concession Stand Sound Equipment (includes access to press box Project Adventure	\$150.00 per event \$100 per event \$75 per event \$100 per event \$100 per event \$30 per person-minimum 10 people-Must have a Project Adventure certified representative			UNDERHILL SPORTS COMPLEX - USER GROUP 2 Cost for seasonal practices (multiple practice schedule): \$160 for first 4 hours and \$40 per additional hour This reduced rate is for practices only. Full rate applies for tournaments/games.	
USER GROUP 1: SCHOOL ACTIVITIES and MUNICIPAL PROGRAMMING User group 1 includes organizations directly affiliated with the District and programming sponsored by the Townships of Maplewood and South Orange. User Group 1 organizations will impose no rental use charge and no custodial charge when a custodian is present as part of his/her normal work schedule and no additional time is required. This category includes school related activities, such as District teams and clubs (including parent support groups), SOMEA, The Parenting Center, ACHIEVE, and Board of Education activities as well as programming sponsored by the municipalities. Equipment use fees will apply to municipality programming.	USER GRP 2: SCHOOL PARTNERSHIPS and RESIDENT ATHLETIC LEAGUES* User group 2 includes organizations that partner with the schools to serve the students, parents and teachers of the district Custodial charges may be waived when a custodian is present as part of the regular school day schedule. Custodial overtime and equipment fees will apply. This category includes parent teacher organizations, COMEF and Scout groups and District Coaches running out of season team practices (does not include sports camps with non-CHS participants) Custodial cost - \$50/hour (4-hour minimum)		USER GROUP 3: PRIVATE INTEREST OR NON-GOVERNMENT GROUPS User group 3 includes those citizens, associations, clubs or other organizations who wish to use school facilities for commercial, for profit or nonprofit purposes, The District will impose a facility use rental fee, appropriate custodial fees and equipment fees for this type of use. This category includes all groups that do not fall under the definitions of groups 1 and 2. Facility use fee includes cost of one custodial worker. If additional custodians and/or additional hours are required, the additional charge will be \$50/hour per custodian.		USER GROUP 4: LONG TERM USE User group 4 applies to organizations that desire the use of school facilities on a long-term basis such as the South Orange Maplewood Adult School and the South Mountain YMCA, South Orange Symphony, and Essex County Youth Orchestra. All terms and conditions pertaining to long term use of the facilities will be negotiated separately.

Leagues - are defined as non-governmental athletic leagues whose enrollment is comprised of a minimum of 85% South Orange Maplewood student's residents. In order to obtain this classification, verification of resident participation such as a state roster is required