

**OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS**  
Patrick A. Torre Administration Building  
4207 Route 516  
Matawan, NJ 07747  
(732) 290-3964  
dmullen@obps.org

**APPLICATION #** \_\_\_\_\_

**FACILITIES USE APPLICATION**

**PART A: TO BE COMPLETED BY APPLICANT**

Name of Organization: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_ *(must be accessible at this number during all times of use)*

Type of Use:  School or PTA Activity  Fund Raising Activity  
 Old Bridge Civic Organization  Other

Specific School / Classroom(s) / Space / Field(s) /Facilities Requested: \_\_\_\_\_

**Describe Activity:** \_\_\_\_\_

Type of Facilities Desired:  Gym  Auxiliary Gym  All Purpose Room  
*(please check all that apply)*  Auditorium  Cafeteria  Kitchen  
 Field  Classroom(s)  Planetarium [ GNC Salk]  
 Stage  Other (Please be specific): \_\_\_\_\_

Audio-Visual Equipment Requested (if any):  
\_\_\_\_\_  
\_\_\_\_\_

Donation or Admission: \_\_\_\_\_ Proceeds To Be Used For: \_\_\_\_\_

Dates Requested (from/to): \_\_\_\_\_ Days of Week: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Hours of Use: \_\_\_\_\_

***Please note that the hours of use for district facilities are as set forth on the attached Regulations. Strict compliance with the listed hours is a condition of approval and of continued permission to use any facility. Failure or refusal to comply with the hours of use or any other condition of use authorizes the district to deny continued admission or use by the user.***

**PART A (CONTINUED)**

**Certificate of Insurance**

The Board of Education carries insurance covering its own legal liability. The Board of Education assumes no liability on behalf of or as the result of any act or omission, whether intentional, negligent or otherwise, by any licensee or user or its invitees, members or representatives, or for any damage, injury or claim arising from the use of facilities by operation of this application. The Board of Education requires that the user completes the Hold Harmless Agreement on the application and file the Certificate of Insurance, expressly naming the Old Bridge Township Board of Education as an additional insured, and carrying a minimum amount of insurance coverage for personal injury of one million dollars (\$1,000,000.00) and for property damage of five hundred thousand dollars (\$500,000.00). Presentation of documentation of such insurance is a condition of use, and must be submitted prior to the first use by any user in each school year.

**Hold Harmless Agreement and Acknowledgement**

In submitting this application, the undersigned, on behalf of the applicant and with the authority to bind the applicant, agrees and covenants on behalf of himself, the organization, its agents, representatives, members, licensees, assigns and successors, that he will keep and save harmless, the Board of Education, its agents, officers, representatives, employees and successors from any and all liability arising from or out of the use and occupancy, including ingress and egress to and from, the facilities of the Board of Education, and from any loss, damage, suit or claim or any sort in any jurisdiction, arising from the actions or omissions of the applicant without limitation.

**Signature of Authorized and Responsible Representative of Applicant**

By signing this Application, the undersigned, with the authority to do so, requests the use of facilities as specified above, and agrees and intends to be bound by, and to comply with, all rules and regulations set forth in this application, in Old Bridge Board of Education Policy and Regulation 7510, and in any applicable state laws and regulations. I understand and acknowledge that violation or ignorance of any such rules by this organization / user vests the school district with the authority to discontinue all use, to remove the user from the premises, and to deny any future use.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Printed Name of Applicant**

\_\_\_\_\_  
**Date Submitted**  
*(30 days' notice required prior to first use date)*

**PART B: TO BE COMPLETED BY PRINCIPAL, BUSINESS OFFICE & SUPPORT SVCS.**

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Type of User:       PTA / School Organization       Governmental / Civic Group       Other

Signatures Required	Approved	Not Approved	Date	Charges per Regulation
School Principal				
Business Office				
Support Services				

**ALL BILLING WILL BE MADE THROUGH THE BOARD OF EDUCATION BUSINESS OFFICE**

## **RULES FOR FACILITIES USE PURSUANT TO BOARD POLICY AND REGULATION 7510**

***All users are required to strictly comply with all of the following rules as a condition of use of any Old Bridge Board of Education facilities, and as a condition of continued permission to enter the facilities. Violation or ignorance of any of the following rules may result in the revocation of approval to such user.***

- A. No use of or entry upon Board of Education property is permitted except as part of the district's educational and extracurricular programs, by operation of an approved application for facilities use, or in instances of public access by express signage.
- B. Permission for the use of any building, grounds, space or facility is confined only to those areas specifically identified in an approved application. The user may be required to present a copy of the approved application to evidence its entitlement to such use. All users are advised to have copies of their current, approved use application with them at all times of use.
- C. Use of any school facility via an approved application is limited to the hours listed below. All users are placed on notice that the failure or refusal to vacate facilities at the end of the time reflected on the approved use application or the closing time of the building or facility shall subject the user to removal and revocation of permission for further use.
  - 1. Elementary School Buildings close at 9:00pm
  - 2. Middle School Buildings close at 10pm
  - 3. Old Bridge High School closes at 10:00pm
  - 4. Athletic Playing Fields close at darkness or, in the case of lighted fields, at the same time as the school.
- D. The Board of Education, by and through its Administration and employees, reserves the right to use all school property for school functions, at its discretion and notwithstanding prior permission for any other use of facilities.
- E. Outside organizations are not permitted to use such school facilities during the months of July or August.
- F. The organization using a facility pursuant to an approved facilities use application assumes full responsibility for any damage to Board of Education property, equipment and/or fixtures.
- G. The user is responsible for reasonable and adequate adult supervision of all activities it holds on school property, and for the monitoring and regulation of the behavior of all of its invitees, including children and adults.
- H. Smoking is strictly prohibited, by Board Policy and by New Jersey law, in all school facilities and on all school property at all times. Users of school facilities via approved application are responsible for the enforcement of the no smoking laws.
- I. Gambling or the presence, distribution, sale or consumption of alcoholic beverages is strictly prohibited, by Board Policy and by New Jersey law, in all school facilities and on all school property at all times. Users of school facilities via approved application are responsible for the enforcement of these rules.
- J. Changes in the placement of any school furniture or equipment may be made only with the knowledge and express permission of the building principal, and any such furniture or equipment must be restored to its original location and arrangement at the conclusion of each use.
- K. Equipment scenery or decorations provided by users of school facilities must be removed promptly at the conclusion of each use.
- L. School equipment, including audio-visual equipment and/or supplies, may be used only upon specific request using the use of facility form, and with the specific permission of the school principal and only where any necessary equipment operators are provided as set forth below.
- M. The Board of Education Business Office will bill any user for any extra fees specifically incurred for the benefit of said user, as well as for any damages to any school property, consistent with the following:
  - a. All community groups using the schools at times when facilities are not services by current custodial schedules will be charged for any custodial hours / overtime costs made necessary by such usage, including any set-up time and cleaning time required after such use.
  - b. When staff members or students are required to operate audio-visual equipment, charges will be made according to current compensation / fee schedules.
  - c. If staff physical education supervision is required by the principal for a use of the gymnasium, charges will be made according to current compensation / fee schedules.
  - d. Use of kitchen facilities or equipment may be granted only by the manager of food services under the supervision of a member of the cafeteria staff with any and all charges being made according to current compensation / fee schedules. The determination of whether properly certified and qualified personnel exist within the applicant group, or whether district supervision is necessary, is within the sole discretion of the Business Office and manager of food services, on a case-by-case basis.
- N. Any user holding an event with anticipated attendance in excess of seventy-five (75) individuals shall inform the Old Bridge Fire Marshal of such event(s), and shall abide by all fire and safety regulations.
- O. Any user holding an event with anticipated attendance in excess of two hundred fifty (250) individuals shall provide and pay for the services of a minimum of two (2) police reserve officers. Additional officers may be required at the discretion of the Old Bridge Police Department. Payments for any necessary officers shall be made directly to the OBPD at the prevailing rates according to current Department compensation regulations.
- P. The Board of Education, through its Business Office and the building Principals, reserve the right to remove any user from school facilities, and/or to withdraw permission for future facility use, for such user's failure to comply with all applicable rules as listed herein, and/or for failure to act, and ensure that its members and invitees act, in a reasonable and respectful manner at all times while using school facilities.

## FEE SCHEDULES

**A. GENERAL CHARGES (subject to change)**

1. PTA and other school-related student, parent and/or teacher organizations: all personnel fees except custodial fees.
2. Governmental and civic organizations: overtime custodial charges and all other personnel fees.
3. Private groups, businesses, and for-profit organizations: all custodial and other personnel fees and rental fees; registration fee must be submitted with application.

**NOTE:** All overtime charges will include all costs necessary to set up, clean up, and return any facility to regular school use. Groups that do not vacate the facilities by the applicable facility closing time as set forth in these forms shall be charged for all custodial costs charged to the district as a result.

**B. PERSONNEL FEES (subject to change)**

Contracted custodial base rate .....	\$ <del>1.62</del> per hour per custodian
Contracted custodial overtime rate .....	\$ <del>45.32</del> per hour per custodian
Contractual supplementary rate.....	\$ <del>9.40</del> per hour per staff member (OBEA members)
Audiovisual students .....	\$ <del>8.85</del> per hour per student
Planetarium staff .....	\$ <del>53.18</del> per hour plus \$7.00 per hour adjustment for employer costs
Kitchen staff.....	\$ <del>30.51</del> maximum per hour, depending upon staff member

**C. FACILITY RENTAL FEES**

		Private / Profit-Making Groups / Organizations	Out-of-District Non-Profit* Groups	Non-Profit* Invitational Fund Raisers
Auditorium	OBHS—Main Bldg. / Sandburg	\$2,520	\$1,470	\$ 760
	OBHS—GNC / Salk	\$1,890	\$ 880	\$ 570
Gymnasium	OBHS / Salk / Sandburg	\$1,890	\$1,135	\$ 570
Cafeteria	OBHS—Entire Cafeteria	\$2,520	\$1,890	\$ 760
	OBHS—Half Cafeteria	\$1,260	\$ 880	\$ 380
APR / Elementary	Salk / Sandburg	\$1,010	\$ 760	\$ 380
	Cleared	\$ 380	\$ 250	\$ 125
Classroom	With Seats	\$ 760	\$ 315	\$ 380
	Any Building	\$ 155	\$ 80	\$ 45
Planetarium**	OBHS GNC / Salk	\$ 880	\$ 500	\$ 250

- \* Documented proof of non-profit status must be provided at the time of application.
- \*\* School districts using planetarium during the school day shall pay \$380 per event.

**D. SCHOOL FIELDS (excluding Lombardi Field): \$55 per game - \$265 per league.**

**NOTE:** Lombardi Field is not routinely available for non-Board of Education use unless such use is specifically applied for by a user, recommended by the Superintendent of Schools, and formally approved by the Board of Education. In such cases, special terms of agreement and usage rates would apply on a case-by-case basis.

**NOTE:** All applicants for facilities use for any athletic activity shall be required to read Old Bridge Board of Education Policy No. 2431.4, Prevention and Treatment of Sports-Related Concussions and Head Injuries, and to sign the attached acknowledgment form.