

**SPARTA BOARD OF EDUCATION
USE OF SCHOOL FACILITY APPLICATION.2023-2024**

Date of application _____	Dates of Use	From / To
1. Name of Organization _____	Is organization "nonprofit"?	Yes No
2. Name and Address of Authorized Individual Representing Organization (This is the person responsible for enforcing the regulations of the Board of Education. He/she shall also be personally responsible for making all necessary arrangements with the school and shall sign the application). Name: _____ Email: _____ Address: _____ Do not leave any line blank. (Approved copy will be mailed/mailed to the address provided.)		
3. Event Description: _____ (Dance/Game/Rehearsal/Fundraiser, etc.)		
4. Facility Requested: (School) _____ Please refer to Page 4 for locations and equipment.		
5. Est. Attendance: _____ (Security is required if attendance exceeds 200.) Note: Security is required for all events sponsored by Class III, Class IV, and Class V users, as defined in regulation #7510, regardless of attendance.		
6. Require security or police assistance? Yes No Note: Must comply with local fire code capacity regulations.		
7. Admission Charge? Yes No Cost of Admission: _____		
8. Disposition of Proceeds: _____		

Sponsor signifies that she/he has read Policy & Regulation #7510 and will abide by the regulations of the Board of Education for use of school facilities as herein and attached. The sponsor is responsible for the proper care and use of all school property. She/he shall be the first person admitted and the last person to leave. She/he shall be in attendance at all times during the occupancy of the building or grounds. **Requirements - When users have finished with facilities, check out is required with custodian who will initial this form.**

Agreement to Save Harmless

As a condition for use of the facility, the organization agrees to defend, indemnify and hold harmless the Sparta Board of Education, collectively and individually, and its members, agents, officials, representatives, consultants and employees from and against any and all liabilities, obligations lawsuits, damages, personal injury, losses, or claims including, but not limited to, reasonable attorney's fees, that may be imposed upon or incurred by or asserted against the Board arising directly or indirectly from the organization's use of the facility.

Insurance Requirements

All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than \$1,000,000 per occurrence, proof of participant accident insurance in an amount not less than \$50,000 per person, and a statement of compliance with the school district's policies for management of concussions and other head injuries. **The Sparta Board of Education must be named as an additional insured on the liability policy and details of event (purpose, dates and times) must be listed. The certificate of insurance as described MUST be provided with this application.** Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid.

Terms

By signing and submitting this application, the above-referenced organization agrees to the following:

The federal, state & local guidance and directives/executive orders regarding COVID-19 safety protocols are constantly changing. The Sparta school district will comply with whatever directives and best practices are in place at the time that you use our facility, which may or may not be different from the protocols that are in place when you submit this application. This may include the provision of proper hygiene and disinfection at the premises which may include, but shall not be limited to, temperature checks, sanitizing with appropriate cleaning materials, and provision of personal protective equipment ("PPE") for staff and attendees. Please contact the school to ascertain what protocols we are requiring applicants and their invitees to follow. You are also advised to check back from time-to-time as the date of your event approaches.

As a condition for use of the facility, the organization agrees to defend, indemnify and hold harmless the Board, collectively and individually, and its members, agents, officials, representatives, consultants and employees from and against any and all liabilities, obligations lawsuits, damages, personal injury, losses, or claims including, but not limited to, reasonable attorney's fees, that may be imposed upon or incurred by or asserted against the Board arising directly or indirectly from the organization's use of the facility.

All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than \$1,000,000 per occurrence. The Board of Education must be named as an additional insured on this policy. A certificate of insurance as described must be provided before the facility is used. Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid. The hours of operation for the program/event shall be as described below. Any modification to these hours must be approved in advance by the Board of Education.

There shall be no cost to the Board for the use of facilities. All costs incurred shall be the responsibility of the organization, including personnel costs that are required to support the event or program. Depending on the event type, the Board of Education reserves the right to require that police or security personnel be present at the event. The sponsoring organization utilizing the facilities will be required to pay for said services.

The organization agrees to comply with all policies, procedures, rules and security requirements of the District and school, which the organization, and their employees, are expected to read and become familiar with. The organization and its employees further agree to comply with all directives of the Superintendent and Principal and/or their designee(s).

In the event of an emergency or competing District-sponsored event that requires the facility be available to the Board for its use at the same time as the scheduled program, the Board will attempt to provide a substitute facility to the organization or, if the parties are unable to agree on a suitable alternate facility, the Board may, at its discretion, cancel the event and return any deposits to the organization.

The organization agrees that under no circumstances are exterior doors to be left open or, if open, unmonitored. The failure to supervise participants or comply with security procedures will result in the termination of facilities use approval.

By signing below, the organization certifies that its representative(s) are familiar with "Janet's Law," N.J.S.A. 18A:40-41, *et seq.*, and the law's attendant requirements for the placement of automated external defibrillators ("AEDs") at all events on school grounds, as well as the training and use requirements for such AEDs by organization staff, as the case may be. In addition to, and notwithstanding, any other provision of this Agreement, the organization agrees to defend, indemnify and hold harmless the Board of Education, collectively and individually, and its members, agents, officials, representatives and employees, from any and all liability associated with the organization's compliance or non-compliance with Janet's Law and the organization's use or nonuse of AEDs or the use or nonuse of AEDs by organization staff.

At all times, the organization agrees and understands that orderly conduct shall be required of the organization and the participants in the scheduled event, including the performers, volunteers, students and other participants. If it is believed that a required for facility use will result in disorderly conduct or whose activities may be detrimental to the school or community, the request for facility use may be refused.

All participants shall confine themselves and their activities to the areas specified in the agreement.

The possession and use of alcoholic beverages is prohibited on school property or on school grounds. In addition, the use of tobacco products on school property or on school grounds is further prohibited.

With respect to use of the facilities for any athletic activity, all users will be supplied with a copy of the Board of Education's policy on concussion testing and return to play. The user agrees and certifies that it will comply with this policy for the management of concussions and other head injuries.

**I have read and agree to the above terms as stated.
I further certify that I am an authorized representative of the above-named
organization, and that I am signing on the organization's behalf.**

All applications require minimum two weeks' notice. Facility rental charges are determined by the district business office.

Signature of Sponsor

Daytime Phone

Cell Phone

Building Approval

Board Office Approval

Subject To: Conditions/Changes

Facility Use NOT Approved

BOARD OFFICE USE ONLY	CLASS # _____
Facility Rental Charge	\$ _____
Summer Arts Program/Sports Camp	\$ _____
Security Charges	\$ _____
Custodial Charges	\$ _____
Lighting and/or Audio	\$ _____
Total Estimated Charges	\$ _____
Deposit Due 14 days prior to event	\$ _____
Balance Due	\$ _____

Application for Use of School Facilities • Sparta Township Public Schools • Sparta, NJ

Please Refer to Regulation #7510 for Use of Facility Charges
DATES/TIMES/RENTAL SPACES (Refer to page 4 for available rental spaces.)

The fields below are filled out ONLY when you are requesting to use MULTIPLE dates with the SAME rental(spaces) and times. please use the following format for the date: 1/2/24, 1/3/24, 1/4/24, 1/5/24 OR 1/2/24-1/5/24.

Dates Requested _____

Rental Space(s) _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

The fields below are filled out when you are requesting to use ONE date or more with DIFFERENT rental space(s) and times.

Date Requested _____ Location _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

Date Requested _____ Location _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

Date Requested _____ Location _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

Date Requested _____ Location _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

Date Requested _____ Location _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

Date Requested _____ Location _____

Enter Time _____ Event Start Time _____ End Time _____ Leave Time _____

Kitchen Usage

If concessions are needed, the use of the High School "Kitchen" requires approved staff and must be contracted directly with the district's food service management company. All charges will be assessed and paid directly to the food service management company. Please call 973-729-0736.

Custodial Charges

Custodial charges shall be the actual dollar amount (based on hourly or overtime rates) incurred for the time spent on each event including an estimated one hour prior to opening the building and one hour clean up and closing the facility after the scheduled event. Staffing required will be at the discretion of the Head Custodian.

Security Charges

The user must, in consultation with the school designee, anticipate the need for the assistance of security. All such services must be arranged by the user (with the exception of district armed security) and all services will be the expense of the user. If the user requests the assistance of a district armed security guard, the school designee must arrange for the security guard(s) to be present during the event. Payment for the district security guards will be made to the Board.

Application for Use of Facilities • Sparta Township Public Schools • Sparta, NJ

FACILITY USE RENTAL SPACE LIST – SPARTA HIGH SCHOOL, 70 WEST MOUNTAIN ROAD, SPARTA, NJ 07871

Main Areas	Classrooms	Classrooms	Athletic Areas-Inside	Custodial Charges	Office Use Only
Auditorium (with Lecture Halls)	300 Wing	400 Wing	Main Gym	Weekday \$34.83/hr.	
Auditorium (w/o Lecture Halls)	Room 311	Room 411	Annex Gym	Weekday OT \$52.25/hr 1.5 rate	
Cafeteria	Room 312	Room 412	Cardio/Mat Room	Saturday \$52.25/hr 1.5 rate	
Computer Lab #131	Room 313	Room 413	Weight Room	Sunday \$69.65/hr 2.0 rate	
Computer Lab #133	Room 314	Room 414		Holiday \$87.07/hr 2.5 rate	
Faculty Lounge	Room 315	Room 415	Fields/Outdoor Areas		
Lecture Hall #501	Room 316	Room 416	Cassels	Lighting/Sound Technician	
Lecture Hall #502	Room 317	Room 417	Lower Practice	Weekday \$53.83/hr.	
MRC	Room 318	Room 418	Lower Veterans	Weekend \$69.97/hr.	
Music Wing	Room 319	Room 419	Tennis Courts		
**Band Room - #534	Room 320	Room 420	Track Field	District Armed Security	
Choral Room - #517	Room 321	Room 421	Upper Veterans	\$53.83/hr.	
Orchestra Room - #525	Room 322	Room 422	Varsity		
Small Ensemble Room - #522	Room 265		SHS Staff Only		
** Permission Needed	Room 134		PAES		

Equipment Requested (Enter number needed for equipment. Enter "X" for sound, lighting, piano, and stage).

Chairs _____	Computer _____	U.S. Flag _____	Lighting _____	Mats _____
Microphone _____	Overhead _____	Podium _____	Projector _____	Screens _____
Sound _____	Stage _____	Tables _____	Video _____	Whiteboard _____

☐ Open to General Public
 ☐ Tickets Required
 ☐ Special Parking
 ☐ Do not publicize (STPS only)

Setup and Special Needs: Please explain, *in detail* below, your equipment, custodial and/or sound/lighting needs. You may attach a scanned drawing on a separate piece of paper of the setup and attach.

NOTE TO REQUESTOR

Preferred method of submission is by email to the following:

Paula Sciafani – paula.sciafani@sparta.org – Main Areas/Music Wing/300 and 400 Classrooms/Rooms 131 and 133.

Maureen Longo – maureen.longo@sparta.org – All Athletic Areas including fields and gyms

Angela DeLuccia – angela.deluccia@sparta.org – MRC