

**DENVILLE TOWNSHIP BOARD OF EDUCATION**

1 St. Mary's Place, 2<sup>nd</sup> Floor  
 Denville, New Jersey 07834  
 (973) 983-6530

**APPLICATION FOR USE OF  
 SCHOOL PROPERTY PERMIT FORM**

**INSTRUCTIONS: Download form and complete Part A and review/sign Emergency Guidelines. Fax, email, or deliver completed form to the school requested. Allow a minimum of 10 business days for processing. Contact school with questions. \***

**NOTE: REFERENCE POLICIES/REGULATIONS 7510 AND 2431.4**

<b>PART A: TO BE COMPLETED BY APPLICANT</b>		DATE SUBMITTED _____
ORGANIZATION NAME AND ADDRESS:	SCHOOL REQUESTED: (CHECK ONE)  <input type="checkbox"/> VALLEYVIEW <input type="checkbox"/> LAKEVIEW <input type="checkbox"/> RIVERVIEW OTHER _____	FACILITY DESIRED: (CHECK ONE)  <input type="checkbox"/> GYM <input type="checkbox"/> LIBRARY <input type="checkbox"/> FIELD <input type="checkbox"/> CLASSROOM(S) <input type="checkbox"/> STAGE <input type="checkbox"/> ALL PURPOSE ROOM <input type="checkbox"/> KITCHEN      OTHER _____
PERSON RESPONSIBLE:	INTENDED USE OF FACILITY: (CHECK ONE)  <input type="checkbox"/> SCHOOL/PTA ACTIVITY <input type="checkbox"/> FUND RAISING ACTIVITY <input type="checkbox"/> CIVIC ORGANIZATION      OTHER _____	
PHONE:		
EMAIL:		
SPECIFY REASON FOR USE:		
DATE(S) REQUESTED:		TIMES REQUESTED (FROM/TO):
SPECIAL EQUIPMENT REQUESTED (i.e. Audio-visual):		
Community/Non-Profit Organization Fees: Saturday \$35/hour      Sunday/Holiday \$55/hour \$		For-Profit Organizations: Monday-Friday \$50/hour      Weekend/Holiday \$110/hour
<b>*IF FOOD IS BEING SOLD YOU MUST OBTAIN THE REQUIRED PERMIT FROM THE DENVERVILLE TOWNSHIP HEALTH DEPARTMENT*</b>		
If this application is granted, the organization agrees to assume full liability for any and all damage to property and injury to persons therein during the period of such use whether said damages or personal injury is caused by employees of the Board of Education or otherwise, full responsibility for the preservation of order in the building, and full responsibility for the proper observance of the General Regulations and After Hours & Events Emergency Guidelines stipulated with this form. Signature also indicates acknowledgement of hold harmless clause. All completed requests must be accompanied by <b>certificate of insurance</b> . I agree, on behalf of the above indicated organization, that all members and guests will observe the Board of Education's policy, regulations and rules concerning its facility's use. I also agree to pay all facility use fees and custodial overtime costs, as and when applicable.		
SIGNATURE OF APPLICANT _____		DATE _____
<b>PART B: TO BE COMPLETED BY PRINCIPAL, BUSINESS OFFICE &amp; SUPERINTENDENT</b>		
SCHOOL PRINCIPAL:	APPROVED _____	NOT APPROVED _____
SIGNATURE _____	DATE _____	
BUSINESS OFFICE:	TOTAL ASSESSED CHARGES _____	
SIGNATURE _____	DATE _____	
SUPERINTENDENT OF SCHOOLS:	APPROVED _____	NOT APPROVED _____
SIGNATURE _____	DATE _____	
ALL BILLING WILL BE MADE THROUGH THE BOARD OF EDUCATION BUSINESS OFFICE		

**\* School Contact Information:**

Valleyview Middle School  
 Phone: 973-983-6535  
 Fax: 973-627-0632  
 Email: [jrowland@denville.org](mailto:jrowland@denville.org)

Lakeview School  
 Phone: 973-983-6540  
 Fax: 973-366-4345  
 Email: [tlarge@denville.org](mailto:tlarge@denville.org)

Riverview School  
 Phone: 973-983-6545  
 Fax: 973-627-3681  
 Email: [sbias@denville.org](mailto:sbias@denville.org)

## **AFTER HOURS & EVENTS EMERGENCY GUIDELINES**

1. Evacuation Guidelines: Make note of evacuation routes from the room in use; find a secondary exit; if an alarm sounds exit the building immediately; call 911.
2. Intruder Guidelines (actions that can be taken could include the following scenario based situations): Call 911 to report any emergency, suspicious activity, or if you believe a stranger or suspicious person has entered the building; evacuate the building as noted above.
3. Remain Aware: Of any suspicious activity; of any doors or windows that are open; of any vandalism; of any unidentified intruder.
4. Reminders: Check in with custodian on duty upon arrival; notify the custodian of any emergency, building damage, or other building concerns; you are responsible for sharing all safety information with your organization.
5. Please insist that all who use the premises demonstrate respect for the building.
6. For non-emergent issues contact the custodian on duty.

## **GENERAL REGULATIONS**

1. It is the policy of the Board of Education to grant community groups permission to use the school buildings and/or grounds whenever such use does not interfere with the school program.
2. Enter and exit the building only through the main entrance, unless there is an emergency (follow Emergency Guidelines above).
3. Permission for the use of any buildings or grounds is confined only to those areas explicitly identified in the application.
4. No facilities may be used unless the application is formally approved.
5. School equipment including audio-visual equipment and/or supplies may be used only with the specific permission of the building principal and only where equipment operators are provided as stipulated.
6. The Board of Education Business Office will bill the organization for rental fees and those extra costs specifically incurred for the benefit of said organization as well as for compensation for damages to buildings, grounds, or equipment as follows:
  - a. Community groups using the schools at times when facilities are not serviced by current custodial schedules may be charged for custodial overtime costs including set-up and cleaning time.
  - b. When staff members or students are required to operate audio-visual equipment, charges will be made according to current fee schedules.
  - c. Payment schedule determined on a case by case basis.
7. Organizations anticipating attendance in excess of 75 individuals are responsible for informing the local fire marshal of all events and conforming with all fire and safety regulations.
8. School premises shall be under the control of the custodian on duty at all times during their use by non-school organizations.
9. Gambling, smoking or the use of alcoholic beverages on school premises is prohibited.
10. Changes in the arrangement of school furniture or equipment may be made only with the expressed permission of the building principal.
11. Equipment, scenery, or decorations provided by the organization must be removed from school facilities promptly at the conclusion of their use. Whenever materials, furnishing, and rubbish are left after the use of a school property the applicant will be required to pay for the removal of same.
12. Pianos must not be moved without a special permit for this purpose. All arrangements for moving of pianos will be made by the school principal.
13. An agent for the organization must give his name to the custodian when the building is open for use and must be present at all times while that organization is using the building.
14. No keys shall be issued to any organization.
15. All persons using gymnasiums for athletic contests or other events, must wear rubber soled footwear.
16. No one is permitted in any building unless a custodian or representative of the Board is on duty. The school custodian is present as a representative of the school for purposes of security, inspection, and observation and he has the authority to eject unruly persons. Custodial services are not at the disposal of the sponsor unless so directed by the building principal.
17. The schools reserve the right to the use of buildings or grounds for school functions at their discretion notwithstanding prior permission for use of the building.
18. The organization using a facility assumes full legal responsibility for breakage, or for damage to school property.
19. Violation of regulations governing the use of school premises or any law regarding public assemblies may result in withdrawal of privileges for the use of Board of Education facilities.
20. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in this policy statement, the judgement of the Board of Education concerning such controversy or dispute shall be final.

## **HOLD HARMLESS AND INDEMNIFICATION PROVISION**

The organization using a facility shall indemnify and hold harmless the Denville Board of Education, its agents, servants, officers and employees, for any and all claims, damages, liability, losses and expenses, including reasonable attorney's fees, arising out of, resulting from or in connection with the organization's use of Denville Board of Education facilities.