



**Use of School Facility Application**  
**Oradell Board of Education- Business Office**  
**350 Prospect Ave, Oradell NJ 07649**  
**Phone: 201-261-1166 x3003 FAX: 201-261-1167**

**Print Form**

|   |   |  |  |
|---|---|--|--|
| <b>Organization:</b>  |   | <b>Application Date:</b>                                   |  |
| <b>Contact Name:</b>  |   | <b>Home Phone:</b>   |  |
| <b>Name of designated person(s)/ adult(s) who will be present during use of the facility</b>    |   | <b>Cell Phone:</b>   |  |
| <b>Mailing Address:</b>   |   | <b>Facility use fee:</b><br><b>Custodian Overtime Fee:</b> |  |
| <b>Email:</b>   |   | <b>Number of People attending:</b>                         |  |
| <b>Dates:</b>   |   | <b>Time:</b>   |  |
| <b>Area of the building</b>   |   |  |  |
| <b>Describe in detail the purpose of the building use:</b><br>(Attach doc if more space needed) |   |  |  |
| <b>Is this a fundraiser?</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, complete and attach School Fundraising and Approval Form) |  |  |
| <b>School Equipment Requested</b>   |   |  |  |

**By signing the Facility Use Application, the applicant is acknowledging and agreeing on behalf of the organization to the following:**

- The person signing the Facility Use Application is authorized on behalf of the organization to sign the application.
- The organization will comply with Board Policy 1330 and Board Regulation 1330 "Use of School Facilities," a copy of each of these will be available to the organization and the undersigned.
- The organization, prior to using the facility, will provide to the Board of Education evidence of insurance in the form of a certificate of insurance providing coverage in the amount of \$1,000,000 combined single limit for bodily and property damage.
- The Board of Education reserves the right to cancel facility use without notice.
- Any request for use of a facility shall be made at least two (2) months in advance of the scheduled event.
- Use of the facility is limited to the area approved by the Board of Education.
- The organization indemnifies the Board of Education, its employees and its agents, against all liability, penalties, damages, expenses, and judgments by reason of any injury or claim or injury to person or property, of any nature, arising out of the use, occupation, and control of the facility, or the grounds and sidewalks adjacent thereto, by the organization and its participants at any time during the organization's use of the facility.
- The organization shall comply with any law, ordinance, and regulation, federal, state, county, or municipal, now or hereafter in force, applicable to the facility.
- The organization's use of the facility may not be assigned or subleased to any other party.
- The organization shall pay for use of the facility and equipment in accordance with Board Policy 1330 and Board Regulation 1330.
- To pay for all charges to use the facility within thirty (30) days after the organization's use.
- Groups are required to report any injury to a participant or an attendee to the Board of Education by sending an "Accident Report" to the Board of Education office within 24hrs of the injury or as soon as possible.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed only by sports related groups:**

The \_\_\_\_\_ does hereby acknowledge that it has received and read the Oradell Board of Education  
(Name of Organization or Individual)

Policy 5141.8, Sports Related Concussion and Head Injury and is in compliance with the Policy.

\_\_\_\_\_  
Signature

Return completed and signed form along with a Certificate of Insurance to the above address or email both to [cavallarod@oradellschool.org](mailto:cavallarod@oradellschool.org)

**Date Approved by the Oradell Board of Education:** \_\_\_\_\_