

DOES YOUR INSURANCE COVER A MINIMUM \$500,000 LIABILITY PER EVENT? YES _____ NO _____

A certificate of insurance must be on file at the Board of Education Office prior to the date of building use. Without this any contingent approval will be null and void. Please attach certificate of insurance if one is not already on file.

As the responsible contact person for my organization, I hereby certify that I will be responsible for the safety of the students under my supervision; that I will maintain close supervision of the students and adults in the building under my charge; that I will be responsible for the care of the school facility and its equipment; and that I will not use school supplies and/or equipment, including copy paper and photocopying equipment, unless I receive specific prior approval from the building Principal. I also acknowledge that I have read and am aware of the Lebanon Township School District's regulations regarding facility usage, which can be found below.

SIGNED _____ **DATE** _____

FACILITY USE FEES:

- \$30 per year for non-profit classroom use
- \$65 per evening or weekend daily use of the gymnasium or PAC
- \$130 per season for non-profit gymnasium use

CUSTODIAL / KITCHEN EMPLOYEE FEES

All organizations using facilities outside of school year regular building hours (Monday – Friday, 9:00 am – 10:00 pm) must employ a school custodian. Organizations using kitchen facilities must employ a school cafeteria worker. The cost of these services is \$39 per hour, payable directly to the Lebanon Township Board of Education.

- Approval for building use may not be given for days when the school building is closed (vacations, emergency closings, etc.) If school is closed due to weather or other emergency, the building will not be available for evening activities.
- **School sponsored activities supercede approval for building use. If a school activity is scheduled, you will be given as much notice as possible.**
- Any parking associated with facility use must be in marked spaces at each school. Do not park along curbs in front of buildings, as these fire lanes are required by law. All fire code regulations must be followed inside and outside of buildings as ordered by the Lebanon Township Fire Department
- Please also apply for a "Fire Safety Permit" as required by the Lebanon Township Bureau of Fire Prevention, 530 West Hill Road, Glen Gardner, NJ, 08826. (908) 537-6670 or (908) 638-8523

AFFIRMATIVE ACTION POLICY

It is the policy of the Lebanon Township Board of Education not to discriminate on the basis of sex, ancestry, race, disability, color, religion, national origin, social or economic status in its educational programs, activities or employment practices.

BUILDING PRINCIPAL APPROVAL: I have reviewed this request and approve _____ / disapprove _____ the dates and times as noted.

_____ (building principal signature)

FOR BOARD OF EDUCATION USE ONLY

This application was _____ approved / _____ disapproved as noted at the Lebanon Township Board of Education meeting on _____.

_____ (Superintendent of Schools signature)