

APPLICATION FOR COMMUNITY USE OF
SCHOOL DISTRICT FACILITIES

Revised
6/2018

BOARD OF EDUCATION OF THE
VOCATIONAL SCHOOLS IN THE COUNTY OF MERCER

Date of Application _____

TO THE BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS IN THE COUNTY OF MERCER:

THE _____ RESPECTFULLY APPLIES FOR PERMISSION TO USE
(Name of Organization)

_____ OF THE _____
(Portions of Building Desired) (School)

CONDUCTING: _____

ON: _____ FROM: _____ AM/PM TO: _____ AM/PM
(Month) (Day) (Year)

NUMBER OF PEOPLE IN ATTENDANCE: _____

DO YOU PLAN TO BRING INTO THE BULDING ANY FURNITURE, EQUIPMENT OR OTHER MATERIAL? IF SO,
STATE THE NATURE OF THE MATERIAL AND TIME OF DELIVERY.

ADDITIONAL SERVICE REQUIRED SUCH AS PA SYSTEM, ROOM ARRANGEMENT, ETC. INDICATE EXACT
NATURE: _____

DO YOU PLAN TO SERVE REFRESHMENTS? No ___ Yes ___ IF YES, GIVE DETAILS:

I HEREBY CERTIFY THAT THE ABOVE MENTIONED PORTION OR PORTIONS OF THE SCHOOL BUILDING
WILL NOT BE REQUIRED FOR SCHOOL PURPOSES ON THE DATES AND AT THE HOURS NAMED AND
APPROVE OF THE USE OF THE FACILITY AS INDICATED ABOVE.

Principal/Coordinator

Manager of Buildings & Grounds/IT

Superintendent

**PLEASE READ CAREFULLY BEFORE SIGNING
RULES AND REGULATIONS**

A. APPLICATIONS WILL NOT BE APPROVED:

1. When the facility is required for school curricular and extra-curricular activities.
2. When the schools are closed on holidays and Sundays.
3. When the facility is closed for renovation or cleaning.

B. TIMES AVAILABLE:

1. Weekdays: Sypek Center - 8:00 AM - 4:00 PM
Assunpink Center - Monday thru Thursday 8:00 AM - 9:00 PM
Friday 8:00 AM - 4:00 PM
2. Saturdays: By special arrangement

C. FEES:

1. A fee for use of school facilities is not to be considered as rental, but will be limited to operation expenses.
2. All fees must be paid by check made payable to the Mercer County Vocational Schools, Board of Education, and must accompany the application when it is submitted.
3. A fee of _____ per hour will be charged only when custodial duty is required.
4. Profit-making organizations will be charged additional fees based on the operating costs of the requested facility.

D. CARE OF PROPERTY AND CONDUCT:

1. Applicant shall provide sufficient supervision for the conduct of their activities. The amount of supervision will be agreed upon at the time the authorization is issued.
2. An approved authorization shall not be construed to permit any unlawful conduct, any gambling or games of chance, alcoholic beverages either to be brought upon the premises or consumed therein, nor any person under the influence of such beverages or disorderly person to remain or be on the premises; all of which is hereby prohibited.
3. Smoking is strictly prohibited on any school campus.
4. Any damage caused by the applicant must be paid for at once.

E. LIABILITY INSURANCE:

1. 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. Failure to enforce production of the certificate will not void the user's obligation to provide the insurance described above. In addition, by making application for use of the facility, user agrees to indemnify, hold harmless, and defend the Board of Education against any and all demands, claims, damages, fees, cost and liabilities of any kind (including, but not limited to, attorney fees) to the fullest extent permitted by law.

F. MISCELLANEOUS

1. Use of equipment is not permitted unless stated on the application and verified on the authorization and no equipment may be brought into the building unless requested on the application.
2. All school buildings will be closed by 10:00 PM.
3. All buildings must be under supervision of a member of custodial staff at all times.
4. Permits are not transferable.
5. School custodians will not open any part of the building, nor permit any use of equipment except as stated in the permit.
6. No building or any part thereof shall be utilized for personal gain.

NOTE: Violation of any of the conditions stated above will result in depriving the groups involved of further use of district facilities.

In consideration of a grant of approval of this application, we, as principal and sponsors, agree that the conduct of all persons on the school premises will accord with the Rules and Regulations endorsed on this application. Additionally, we will, at our expense, furnish adequate supervision and will be responsible for any and all damages to school property by any person or persons attracted to the premises by reason of our activity. Furthermore, we agree that an approval shall constitute a contract between ourselves and the Board of Education according to the terms of all the rules and regulations endorsed on said application.

The fee of \$_____ accompanies this application.

Respectfully submitted,

Name of organization

Address

Telephone Number

By: _____
Signature of Authorized Executive or Representative