

PERMIT # _____

LONG BRANCH PUBLIC SCHOOLS

Long Branch, New Jersey

Application for Permit to Use Long Branch Public School – Facilities Department – LONG FORM

PERMITS CANNOT BE REASSIGNED TO OTHER GROUPS/APPLICANTS.

Use of any facility applied for in this application is not granted until a building permit has been received by applicant.

Applicant must file at least 30 days prior to event.

Verbal commitment does not constitute confirmation of use of any of the district facilities, equipment or grounds.

All information must be printed or typed.

Date: _____

Name of Applicant & Email (Please Print): _____

Agency or group applicant is filing for: _____

Address of applicant and/or address of agency: _____

Phone number: (h) _____ (w) _____ (c) _____

Building, classroom, technology or grounds desired: _____

Date(s) facility will be needed: _____

of Attendees _____ Event Title _____

of Event Staff Supervisors _____ Age of Participants in Event _____

Total Timeframe facility will be needed: _____

Set up and removal: _____ Actual performance/function: _____

Detailed description of activity and equipment needs: _____

What items, including equipment, are you bringing with you: _____

Entrance fee or admission to be charged: \$ _____

Will you serve food? *(All food provided by Food Services) _____

If meeting is to be held, list topics to be discussed and all speakers' names: _____

If moving or still pictures are to be shown, state nature thereof: _____

If play or show, provide a transcript or synopsis thereof with this application: _____

If school related function, give names and addresses of faculty who will be present: _____

PLEASE ATTACH COPY OF FLYER, BROCHURE OR PUBLICATION FOR YOUR EVENT.

It is hereby understood and agreed that if this application is granted, the undersigned shall neither do or permit anything to be done in or about said premises which shall or might subject the board of education to liability for injury to persons or property, and the undersigned shall indemnify and save harmless the Board of Education from and against all liability, penalties, damage, expenses or judgments arising from injury to persons or property growing out of the use or occupancy of the desired premises or grounds by said applicant. All applicants must attach, with application, a certificate of insurance as proof of comprehensive general coverage naming the Long Branch Board of Education, Long Branch, NJ, as an additionally insured party. The certificate must be written by a company licensed to do business in the State of New Jersey and must include the following coverage:

<u>Bodily Injury:</u>	\$1,000,000.00	each person
	\$1,000,000.00	each accident
<u>Property Damage</u>	\$2,000,000.00	aggregate
	\$2,000,000.00	each accident

Primary/noncontributory/waiver of subrogation and 10 days' notice of cancellation must also be included.

****SEE ATTACHED ADDITIONAL CERTIFICATE OF INSURANCE INSTRUCTIONS****

The applicant has read and does agree to comply with all of the terms, rules and regulations as shown, and does agree to pay promptly the charges as stated on the permit. The applicant agrees to be responsible for any and all fees set by the Board of Education to cover rentals, building security, custodians, police, etc.

Any violation of any of the Board's policies, rules or regulations will result in the denial of immediate and future use of the Board of Education's facilities. (Rules and regulations are attached herein.)

The applicant is not assured approval of any facility until a building permit is received from the office of Facilities Department.

Be advised that the Board of Education reserves the right to cancel any building permit due to conflict or misrepresentation.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY
ESTIMATED COSTS TO APPLICANT

All fees in connection with the rental of school facilities are payable directly to the Board of Education (14) fourteen days in advance of date of rental. No building permits will be issued until financial obligation has been satisfied.

Custodians:		@	\$		per hour	# of hrs.		x # of days		=	
Site Supervisors:		@	\$		per hour	# of hrs.		x # of days		=	
Building Security:		@	\$		per hour	# of hrs.		x # of days		=	
Building Security:		@	\$		per hour	# of hrs.		x # of days		=	
Technology Assistants:		@	\$		per hour	# of hrs.		x # of days		=	
Room Fee:		@	\$		per hour	# of hrs.		x # of days		=	
Room Fee:		@	\$		per hour	# of hrs.		x # of days		=	
Building/Field Fee:		@	\$		per hour	# of hrs.		x # of days		=	
Other:		@	\$		per hour	# of hrs.		x # of days		=	
TOTAL DUE:											

LONG BRANCH PUBLIC SCHOOLS - LONG BRANCH, NEW JERSEY
BUILDING PERMIT RULES AND REGULATIONS

1. An application for a permit to use public school buildings or facilities must be filed with the Facilities Department at least **30 days prior to the date for which the building or facility is to be used**. Building permits will be issued by the Manager of Facilities Department.
2. The Board of Education will not permit the use of schools or facilities if the purpose or result of such use is personal gain to any individuals, of a political nature, or sectarian in character, unless special permission is given by the Board of Education.
3. All permits shall be revocable and shall not be considered as a lease, and the Board of Education or its authorized agent may reject any application or cancel any permit.
4. A permit is **not** transferable.
5. The holder of a permit to use any part of the building or grounds **must provide sufficient police funding at each performance to uphold law & order**. All policemen so provided shall be either regular policemen of the City of Long Branch, who shall be employed only during their non-duty hours, or special policemen appointed by the governing body of the City of Long Branch. When police are to be employed by the applicant, said applicant should advise the business manager of the Board of Education.
6. **The use of tobacco, alcoholic beverages, and illicit drugs are prohibited in any part of the school building or school grounds**. These contribute to fire hazards and bodily injury.
7. When using the Auditorium, an audible announcement shall be made not more than ten minutes prior to the start of programs to notify the occupants of the location of the exits to be utilized in case of a fire or other emergency.
8. A permit **does not** include the use of Board of Education owned equipment such as: spot lights, flood lights, moving picture apparatus, public address systems, band instruments, stage scenery, photographs, and grand pianos or the like unless specifically arranged for in advance.
9. Special permission must be obtained for decorating, installing scenery, moving pianos, or the installation of any apparatus. All such materials must be flame proof or fire retardant and must be removed from the building promptly after the performance so that there will be no interference with school activities.
10. Whenever any equipment, scenery, or apparatus is left after the use of a school building, the holder of the permit will be charged a fee for the removal of same, which will not be delayed for the convenience of the party who used the facility.
11. Custodial service is provided only to heating, lighting and ventilation of the building. This service **does not** include the erecting or dismantling of scenery, equipment or other apparatus. Custodians are not required to perform tasks or errands for the party using the building, either, prior to, during or following a performance. The holder of the permit must furnish all the help necessary to arrange and run the program such as stagehands, ushers, ticket collectors, etc.
12. The number of tickets sold must not exceed the seating capacity of the facility for which the permit is granted. No standing room will be allowed. Overflows of spectators will be cleared from the building by police and firemen if such a situation should develop.
13. Activities scheduled must terminate in sufficient time to permit clearing of the building by 12:00 AM (12 o'clock midnight).
14. Parking will be in designated areas only and all life safety rules such as free access to fire exits will be maintained.
15. Limited refreshment sales can be provided by Sodexo and sold by a student fund raising organization or the PTO organization within at the request of the applicant. All monies collected must be forwarded to the Business Office within 48 hours.
16. Should the holder of a permit wish to cancel a reserved date, the Manager of Facilities Department must be notified by at least 9:00 AM. If the holder of the permit fails to appear within one (1) hour after the meeting or performance is scheduled to start, the holder of the permit must pay the regular charge for the extra services of each custodian employed and also the operating cost, if any, for the time the building is kept open.

INSTRUCTIONS FOR CERTIFICATE OF LIABILITY INSURANCE
(SAMPLE CERTIFICATE ATTACHED)

The following items must be completed on the certificate of liability insurance:

- Today's *date* in the upper right hand corner.
- *Producer* – name, address, telephone, fax, and contact person of the insurance agency issuing the certificate.
- *Insured* – name and address of the building permit applicant.
- *Company A* – Name of insurance company.
- The following columns must be completed: *type of insurance, policy number, policy effective date (MM/DD/YY), policy expiration date (MM/DD/YY) and limits.*

Long Branch Board of Education is named as an additional insured for the use of property address to be entered per the application. Insurance coverage is primary and non-contributory and waiver of subrogation applies. 10 day notice of cancellation of insurance will be given to the certificate holder Long Branch Board of Education.

General Liability Coverage Not Less than \$1M including Umbrella in the amount of \$1M. Sports related events must include accident coverage as well.

Any third parties using their vehicles and have employees working on premises, please provide Automobile and Worker's compensation insurance on certificate as well. Automobile coverage \$1M Combined Single Limit and Worker's compensation is statutory limits.

- The *Description of Operations/Locations/Vehicles/Special Items* must be completed. The Long Branch Board of Education should be listed here as an additional insured in respect to the applicant's operations. The date, name and address of the facility being used should also be listed here.
- *Certificate Holder:* The Long Branch Board of Education, 540 Broadway, Long Branch, New Jersey 07740 should be listed here.
- *Cancellation:* number of days must be typed in.
- *Authorized Representative:* signature required.