

VINELAND SCHOOL DISTRICT

Application for the Use of School Facilities

Completed application form, certificate of insurance (if applicable), and payment (if applicable) must be submitted to the District Office at least (15) days prior to the requested date.

Today's Date: _____

Requested By: _____ Phone Number: _____

Email Address: _____

Address: _____

Name of Organization: _____

Type of Organization: _____ Non-Profit Organization _____ For Profit Organization _____ Governmental Agency

Facility Requested

_____ District Office _____ Sunset Middle School _____ Vineland Elementary School

Date(s): _____ Start Time: _____ End Time: _____

Nature of Use:

Special Requests/Comments (attach additional documents if necessary):

Facility Requested		Equipment Needed	Kitchen Equipment	Kitchen Use
_____ Kitchen	_____ Board Room	_____ Folding Chairs	_____ Dishes	_____ Meal Prep.
_____ Cafeteria	_____ Playground	_____ Tables/Benches	_____ Coffee Maker	_____ Warming Foods
_____ Classroom	_____ Other	_____ PA System	_____ Other	_____ Other
_____ Gymnasium				

Number of attendees? _____ Will the meeting be open to the public? _____ Yes _____ No

Will an admission fee be charged or collected? _____ Yes _____ No

If yes, will all net receipts be expended for the welfare of VSD students or charitable purposes? _____ Yes _____ No

Will refreshments of any type be served? _____ Yes _____ No

Description of refreshments:

List activities (giving detailed descriptions) and safety precautions to be taken.

List any items/equipment you wish to bring onto property.

Required Certification

- Applicant hereby agrees to hold the Vineland School District, its Board of Trustees, the individual members thereof, and all district officers, agents and employees free and harmless from such loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property. Applicant further states that he has read the rules and regulations on the reverse side of this application to abide by and enforce same.
- "The undersigned hereby declares under penalty of perjury that the school property for use of which application is hereby made will not knowingly be used for the commission of any illegal act and that to the best of my knowledge the purpose for which application is hereby made for the use of school property is a legal one."

By: _____
(Organization Representative Signature) Title Date

Approvals

Principal Date

Superintendent Date

For District Office Use

Will custodial staff be required? _____ Yes _____ No Projected fee to be charged (Rates Are Subject to Change): _____

Custodian(s) Assigned: _____ Total Charged: _____

Facility Use Agreement

Priority of Use

Priority for facility use are given to the following groups in the following order:

- School or District
- Joint-Use Agreements
- Non-Profit Youth Organizations
- Religious and Commercial Organizations

Application Processing

The applicant must submit this form to the school site principal at least (15) working days prior to the date of use to ensure time for processing.

Approval

The applicant acknowledges that the District's willingness to rent/authorize the use of this facility is contingent upon the approval by the site administrator and by the Superintendent. Permission will not be granted until the District has received all necessary documents. The user must carry a copy of this agreement as proof of permission for the use of the facility.

Hold Harmless

The user agrees to hold harmless the district, its school board, employees, and agents from any and all liability for personal injury, bodily injury, contractual liability and damage to property sustained arising out of the activities of the user or those of its officers, employees, agents, or invitees whether such act is authorized by this agreement or not; and user shall pay for all loss or damage to the property of the District. District assumes no responsibility for any property placed on the premises. The user further agrees to waive all rights of subrogation against the District. The provisions of this article do not apply to any damage or losses caused solely by the negligence of the District, its officers, employees, or agents. The user shall, at its own expense, procure and maintain during the entire period of use of the facility, Comprehensive General Liability insurance acceptable to the District. Such insurance shall name the District, its school board, employees, and agents as additional insured with respect to any liabilities arising from the facility user's use and obligation under this agreement.

Facility Inspection

The user agrees that the District makes no representations or warranties as to the condition of the facilities, which the user is using, and user agrees to take such property and facilities "as is." The user agrees to be responsible for determining that the facilities are in proper and safe condition to be used for the purpose anticipated; and user agrees to inspect such property and facilities before they are used and to take affirmative steps where necessary to warn users or rectify hazards in order to prevent injury to property and persons. The user agrees to refuse the use of the property if unsatisfactory conditions are not rectified prior to scheduled use.

Insurance and Invoices

Any group or person using school facilities shall be liable for any injuries resulting from negligence during such use. The group or persons shall bear the cost of insuring against this risk and defending against claims arising from the risk. Proof of insurance: a certificate of insurance in the requested amount is required. In addition, groups other than free use groups shall be required to submit an endorsement which names the district as an additional insured on their policies. Payments for invoices, as well as all insurance requirements, are due ten (10) days prior to the event. Unless otherwise indicted, in writing by the Superintendent, the District is not a sponsor or participant in the activities related to this facility use agreement. District employees that use or participate do so outside of the course and scope of their employment and are not covered under the District's Worker Compensation program.

Cancellation

The user must contact the school and the District Office if canceling their event. Notification of cancellation by either the user or the district must be done at least 5 days prior to the event. A 50% non-refundable fee applies to Film Groups who cancel scheduled usage. The District reserves the right to cancel completely, without notice in the event facilities are needed for school purposes. All uses and fee schedules are governed by regulations adopted by the Governing Board.

Damage to Facilities and Equipment

Groups or persons using school facilities shall be liable for any property damages caused by the activity. The cost of repair or replacement shall be paid by the group or persons involved and they may be denied further use of school facilities. Additional custodial fees may be charged to return facility to original condition.

Adult Sponsorship

All juvenile organizations seeking use of school premises must have adequate adult sponsorship and supervision of all facilities used, including the restrooms.

Presence of District Personnel

All activities shall require the presence of authorized district personnel at all times.