

FAIR HAVEN BOARD OF EDUCATION

APPLICATION FOR USE OF SCHOOL FACILITIES AND/OR GROUNDS

To Be Completed by Applicant:

Name Address Telephone

Contact Email Organization

SCHOOL FACILITY/AREA REQUESTED (CHECK) SCHOOL: Knollwood Sickles

Gym All-Purpose Room/Auditorium
Stage Classrooms (specify)
Outside Access to Lavatories Playground Areas (specify)
Library/Media Center Other (specify)

EXTERIOR DOORS MUST BE LOCKED AT ALL TIMES. APPLICANT IS RESPONSIBLE FOR DOOR MONITORS.

Day(s) and Date(s) Requested Time: From - To

Type of Activity Approximate Number of Participants

EQUIPMENT NEEDED (e.g., tables, chairs, podium, public address system, etc., excluding athletic equipment)

NOTE: For extensive set-up and take-down of chairs, organizations are asked to assist the custodian in charge.

DATES NOT AVAILABLE

RESPONSIBLE ADULT (IF DIFFERENT FROM APPLICANT):

Name Address Telephone

Signature of Applicant Date

AN APPLICATION WILL BE CONSIDERED FOR APPROVAL ONLY AFTER THE ORGANIZATION HAS SUBMITTED A CERTIFICATE OF INSURANCE NAMING THE BOARD OF EDUCATION AS AN INSURED. SUCH INSURANCE SHALL INCLUDE LIABILITY FOR PERSONAL INJURY OF AT LEAST \$1,000,000 EACH ACCIDENT; \$3,000,000 AGGREGATE. (ADDITIONAL USE CONDITIONS ARE NOTED ON THE REVERSE SIDE. PLEASE READ CAREFULLY.)

Application is approved Not approved

Police Officer Required: Rental Fee: Custodial Fee:

Signature of Superintendent Date

ADDITIONAL USE CONDITIONS

1. **Exterior doors must be locked at all times, propping them open is prohibited. It is the responsibility of the applicant to provide a responsible door monitor.**
2. Facilities are not available for use during scheduled holidays or vacation periods nor when schools are closed due to storm conditions..
3. Conflicting facility requests shall be resolved in accordance with the following priority listing (highest to lowest):
 - School Activities
 - School Organizations (e.g., PTA, study committees, etc.)
 - Local Non-Profit Organizations
 - Local Profit-Making and/or Private Organizations
4. Profit-making or private organizations or non-profit organizations requesting facility use outside of normal custodial work hours shall be charged a fee reflective of prevailing rates and conditions. Said fee shall be established in advance of application approval.
5. Facility use shall be confined to those areas for which application has been made and approved.
6. Rubber-soled shoes must be worn in the gym.
7. Smoking is prohibited (appropriate signs have been posted).
8. Alcoholic beverages may not be brought on school premises at any time.
9. Evening activities must be terminated by 10:00 P.M. unless exceptions have been approved in advance.
10. Activities involving children should be closely supervised to ensure safety and care of school property.
11. The District reserves the right to require a police officer at activities.
12. Organizations are asked not to bring their children to adult activities. We have experienced several recent incidents of property damage due to unsupervised youngsters.
13. Organizations should assume primary responsibility for clean-up after activities. Maintenance of clean and attractive buildings and grounds requires a cooperative effort.