



APPLICATION and AGREEMENT FOR USE OF PUBLIC SCHOOL FACILITIES PARAMUS, NEW JERSEY 07652

Permit No.: _____
Date: _____

All applications must be submitted to the school office at least thirty (30) days prior to requested use. The Paramus Board of Education shall be referred to as the "Licensor." The organization or individual applying to use the Paramus Public School District's facilities shall be referred to as the "Licensee."

Name of Licensee:				
Address:				
Event Contact:				
	(Name)	(Phone Number)	(Cell Number)	(Email address)
Purpose of Activity:				
Expected Attendance:			Youth Sports Org:	YES / NO (circle if applicable)
Requested Date(s):				
Start Time:		End Time:		
Fee Charged:	YES / NO	Amount:		Notes:

The Licensee hereby makes application for the use of:

✓	School
<input type="checkbox"/>	High School
<input type="checkbox"/>	Community School
<input type="checkbox"/>	East Brook
<input type="checkbox"/>	West Brook
<input type="checkbox"/>	Memorial
<input type="checkbox"/>	Midland
<input type="checkbox"/>	Parkway
<input type="checkbox"/>	Ridge Ranch
<input type="checkbox"/>	Stony Lane
Attach setup plan or instructions if necessary.	

✓	Facility
<input type="checkbox"/>	Auditorium
<input type="checkbox"/>	Cafeteria
<input type="checkbox"/>	Multipurpose Room
<input type="checkbox"/>	Gymnasium - large
<input type="checkbox"/>	Gymnasium - medium
<input type="checkbox"/>	Gymnasium - small
<input type="checkbox"/>	Classroom(s) #
<input type="checkbox"/>	Library
<input type="checkbox"/>	Board Room
<input type="checkbox"/>	Fields/Grounds (specify)
<input type="checkbox"/>	Other (specify)

✓	Special Requests
<input type="checkbox"/>	Tables #
<input type="checkbox"/>	Chairs #
<input type="checkbox"/>	Microphones #
<input type="checkbox"/>	Audio System
<input type="checkbox"/>	Public Address System
<input type="checkbox"/>	Special Lighting
<input type="checkbox"/>	Projector
<input type="checkbox"/>	Dance Floor
<input type="checkbox"/>	Stage Scrim
<input type="checkbox"/>	Piano
<input type="checkbox"/>	Other:

Licensee agrees to:

1. Assume all liability for and agrees to indemnify and hold the Licensor, its respective members, agents, contractors, servants, employees, volunteers, licensees or invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with any acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees related to its use of the Licensor's facilities, including but not limited to, the Licensee's use of any portable equipment. In the event that an action or proceeding is brought against the Licensor by reason of any such claim, the Licensee, upon notice from the Licensor, covenants to resist or defend, at Licensee's expense such action or proceeding by counsel reasonably satisfactory to the Licensor.

2. Assume full responsibility for Bodily Injury and Property Damage incurred as a result of the acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees. The Licensee must present an insurance certificate guaranteeing proper liability coverage of at least a Combined Single Limit of \$1,000,000 per occurrence/\$2,000,000 aggregate insuring the Licensee against any liability for bodily injury and property damage. The Licensor shall be named as an additional insured on such insurance policy. The Licensee must also include an additional insured endorsement via a CG 20100704 or equivalent. A copy of the necessary insurance policy must be presented to the Licensor, upon request, prior to the Licensee's use of the facilities.

3. Assume responsibility for preserving orders in said school during its use of the facilities, for all fees in connection with the Licensee's use of the facilities, including when necessary, custodial fees.

4. Observe and adhere to all of the Licensor's rules and regulations governing the use of the Licensor's facilities as set forth in the Licensor's policies and regulations. The foregoing policies and regulations are as much a part of this application and agreement as if they were attached hereto. Additional copies of said policies and regulations may be obtained at the Licensor's Business Office. Any violation of these terms and conditions may result in the immediate expulsion of the Licensee from the Licensor's facilities.
5. If school is closed due to inclement weather, Licensee's event/function shall be cancelled, unless specifically authorized by the Superintendent of schools or designee.
6. If the Licensee is a "youth sports team organization," as that term is defined by N.J.S.A. 18A:40-41.5(b), the Licensee shall provide the Licensor with a statement of compliance with the Licensor's Policy No. 5141.8 "Sports Related Concussion and Head Injury" for the management of concussions and other head injuries. As defined in N.J.S.A. 18A:40-41.5(b) a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.
7. If the Licensee is a "youth sports team organization," the Licensee shall provide the Licensor with a copy of their accident insurance policy or certificate of insurance, guaranteeing proper accident coverage for the participants.
8. Pursuant to N.J.S.A. 18A:40-41a and N.J.S.A. 2A:62A-27, the Licensor, its employees, agents and servants shall not be liable for the injury or death of a person arising from the presence of and access to an AED, as well as the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees or invitees.
9. The Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees hereby acknowledge that the requirements of N.J.S.A. 18A:40-41a-c concerning automated extended defibrillators apply to school-sponsored athletic events or team practices in which students of the district participate.
10. Pursuant to N.J.S.A. 18A:40-41.5, the Licensor shall not be liable for the injury or death of a person due to the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees, or invitees.
11. All charges for the use of school facilities will be paid within thirty (30) days after the Licensee's use of the facilities has concluded.
12. Any requested changes or modifications in this application and agreement for the use of facilities must be made in writing by the Licensee and approved by the Licensor at least three (3) days in advance of the date scheduled for the use of facilities.
13. Permission to use these facilities may be rescinded or modified as outlined in policy. School programs take precedence over any and all outside uses. NO PROGRAMS shall be scheduled on holidays (school, state or national), during vacation period or during school recess unless specific prior written approval is granted and associated fees are determined. No activities are to be scheduled on a Saturday which immediately follows a Friday holiday.
14. _____ I have read and hereby represent that the Licensee shall comply with any and all of the Licensor's rules, regulations, and policies.
15. _____ The Licensee has provided the aforementioned required certificates of insurance to the Licensor.

Signature of Licensee

Position with Organization Named Above

Print Name of Licensee: _____

For Official Use Only

Approved	Denied	Position	Signature or Reason for Denial	Date
		Athletic Director		
		Principal		
		Director of Buildings & Grounds		
		Business Administrator/Designee		