

**Edgewater Board of Education**  
**251 Undercliff Ave**  
**Edgewater, NJ 07020**  
**201-945-4106**

**USE OF FACILITIES REQUEST**

Date: \_\_\_\_\_

Group / Organization: \_\_\_\_\_

Facility:      \_\_\_\_\_ Eleanor Van Gelder (EVG)                      \_\_\_\_\_ George Washington (GW)

                  \_\_\_\_\_ Gymnasium                      \_\_\_\_\_ Media Center                      \_\_\_\_\_ Fields

                  \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Time of Use:                      From: \_\_\_\_\_                      To: \_\_\_\_\_

Reason / Purpose for Use:  
\_\_\_\_\_  
\_\_\_\_\_

**RULES AND REGULATIONS**

- The applicant accepts full responsibility for any and all damages to school property as a result of the activity, which are over and above ordinary wear or depreciation.
- Permit holders shall not assign, transfer, sublet, or charge a fee to others for use of school property.
- The use of any materials on the floors or other parts of the building without the approval of the custodian is strictly prohibited.
- Any decorations shall not be destructive of school property and shall be approved by the custodian on duty.
- Alcoholic beverages or liquors shall not be permitted on school property at any time.
- All applicants must have liability insurance of at least \$1,000,000 per occurrence and must list the Edgewater Board of Education as additionally insured for the sates the facility will be used.
- All *Use of Facilities Request* forms require Board of Education approval. Please submit all requests at least 7 (seven) days prior to the Regular Monthly Business Meeting.
- As a representation of the organization I have read and understand the laws of the State of NJ concerning student head injuries, NJSA 18A:40-40.1 *et seq.* and be in full compliance therewith.
- The permit holder will indemnify and hold harmless the Edgewater Board of Education for any loss or claim arising from the use of the facility.
- The permit holder has read and understands the Board of Education Policy for the Use of School Facilities (1330) and will be in full compliance therewith.

**In signing this request, the person or organization making the application agrees to abide by the rules and regulations printed above.**

Signed: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Internal Use Only:**

Event Approved by Superintendent: \_\_\_\_\_

Date/Time/Location approved by Board Office: \_\_\_\_\_

Board Office approval for proof of insurance: \_\_\_\_\_

Facility Supervisor informed of date, time, location & set up requirements: \_\_\_\_\_