

# Hamburg School

(973) 827-7440

FAX (973) 827-3624

## FACILITY CONTRACT- USE OF SERVICES AGREEMENT

**PLEASE FILL IN ALL APPLICABLE AREAS AND RETURN FORM TO HAMBURG SCHOOL. No dates will be scheduled until application process has been completed and approved.**

Organization Name: \_\_\_\_\_

Function: \_\_\_\_\_

Day and Date(s) of Function: \_\_\_\_\_

Room/Area Requested: \_\_\_\_\_

Requested By: \_\_\_\_\_

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

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

(H) \_\_\_\_\_ (W) \_\_\_\_\_

(C) \_\_\_\_\_

Approx. number of people: \_\_\_\_\_

Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Load-In Time \_\_\_\_\_ Load-Out Time \_\_\_\_\_

Total Hours: \_\_\_\_\_

**Equipment Request** (State number if applicable)

Chairs \_\_\_\_\_ Tables \_\_\_\_\_ VCR \_\_\_\_\_

Podium \_\_\_\_\_ P/A \_\_\_\_\_ TV \_\_\_\_\_

**Miscellaneous**

(specify) \_\_\_\_\_

**Special Instructions**

\_\_\_\_\_

\_\_\_\_\_

Rev. 3/2/11

**Fee schedule:**

Charges to other groups/organizations who wish fund-raising activities or who are charging admission to the general public, or are not a Hamburg based group/organization will be charged:

Building/Custodial Fee: \$50.00/hour\* per custodian

(Fee includes load-in to load-out times.)

Any time over specified time limit will be at a rate of \$50.00 per hour.

TOTAL \$ \_\_\_\_\_

\**Certified Check or Money Order* made out to:

**The Hamburg Board of Education *two weeks prior to approved date(s).***

**All groups/organizations must present a "Certificate of Liability Insurance" naming the Hamburg Board of Education as an additional insured *prior to use.***

***Hamburg Public School reserves the right to alter any aspect of this contract when it is seen in the best interest of the school.***

**Building use is pending payment and proof of insurance.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative's Signature

Swipe Card # \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Date Received \_\_\_\_\_

Insurance Cert. Received \_\_\_\_\_

APPROVED \_\_\_\_\_ Date \_\_\_\_\_  
Maintenance Dept.

APPROVED \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

**\*\* Letters of request and Facility Use Contract must be submitted at least 60 days prior to requested use date.**

**HAMBURG SCHOOL  
FACILITY USE/SAVE HARMLESS AGREEMENT**

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Name of Sponsor or Officer \_\_\_\_\_

Facility Requested \_\_\_\_\_  
School Specify all areas needed

Purpose \_\_\_\_\_

Dates of Use \_\_\_\_\_ Time needed \_\_\_\_\_

Admission Charge \_\_\_\_\_ Disposition of Proceeds \_\_\_\_\_ **Estimated attendance** \_\_\_\_\_

Sponsor understands and will abide by the regulations of the Board of Education for use of school facilities and that any infraction may cause immediate cancellation of the Facility Use Agreement. **The sponsor and organization shall assume full liability for any and all damage to school district property, and for all claims, resulting from accident, theft or any other cause.**

\_\_\_\_\_  
Insurance company or agent of organization

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Policy Number (All users)

\_\_\_\_\_  
Address of Sponsor Tele No.

CERTIFICATE OF INSURANCE MUST BE ATTACHED BEFORE APPROVAL IS GRANTED. The Certificate of Insurance must depict acceptable coverages and aggregate limits, at a minimum of \$1 million combined single limit (CSL).

Please note the following conditions regarding your request to use Hamburg School facilities.

1. In the event of a conflict in scheduling, it is understood that school activities will have priority.
2. If the school is closed due to emergency (e.g. weather) the activity would be canceled and would need to be rescheduled.
3. Persons requesting use of any school facility should note that if approved, the use of the building is for the specific date(s) requested for the event. If additional days, hours, etc. are required for set up, rehearsals, etc., these additional requirements must be made a part of the original request. Failure to indicate the need for additional time could jeopardize the original approval.
4. All such permitted usage of the facility might require two members of the custodial staff to be present. Your organization will be responsible for the second custodial/facility charge at the additional rate of \$50.00/hour for the dates approved payable to the Business Administrator/Board Secretary *two weeks prior to the event*. Payment shall be paid in the form of certified check or money order. If payment is not received the facility will not be made available. Charges will be calculated using the highest per hour rate at double time. Any overpayment will be refunded with 30 days after the event.
5. The appropriate number of people of responsible adults must be provided to supervise participants at all times.
6. When requesting use of the facilities, please list all areas of the school that will be utilized.
7. Food and drink permitted only in designated areas. There are no Exceptions.

**STAGE AND CURTAINS**

Absolutely nothing can be pinned, taped, stapled or otherwise attached to the curtains.

Absolutely no masking tape is to be used on the stage floor (electrical tape may be used as prop markers).

**AGREEMENT TO SAVE HARMLESS**

For and in consideration of the Board of Education of Hamburg, in the County of Sussex and State of New Jersey, permitting us, the undersigned, to use school premises and facilities, we hereby agree to protect, indemnify and save harmless the said Board of Education of Hamburg from any and all claims, suits, liabilities, litigation or proceedings of any kind or nature, against said Board of Education of Hamburg of theft, injury, or damage whether alleged or sustained, by any person, firm or corporation, arising out of the use of said premises and facilities, and we further agree to indemnify the Board of Education of Hamburg from and against all costs, counsel fees, expenses, liabilities, awards or judgments incurred as a result of any such claims or any action of proceedings brought thereon.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**TWO AUTHORIZED REPRESENTATIVES MUST SIGN FOR ALL ORGANIZATIONS.**

**SMOKING IN SCHOOL BUILDINGS OR ON SCHOOL GROUNDS IS PROHIBITED  
PURSUANT TO NJ LAW.**

**ENTRANCES AND FIRE LANES CANNOT BE BLOCKED.  
EMERGENCY VEHICLES MUST HAVE CLEAR ACCESS  
TO THE SCHOOL AND GROUNDS. PLEASE PARK IN LOTS.  
FAILURE TO DO SO MAY RESULT IN TICKETS ISSUED AND/OR  
TOWING AT OWNER'S EXPENSE.**

FOR DISTRICT USE ONLY:

Certif. Of Ins. Attached \_\_\_\_\_ yes \_\_\_\_\_ no

Date of Board Action \_\_\_\_\_

Board Action Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Other \_\_\_\_\_

Total Charges \_\_\_\_\_ Date of Invoice \_\_\_\_\_ Payment Received \_\_\_\_\_

# HAMBURG SCHOOL DISTRICT

30 Linwood Avenue  
Hamburg, New Jersey 07419  
Ph. 973.827.7570 · Fax 973.827.3624  
www.HamburgSchool.com

Mr. Roger A. Jinks, Jr.  
Chief School Administrator

Mr. William J. Sabo  
Business Administrator/Board Secretary

## SECURITY FOR AFTER-SCHOOL FACILITY USE SCHOOL YEAR \_\_\_\_\_

All groups utilizing the Hamburg School and its grounds for an after-school activity may be provided with a security swipe card to allow access to the school building after regular school hours.

One security swipe card will be issued per group and must be assigned to one responsible adult. All swipe cards must be returned within *one (1) week of the last scheduled day* to insure their privileges are not revoked for the following year. If the card becomes damaged, misplaced, or is not returned, the group a \$50.00 fee will be charged. If the card is not returned or the fee paid within *two (2) weeks of the last scheduled day* privileges for the group will be revoked for the next school year.

Additionally, any group utilizing the school facilities will be held responsible for any and all damages created by any participant in that group.

No group is allowed to use any school facility or grounds unless a Hamburg School custodian is on duty. In addition, the school facilities will be unavailable for use on days the school is closed for snow, early dismissal, and school conferences. If any group is found on school property at any of the aforementioned times, the group's privileges may be immediately and permanently revoked.

I have read and agree to the above for my organization:

\_\_\_\_\_  
Signature Name (Printed) Date

### Security Swipe Card Distribution and Return Form

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Card issued to: \_\_\_\_\_ Phone#: \_\_\_\_\_

(name – print clearly)

\_\_\_\_\_  
(signature)

Card Issued by: \_\_\_\_\_ Card ID#: \_\_\_\_\_

Deposit Check # \_\_\_\_\_

\*\*\*\*\*

#### OFFICE USE:

Card Returned on: \_\_\_\_\_ Card Received by: \_\_\_\_\_

Deposit Returned on: \_\_\_\_\_ Check No. \_\_\_\_\_