

FACILITIES USE APPLICATION
BOARD OF EDUCATION
River Vale, New Jersey 07675
Fax: 201-358-2489

Date of Application: _____ Name of Organization: _____

Contact Person: _____ Home Phone: _____

Cell: _____ Fax: _____

e-mail address: _____

Mailing address: _____

School Requested: _____

Room/Area of School to be used: _____ Number of Attendees: _____

Date(s) Requested: _____

Time Requested: From _____ To _____

Number of Chairs: _____ Tables: _____

Additional Needs: _____

Public Address System Needed: _____

Is this event a fundraiser? Yes or No (Please note that all fundraisers are subject to approval by the River Vale Board of Education).

I have read the facilities use regulations governing the use of school buildings and grounds (as they pertain to all restrictions); they have been called to the attention of those in the organization which I represent and I assure the Board of Education that they will be observed and that my organization will assume all responsibility for any damage or loss.

I understand that the building must be completely vacated by 10:00 PM. Overtime rate is \$39/hour (Saturdays) and \$51/hour (Sundays). School activity use of buildings and grounds or related school group activity shall have priority over all outside groups.

I understand that the Board of Education reserves the right to cancel scheduled activities should emergencies arise.

Signature of Applicant: _____

___ **Approved** ___ **Denied** by: _____ Date: _____

___ **Approved** ___ **Denied** by: _____ Date: _____

RIVER VALE BOARD OF EDUCATION RIVER VALE, NEW JERSEY 07675

FACILITIES USE GUIDELINES

1. All groups must have a current Certificate of Insurance on file.
2. All Facilities Use Applications must be completed in full with all necessary information stated. In addition, a completed Hold Harmless Agreement must accompany each Facilities Use Application.
3. RVAA requests must be submitted to the Town Athletic Director.
4. Any/all damages are the responsibility of the organization whose name appears as the requestor on the Facilities Use Application.
5. Specific equipment needs, use of tables/chairs, etc., must be stated on each Facilities Use Application.
6. All refuse is to be cleaned up by and on the bleachers and on gym floors and placed in designated containers.
7. No food/drink is permitted in the gyms.
8. No cleats are to be worn at any time.
9. No smoking is permitted.
10. No pets are allowed.
11. No tape, of any kind, is to be placed on the gym floors.
12. Drop down baskets are to be removed after every game and stored in designated areas.
13. No event is to be scheduled before 3:00pm at Holdrum Middle School and 3:15pm at Roberge and Woodside Elementary Schools. RVAA events are to be scheduled after 6:00pm (excluding weekends).
14. All buildings must be vacated by no later than 10:00pm.
15. All event start/end times will be strictly adhered to.
16. No participants are to linger/loiter after the end of each event.
17. All events are subject to cancellation.

Please notify the Buildings & Grounds Department at (201) 358-4201/4034 of any changes that occur to your original requests; i.e., increase/decrease in attendees, change of time, etc., at least seventy-two (72) hours prior to the change request. Notifications of less than seventy-two (72) hours may not be accommodated.

(rev. 10/7/10)

