REDBANK VALLEY SCHOOL DISTRICT
BUILDING AND GROUNDS USE APPLICATION
SUBMIT AT LEAST TWO (2) WEEKS IN ADVANCE OF EVENT

NAME OF ORGANIZATION_____ DATE:_____ TIME:_____

BUILDING/FACILITY REQUESTED_____ ACTIVITY_____

_____

ITEMIZE OTHER REQUIREMENTS: (I.E. CHAIRS, STAGE LIGHTING OR SPECIAL NEEDS)

_____

ADMISSION/DONATION CHARGE? YES____ NO____

NAME AND ADDRESS OF INDIVIDUAL WHO WILL COORDINATE ACTIVITY:

_____ HOME TELEPHONE_____

_____ HOME TELEPHONE_____

In making this request, I/we fully understand and accept the following general conditions:

Buildings and grounds requests will not be approved on scheduled school holidays. Your function is subject to cancellation if school is closed for any emergency or for any unscheduled building closing. The hours stated for use on the Building and Grounds Application will be the actual time the building may be occupied.

User assumes responsibility for all participants and/or spectators for liability or injury resulting from accidents, arising out of users acts or omissions; and to that extent, user agrees to save and hold harmless the Board of Education of the Redbank Valley School District from any suit, claim, or demand as the result of Bodily Injury or Property Damage arising out of users acts or omissions during occupancy. User will present, upon request, to the school district a certificate of insurance evidencing the following minimum coverage: General liability and auto liability (property damage and bodily injury) at amounts equal to or greater than the amounts carried by the school entity. The school entity must be named as an "additional insured" on all certificates. If the outside group is a business group, they also must carry their own workers' compensation insurance, as required by state law.

Alteration or relocation of items is prohibited unless prior approval has been granted.

Use or possession of alcoholic beverages or tobacco is prohibited on school premises. the user will strictly comply with all fire and safety codes.

Compensation will be made to the school district for time and materials to correct or damage to school property resulting from use. All use fees will be paid to the school district within ten (10) days from date of the invoice.

I have read the above regulations and agree to all the conditions as listed.

Signed_____
Date

The above request has been approved_____ disapproved_____

_____ _____ _____ _____
Elementary Principal Date Secondary Principal Date Activities Coordinator Date Superintendent Date

The condition of all contracted facilities used reflects (damage/no damage) and/or requires additional fees as follows:

_____
Principal's Signature Date

Billing: Please pay the following charges to "Redbank Valley School District" as a result of the function indicated above:

	Hours	Rate	Total
Custodial Services	_____	_____	_____
Custodial Services	_____	_____	_____
Cafeteria Services	_____	_____	_____
Building Fees	_____	_____	_____
Damage Fees	_____	_____	_____