

<b>I - APPLICATION FOR USE OF FACILITIES BY THE PUBLIC - PLEASE TYPE OR PRINT CLEARLY</b>		APPROVAL INITIALS	
		BUILDING PRINCIPAL	
NAME OF ORGANIZATION	PHONE NUMBER	ATHLETIC DIRECTOR	
ADDRESS	EMAIL	BLDGS & GROUNDS	
FACILITY REQUESTED	PURPOSE	SUPERINTENDENT	
DATES REQUESTED			
TOTAL TIME: * FROM:	ROOM ARRANGEMENTS / EQUIPMENT REQUESTED - PLEASE BE SPECIFIC WHEN DESCRIBING INTENDED USE OF SPACE.		
TO:			
ADDITIONAL INFORMATION:			ANTICIPATED ATTENDANCE:
INSURANCE INFORMATION:			
CARRIER		POLICY NUMBER	
LIMIT OF LIABILITY			

\*Include set-up & breakdown time.

**GENERAL PROVISIONS RELATING TO FACILITY USE**

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| <p>A. School activities shall have priority in the use at school facilities. No permit for the use of a school facility will be granted to any outside group until such time as the annual school activity calendar has been established and approved.</p> <p>B. No permit shall be issued for the Senior High School facilities (except for a School Oriented Program or Municipal Government Agency) while a school program or activity is being conducted at the Senior High School.</p> <p>C. Any application and approval for facility use shall not constitute a landlord-tenant relationship, but shall merely constitute a permit which is revocable for good cause or transfer to another facility when required by a school need.</p> <p>D. Applicants may request a particular facility, and if no school program or activity is being conducted in the facility, the facility shall be reserved for the organization. If, in the opinion of the Board of Education, it is determined that for the safety of the facility or personnel that the program should be moved to another facility, the Board shall attempt to make an alternate facility available from that originally requested.</p> <p>E. Only Board of Education personnel may operate the technical equipment belonging to the School District such as microphones, kitchen equipment, recorders, etc.</p> <p>F. Organizations shall be responsible for the action of its members, invitees, and others using the facilities under their auspices. Abuse of the use permit shall constitute grounds for cancellation of reservations already made and refusal of new reservations.</p> <p>G. All reservations shall be made through the office of the Secretary of the Board, at least two weeks in advance of the proposed use.</p> | <p>H. Any request of less than two weeks may be a basis for administrative rejection as untimely. The Secretary shall clear the availability of the requested facility with the school principal.</p> <p>I. Reservations for other than classrooms will not be accepted beyond a three month period; however, requests beyond that period will be noted in order of receipt, to be considered at a later date. This limitation shall not apply to School Orientated Organizations or Municipal Government Agencies.</p> <p>J. Setting up of equipment (chairs, decorations, etc.) shall be done outside of school hours and must not conflict with school activities or programs.</p> <p>K. Superintendent of Schools, Assistant Superintendent of Schools, Principals and Vice Principals of the facility used, Supervisor of Buildings and Grounds and all Board of Education trustees shall have free access to all facilities are used by non-school organizations.</p> <p>L. Building regulations (safety, health, and use) applicable to any facility shall be adhered to by using organizations.</p> <p>M. Smoking is prohibited on school property. The use and /or possession of any alcohol or illegal substance on school properties are prohibited.</p> <p>N. Organizations shall be responsible for the cost of repairing any damage or defacement of buildings and equipment from misuse by the organizations or its guests.</p> <p>O. No nails, screws, attachments, etc. of any kind are to be applied to walls or woodwork of any school facility.</p> <p>P. Summer Athletic Camps with enrollment of fewer than 80% Ramsey Resident Participants will incur fees and must submit a camp roster with this application.</p> |
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ATHLETIC EVENTS ONLY: In pursuant to the September 1, 2014 passing of Janet's Law, applicant agrees to provide a team coach, or other designated staff member if there is no coach, who is present during the athletic event or team practice, that is trained in cardio-pulmonary resuscitation (CPR) and the use of an AED in accordance with the provisions of State law. APPLICANT MUST INITIAL \_\_\_\_\_

X

SUBMITTED BY	CONTACT PHONE NUMBER	DATE
Received by: _____		

**II - PERMIT FOR USE OF FACILITIES**

<u>ESTIMATED CHARGES*</u>		You must notify:	
		POLICE      FIRE DEPT	
AUDITORIUM	\$ _____	LIGHTS/SOUND SYSTEM	\$ _____
CLASSROOM		CUSTODIAL PERSONNEL	
MUSIC/CHORUS ROOM		OTHER	
GYMNASIUM			
FIELD/TURF		ESTIMATED CHARGES: \$ _____	
FRONT LAWN			

\*At the conclusion of your event you will be invoiced for the actual charges incurred. See RSD Policy 7510 for fee rates.

PERMISSION IS HEREBY GRANTED TO THE ABOVE FOR FACILITIES LISTED UNDER THE STATED PROVISIONS  
**NOT VALID UNLESS SIGNED BY SUPERINTENDENT OR ASS'T SUPERINTENDENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE SUBMIT COMPLETED FORM TO RAMSEY COMMUNITY SCHOOL IN RAMSEY H.S., ATTN: FACILITY DEPT.  
 (PHONE: 201.785.2300 x21881 / FAX: 201.934.8048)**