



Livingston PUBLIC SCHOOLS

Application for Use of School Facility

<u>Name of Organization:</u>	<u>Building Requesting:</u>	<u>Purpose of Use:</u>	<u>Date(s) of Use:</u>
Contact person & Email Address:			
DAY OF EVENT contact person & cell:			
Room Requesting: Auditorium, Cafe, Gym, Classroom(s), if other, specify	<u>Room(s)</u>	<u>Hours of Event</u>	<u>Hours Requesting</u>
	<u># Attending*</u> <i>*Contact the Livingston Fire Dept at 973-992-2373 to determine if a permit is needed.</i>	<u># Tables Needed</u>	<u># Chairs Needed</u>
Is an additional custodian requested for set-up/break-down? An add'l fee will apply:			Yes / No
Do you need a Security Guard? <i>After the event is reviewed, a security person may be required.</i> An add'l fee will apply.			Yes / No
Do you need a sound and lighting technician? An add'l fee will apply. If yes, please specify the technology needs:			Yes / No
Other Requests or Comments: <i>(example: if using a gymnasium, do you need to access the bleachers? Are extra trash or recycling cans needed?)</i>			

It is hereby agreed, that if this application is granted, payment of the rental fee, submission of certificate of insurance, and arrangements for police and fire personnel (if required) must be completed 5 days before the date of use. The renting organization will also assume responsibility for the preservation of order and liability for any damage to, or loss of property that may result from this use; and for the observation of all regulations of the Board of Education (BOE). It is also understood in the case of any emergency, such as a severe snowstorm, when the use of walks, drives, and parking areas may not be available, it is the responsibility of the BOE to determine whether an event should be canceled and if so, this will be done by notifying the renting organization before 1:00 p.m. It is further understood and agreed that the renting organization will follow and adhere to all restrictions and requirements contained in BOE Policy #7510, Use of School Facilities, and will execute a Hold-Harmless Agreement. The renting organization also acknowledges the attached notification of AED locations in each school facility and reference to Policy #5300. The undersigned acknowledges the attached LPS Theatre Usage Requirements addendum.

- Please see attached regarding [Automated External Defibrillator locations](#) and [Theatre Usage requirements](#).
- Please download and complete a [Hold-Harmless Agreement](#) and send it along with this form to:

Nancy Held, Facilities Use Coordinator
Livingston Public Schools, 11 Foxcroft Drive, Livingston, NJ 07039
or email it to nheld@livingston.org