



**Application for Use of School Facility**

**Facility Information** *(Please check which building you are requesting to use.)*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Burnet Hill Elementary School | <input type="checkbox"/> Collins Elementary School      | <input type="checkbox"/> Harrison Elementary School   |
| <input type="checkbox"/> Hillside Elementary School    | <input type="checkbox"/> Mt. Pleasant Elementary School | <input type="checkbox"/> Riker Hill Elementary School |
| <input type="checkbox"/> Mt. Pleasant Middle School    | <input type="checkbox"/> Heritage Middle School         | <input type="checkbox"/> Livingston High School       |

Purpose of Use: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Hours of Use: \_\_\_\_\_  
*(i.e. 9:00 a.m. to 11:00 a.m.)*

# Attending: \* \_\_\_\_\_

Type of Room:  Auditorium  Gymnasium  Cafeteria  
 Classroom(s) Other, please specify: \_\_\_\_\_

**After the details of the event are reviewed by Livingston Public Schools, you may be required to have security personnel onsite for your event. An additional charge for security would be at your expense.**

**\*A permit may be required based on the number of people attending your event. Please contact the Livingston Fire Department at 973-992-2373 to determine if a permit is needed.**

**PLEASE SEE ATTACHED REGARDING AUTOMATED EXTERNAL DEFIBRILLATOR LOCATIONS AND THEATRE USAGE REQUIREMENTS.**

**Additional Resources/Services**

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

Will you need a classroom to serve as a coat or dressing room?  Yes  No  
 Will you need sound and lighting technicians? (Additional Fee)  Yes  No

Other Requests or Comments: \_\_\_\_\_

**It is hereby agreed, if this application is granted, payment of rental fee, submission of certificate of insurance, and arrangements for police and fire personnel (if required) must be completed 5 days prior to date of use.** The undersigned 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 severe snow storm, when use of walks, drives and parking areas may not be available, it is the responsibility of the BOE to determine whether or not an event should be cancelled and if so, this will be done by notifying the renting organization prior to 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 undersigned also acknowledges attached notification of AED locations in each school facility and reference to Policy #5300. The undersigned acknowledges attached LPS Theatre Usage Requirements addendum.

Organization Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name of Executive Officer: \_\_\_\_\_

Please download and complete a **Hold-Harmless Agreement** and send it along with this form to:

School Business Administrator/Board Secretary  
 Livingston Board of Education  
 11 Foxcroft Drive, Livingston, NJ 07039