



Livingston PUBLIC SCHOOLS

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.

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.

Organization Information

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

LIVINGSTON BOARD OF EDUCATION
Livingston, New Jersey

Office of the Board Secretary

HOLD-HARMLESS AGREEMENT

This form must be completed by all groups or individuals using Livingston Board of Education building and/or grounds facilities. Approval for use of same shall not be considered approved until this form has been completed and returned to the Livingston Board of Education.

_____ shall indemnify, hold free
(name of individual, organization or group)
and harmless, assume liability for, and defend the Livingston Board of Education, its chartered affiliates, agents, servants, employees, administrators, and Board Members from any and all costs and expenses, including but not limited to attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums which the Livingston Board of Education, its chartered affiliates, agents, servants, employees, administrators, and Board members may pay or become obligated to pay on account of any, all and every demand for, claim or assertion of liability or any claim or action founded thereon, arising or alleged to have arisen out of _____
(name of individual, organization or group)
use of real or personal property belonging to the Livingston Board of Education, its chartered affiliates, agents, servants, employees, administrators and Board Members, or by any action or omission by _____
(name of individual, organization or group)
use of real or personal property belonging to the Livingston Board of Education, its chartered affiliates, agents, servants, employees, administrators and Board Members, or by any action or omission by _____
(name of individual, organization or group)
its members, agents, servants, employees, administrators, or Board members.

Individual, Organization or Group

Head of Organization/Group or Responsible Officer

Signature

Date



Locations of Automated External Defibrillators within our schools

<p>BURNET HILL:</p> <p>*Main, front entrance hallway on left next to stage door</p>	<p>COLLINS:</p> <p>*Main corridor intersection across from Old Gym-above the water fountain</p>	<p>HARRISON:</p> <p>*First floor main entrance hallway – across from main office</p> <p>*Vestibule entrance area. across from New Gym</p>
<p>HILLSIDE:</p> <p>*Main hallway across from display case near main office</p>	<p>MT. PLEASANT ELEMENTARY:</p> <p>*Main entrance hallway between nurses office and small classroom</p>	<p>RIKER HILL:</p> <p>*Main entrance next to entrance to gym</p>
<p>Mt. PLEASANT MIDDLE:</p> <p>*First floor main entrance foyer, across from main office</p> <p>*Second floor between rooms #205 & #206</p> <p>* First floor, Girls’ locker room inside exit foyer</p>	<p>HERITAGE:</p> <p>*Upper floor hallway A near exit to front stairwell adjacent to room #301</p> <p>*Main floor main hallway to the left between the Media Center and Cafeteria Door</p> <p>*Main Floor near stairwell door facing room #101</p> <p>Ground Floor in exit vestibule of Main Gym and Aux Gym on Girls Locker room side.</p>	<p>LIVINGSTON HIGH SCHOOL:</p> <p>*Main Building-First floor main entrance hallway across from main office</p> <p>*First floor main building B Hall near Auxiliary Gym</p> <p>*Second floor science building entrance hall near Janitors Closet</p> <p>*Second floor main building B Hall near CIP office</p> <p>*First floor-Fitness and Wellness Center-Foyer near Athletic Director’s office</p>

***CALL 911 in all emergencies.**

*Livingston Public Schools in compliance with Janet’s Law has revised/adopted Policy #5300 - Automated External Defibrillator (AED) program for the District.

*AEDs are located in each school. While not required by law, AEDs are available for public use during scheduled events in our school buildings.

*Please familiarize yourself with the locations and use of the AEDs within each school.

*In accordance with Policy #5300 a public school district and its employees shall be immune from civil liability in the acquisition and use of AED’s pursuant to the provisions of N.J.S.A. 2A:62A-27.



Locations of Automated External Defibrillators within our schools

Additional Special Assignment AEDs in Livingston High School:

1. LHS/Athletic Trainer's Office-Ehrenfeld
2. LHS/Athletic Trainer's Office – Redden
3. LHS/Tennis Court Storage Box
4. LHS/Track Team Coaches
5. LHS/FLEX AED for all sports or events without known AED on site – AD site