

Board of Education
Parsippany-Troy Hills Township
Morris County, New Jersey

*PO Box 52
Parsippany, NJ 07054*

*Telephone: (973) 263-7200 ext. 7220
Fax: (973) 263-7241*

Your application for the use of school district facilities will be approved after submission of the necessary Use of Facilities and/or Kitchen Applications to the school requested. A listing of our schools, their addresses and telephone numbers is available on our website at www.pthsd.k12.nj.us. By submitting the Application for Use of Facilities you are agreeing to the following requirements as well as the attached Board of Education Regulation #R7510 with respect to Use of School Facilities.

An estimation of rental fees and/or personnel charges will be provided with the approved permit and must be paid at least 2 weeks before the date of the event.

Insurance Requirements

Approval is also contingent upon the receipt of a Certificate of Insurance providing liability limits of at least \$1,000,000.00 for bodily injury and property damage and indicating the existence of contractual liability. The Parsippany-Troy Hills Board of Education must be named on said certificate as an additional insured.

In addition, you must submit satisfactory evidence that your insurance coverage includes the indemnification agreement set forth in the Board Rules and Regulations concerning use of School Facilities as stated below:

“The lessee shall indemnify the Board of Education and save it harmless from and against all losses, damages, liability and expenses including attorney’s fees, arising out of any claim or demand or any proceeding or action to enforce any claim or demand, by any person, for personal injury or property damage resulting from or arising out of the use of the land and buildings of the Board of Education in connection with the performance of or furtherance of this agreement by the lessee, whether or not due to the carelessness, negligence or improper conduct of the lessee, its employees, agents or guests.”

Fire Prevention Permit

The Parsippany-Troy Hills Township Schools must comply with the Uniform Fire Code as stated below. Therefore if your application for Use of School Facilities is approved, you must contact the Township of Parsippany-Troy Hills Fire Prevention for a permit. Any organization found within the building without a permit, will be fined.

Under the Uniform Fire Code, 5:70-2.7, "permits shall be required and obtained from the local enforcing agency..."

A Permit Application may be obtained online at www.parsippany.net under Municipal Operations under Fire Prevention or by contacting the Fire Prevention Bureau Monday through Friday from 9:00 A.M. to 5:00 P.M.

Telephone: 973-263-7166

Fax: 973-334-0307

Physical Address:

Community Center
1130 Knoll Road

Mailing Address:

1001 Parsippany Blvd.
Parsippany, NJ 07054
Attn: Parsippany Fire Prevention Bureau

Health Department Permit

Food being served at an event in any of the Parsippany- Troy Hills Board of Education's facilities may require a permit from the Parsippany-Troy Hills Department of Health. Contact the Department of Health at 973-263-7160 for further information and application instructions.

REGULATION

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY
R 7510/page 1 of 4
Use of School Facilities

R 7510 USE OF SCHOOL FACILITIES

COMMUNITY RELATIONS

General Statement

School buildings, other facilities, and equipment are constructed, purchased, and maintained by the Board at public expense for the primary purpose of educating the school-age children of Parsippany-Troy Hills. The non-school use of the school facilities may be permitted in accordance with the following policy, as long as such use does not hamper or interfere with the proper maintenance and conduct of school functions.

Determination of the after-school use of buildings, facilities and equipment is vested in the Board.

The Superintendent and/or Secretary shall administer the Board's rules and regulations concerning use of school facilities and shall control the assignment of such facilities to requesting organizations.

School functions and regularly scheduled extra-curricular activities shall have priority over any and all non-school uses.

Procedures, Rules and Regulations for Community use of School Facilities

The School Business Administrator shall coordinate the scheduling of the use of school facilities, shall issue all permits related to use of facilities by the community and shall maintain a calendar of approved activities.

The Board of Education shall review and pass upon community use of school facilities. The Board expressly reserves the right to reject any application, to revise the rules, regulations and rental charges at any time, and to revoke permission for use previously granted.

All organizations shall schedule their facilities one month in advance of the planned date of use through the building principal. A calendar of scheduled events and facilities shall be submitted to the School Business Administrator by the building principal monthly.

All organizations must complete an application form before Board action on approval can be initiated. A deposit for use of the facility may be required according to current rates. The individual completing the application will be responsible to the Board for any problems arising from the group's use of school facilities.



REGULATION

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY
R 7510/page 2 of 4
Use of School Facilities

Organizations desiring to rent facilities on a regular scheduled basis for extended periods shall have their rental fees determined at the time the rental agreement is prepared.

All organizations shall be assigned at least one school custodian who is an employee of the Board of Education to any activity requiring the use of an auditorium, gymnasium, locker room, cafeteria, kitchen or classroom. The custodian shall be present one-half hour prior to the beginning of the activity. The same shall apply to any rehearsal or breakdown time necessary in connection with the activity. The attending custodian's function in all cases shall be to supervise the use of Board facilities, clean following the activity and secure the building.

The Board of Education reserves the right to determine the number of school personnel who shall be on duty for any given activity. The Board may also require special police to be on duty, which the sponsoring organization shall employ. The organization using the schools must contact police and fire departments to determine the requirements of each department in connection with the rental.

All organizations must conclude their evening activities and be out of the building by 10:30 p.m. unless special permission is granted on the permit. All school property is rented conditionally upon the good behavior of the sponsoring organization and if any rules or regulations are broken or property damaged through carelessness or neglect, future applications for rental may be rejected. The lessee will be responsible for the preservation of order and will be liable for any damages to or loss of Board property that may result from said use.

The sponsor is responsible for supplying all equipment and all necessary personnel except as specifically listed on permit.

Permit holders shall confer with the School Business Administrator to obtain permission to bring materials to rented space. The Board of Education assumes no liability for damage to properties of others. Storage arrangements must be made with the school officials.

Permission to serve food or refreshments is limited to that specified on the permit and shall be limited to the area designated by the school officials.

The seating capacity of the high school auditoriums shall be posted and in no case may it be exceeded.

No vendors shall be permitted on school property unless specified and approved on the permit. Any vendors not listed on the application for use of facilities shall not be permitted on any school site. The decision of the facility manager designated for a particular event shall be final.



REGULATION

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY
R 7510/Page 3 of 4
Use of School Facilities

Any use of food preparation equipment, kitchen equipment or facilities, or school-owned audio visual or electronic equipment must be requested in writing on the application and approved prior to the event.

No alcoholic beverages or drugs shall be brought to or served on Board of Education property. Smoking is prohibited on school property.

All requests for use of school facilities should be made as far in advance as possible.

School functions, whether regularly scheduled or because of rescheduling, shall have priority. When they conflict with previously assigned non-school uses sponsors shall be informed of this provision.

The Board of Education or its agents shall have no responsibility, expressed or implied, for inconveniences, loss or damage resulting from any form of schedule conflict in the assignment or rental of school facilities.

The Board of Education requires sponsoring organizations to submit proof of sufficient public liability insurance coverage, and must name the Parsippany-Troy Hills Board of Education as an additional insured.

The following clause is a part of this application/permit:

"The lessee shall indemnify the Board of Education and save it harmless from and against all losses, damages, liability and expenses including attorney's fees arising out of any claim or demand or any proceeding or action to enforce any claim or demand, by any person, for personal injury or property damage resulting from or arising out of the use of the land and buildings of the Board of Education in connection with the performance of or furtherance of this agreement by the lessee, whether or not due to the carelessness, negligence or improper conduct of the lessee, its employees, agents or guests."

No grant of permission to use school property shall carry with it any right to exclude members of the school administration or the Board of Education or its representatives from the property. Any member of the Board or any of its representatives shall have full and free access at all times to any part of the building or grounds.

Any request for use of school facilities which in the opinion of the Superintendent or School Business Administrator is unusual shall be brought to the Board for a ruling.



REGULATION

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY
R 7510/Page 4 of 4
Use of School Facilities

Permission for use of a specific facility within a building confers no privileges with reference to any other part of the building.

There must be suitable and adequate adult supervision of all activities while on school premises.

Direct payments are not to be made to any employee, including gratuities of any kind. All charges for rentals are invoiced through the Business Office and are payable to: Parsippany-Troy Hills Board of Education.

Issued: 8 January 2009



PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS
Application for Use of Facilities

Date _____

1. Name of Organization _____

2. Contact Person (Person responsible for making all necessary arrangements and who will sign this application).

Address _____

City, State, Zip Code _____

Telephone Number _____ Fax Number _____

3. Name of School _____

Auditorium _____ Gymnasium _____ Cafeteria _____ Classroom(s)* _____

Dressing Rooms _____ Aux. Gymnasium _____ Kitchen* _____ Media Center* _____

Ticket Booth _____ Locker Rooms _____ Athletic Fields _____

*Requires additional application/agreement form Food Will Be Sold/Served: yes no

4. Purpose for which facilities are requested _____

5. Date(s) of Use (Include all rehearsals and set-up times, if any)

<u>Day of Week</u>	<u>Date</u>	<u>Time</u>	<u>No. of People Attending</u>
_____	_____	From _____ To _____	_____
_____	_____	From _____ To _____	_____
_____	_____	From _____ To _____	_____

6. School equipment requested (Please indicate number needed)

Folding chairs _____ Tables _____ Choral Risers _____ Music Stands _____ Piano _____

Microphones _____ Projectors _____ Screen _____ Bank Lighting _____ Orch Downs _____

Lekos Spots _____ Follow Spots _____ Fresnels _____

7. Fee/Admission to be charged _____ Disposition of Proceeds _____

This is an application only. Please complete and return original to the school office. A permit for use of school facilities will be issued following Board approval. No reservation is confirmed nor application valid until the organization/individual has received this contract signed by the Parsippany-Troy Hills School District Business Office.

I have read the rules and regulations of the Parsippany-Troy Hills School District and hereby agree to abide by and enforce them. I further agree to indemnify and save the Parsippany-Troy Hills School District harmless from any and all losses and expenses arising out of personal injury, including death or damage to property and including legal fees arising out of the above activity. **Parsippany-Troy Hills School District shall be provided with a Certificate of Insurance naming it as additional insured on our General Liability Policy and coverage will respond on a primary basis.**

 Signature of Sponsor Date _____

Approved by: _____ Estimated Custodial Hours Required: _____
 (School Administrator) (Date)

CENTRAL OFFICE USE ONLY

Personnel Required: _____
 Police Required: _____ Fire Permit Required: _____ Health Dept. Permit Required: _____ Insurance Certificate Filed: _____

Approved by: _____ Date: _____ Estimate No.: _____
 Mark Resnick, Interim Business Administrator

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

CLASSROOM/MEDIA CENTER USE AGREEMENT

The Parsippany-Troy Hills School District has a strict ban on the use of permanent markers in its buildings due to the damage they cause to white and smart boards.

_____ (name of organization) does hereby agree to comply with the District's ban by agreeing not to use or bring any permanent markers of any kind into any classroom or media center in the Parsippany-Troy Hills School District.

We agree that our organization will be held financially responsible for damage to any white board or smart board in a classroom or media center being used by our organization.

Name of Organization: _____

By _____ Date _____

Accepted: Parsippany-Troy Hills School District

By _____
Building Principal

PARSIPPANY TROY-HILLS TOWNSHIP SCHOOLS

REQUEST FOR USE OF KITCHEN FACILITIES

Please complete and return to school administrator along with completed Application for Use of Facilities

Organization Name: _____
Contact Person: _____ Telephone: _____
School Name: _____
Date(s) and Time of Use: _____

The following equipment is available for use. Please check the equipment you wish to use. A general worker is required on the premises if you desire to use the following:

STOVE _____ COFFEE POT _____ OVEN _____
KETTLE _____ REFRIGERATOR _____
STEAM TABLES _____ HOW MANY _____
POTS & PANS _____ HOW MANY _____
UTENSILS _____ PLEASE INDICATE TYPE & NUMBER REQUIRED _____

The following equipment requires special knowledge and training to operate. A cook is required on the premises if you desire to use the following:

FRYERS _____ (group must supply their own oil & clean fryer after use)
GRILL _____
SLICER _____ BUFFALO CHOPPER _____

If approval is received, it is MANDATORY that the contact person for your organization speak with the Food Service Director, Donna Devany, before the date of the event.

The organization is responsible for supplying their own cleaning supplies and any necessary locks for the refrigerator they may need.

POMPTONIAN OFFICE USE ONLY

Personnel Required: _____

Approved by: _____ Date: _____
Donna Devany, Food Service Director