



**CLARK PUBLIC SCHOOLS**

365 Westfield Avenue

Clark, NJ 07066

**APPLICATION FOR USE OF BUILDINGS AND GROUNDS**

Name of Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Name of Person Filing: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

Telephone No. of Person Filing: \_\_\_\_\_

Requested Location (choose ONE):      ALJ      CHK      FKH      VRS

Requested Room(s) and space desired: (ex: auditorium, gym, classroom, fields, cafeteria, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Specific Date(s) desired: \_\_\_\_\_

\_\_\_\_\_

Specific Times and Hours desired: \_\_\_\_\_

This application is made for the purpose of \_\_\_\_\_

\_\_\_\_\_

for which an admission charge of \_\_\_\_\_ per person will be made. The funds obtained

will be used for the following purposes: \_\_\_\_\_

\_\_\_\_\_

List any equipment requested: \_\_\_\_\_

List type of food or beverage to be sold (if none, so state): \_\_\_\_\_

\_\_\_\_\_

*NOTE: Food and beverages are not permitted in auditoriums or gymnasiums*

List estimated attendance: \_\_\_\_\_

*NOTE: For events with attendance greater than 100 people the Fire Marshall must be notified. A Fire Marshall may be required and the cost must be paid by the applicant.*

**ORGANIZATIONAL STATEMENT OF ASSURANCE:**

Please check the box below to ensure that your organization has the following certifications and equipment on site for ALL events held at requested sites. The following certifications and equipment is necessary: 1. NFHS Concussion Course Certifications 2. CPR & AED Certifications. 3. AED availability on site for ALL events to be provided by specific organization using facility.

Yes, Our Organization is compliant in regards to the above items.

**INSURANCE REQUIREMENTS:**

If you are NOT a school-sponsored group, you must submit a current and valid Certificate of Insurance (COI) naming the Clark BOE as an additional insured with the following limits of liability:

\$1,000,000 Bodily Insurance per occurrence                      \$250,000 Property Damage per occurrence  
\$10,000 Medical Expense per person                              \$2,000,000 General Aggregate

The COI must accompany the application or your application will not be processed.

If this application is approved, the undersigned individual and the organization which he/she represents as agent hereby agrees to indemnify and hold harmless the Clark BOE for any and all costs and expenses, including but not limited to, attorney’s fees, reasonable investigative and discovery costs, court costs and all other sums which the Clark BOE may pay or become obligated to pay on account of any, all and every demand for liability, or any claim or action founded thereon, arising or alleged to have arisen out of the Applicants use of real or personal property belonging to the Clark BOE. The Applicant must take full responsibility for the proper observance of the regulations stipulated which are located on the Clark BOE website under “Use of Facilities Guidelines”.

The applicant acknowledges that he/she has carefully read the rules and regulations for the use of school buildings and grounds and hereby agrees to be bound by each and every rule, regulation and restriction contained therein. Furthermore he/she agrees to cancel use of athletic fields, tennis courts or track during rain, snow, wet weather or when fields or track are wet due recent rainy periods and are dangerous to use or will cause damage to the facility.

**IMPORTANT INFORMATION REGARDING USE OF BUILDINGS & GROUNDS:**

- Security cameras are located throughout the school buildings/grounds. However, they are not continuously monitored for individuals’ safety.
- No one shall remove the bar from ALJ door #2 or ALJ door #3 when bringing items in or out of ALJ. Other doors are permissible. The doors are clearly marked.
- Smoking is not permitted anywhere on school grounds.
- In case of inclement weather, please go to [www.clarkschools.org](http://www.clarkschools.org) for information on site closures.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO CLARK RECREATION APPLICANTS:**

All applicants from Clark Recreation must have the signature of the Director of Clark Recreation prior to submission to the Clark Board of Education.

Director of Clark Recreation Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT NOTE TO ALL APPLICANTS:**

All submitted applications will be reviewed for approval or disapproval. After review you will receive either an approved application OR a disapproval notice via email. **DO NOT ASSUME** you are approved simply by submitting an application. If approved, please be sure to bring the approved application to your event. All aspects of this application including dates and locations are subject to change at the Board’s discretion.

**SIGNATURES - FOR OFFICE USE ONLY:**

Building Principal: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Athletic Director (for ALJ events only): \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Media Specialist (for ALJ events only): \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Business Administrator: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_