



LESTER C. NOECKER SCHOOL

ROSELAND SCHOOL DISTRICT

FACILITY USE APPLICATION FOR LARGER EVENTS (75+ PEOPLE)

Peanut and Tree Nut Free Environment

Organization: _____

Date of Event: _____

Purpose: _____

Set up time: _____

Location of Event: _____

Start Time of Event: _____

Number of People Expected: _____

End time of Event: _____

Name of Chairpersons for this event with contact information:

1. Name: _____
E-mail: _____

Phone: _____

2. Name: _____
E-mail: _____

Phone: _____

Admission Charge _____

Funds obtained are to be used for the following purpose(s) _____

The _____ ("Applicant")
(Name of organization applying)

shall assume full responsibility for the preservation of order and shall assume liability for any and all damage and/or loss of property during his occupancy. Applicant shall indemnify and save harmless the Roseland Board of Education against and from all costs, expenses, liabilities, losses, damages and claims arising out of any accident, injury or damage that may happen during and in connection with Applicant's occupancy. In addition, applicant shall be responsible for the observation of all regulations of the Roseland Board of Education.

Please note: The Sierchio Gymnasium is not available until 6:15 p.m. each weeknight.

Set Up Needed for Event

- We have listed below door/hall monitors for this event. It is understood the people listed below are solely here for this purpose and should be at their designated posts throughout the entire event.

Name of Door Monitors with contact information:

1. Name: _____ Phone: _____
E-mail: _____
2. Name: _____ Phone: _____
E-mail: _____
3. Name: _____ Phone: _____
E-mail: _____
4. Name: _____ Phone: _____
E-mail: _____
5. Name: _____ Phone: _____
E-mail: _____

Equipment Set Up

| | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Tables How many? | <input type="checkbox"/> Chairs? How many? | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Garbage Cans How many? | <input type="checkbox"/> Laptop | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Other: | | |

Special Instructions:

Food/Beverages at Event

The Lester C. Noecker School is a peanut/tree nut free environment. If Lester C. Noecker students are attending please be mindful of the food being served. **Please list below food/beverages being served if any:**

| | |
|--|--|
| | |
| | |

Food/Beverage stands shall be located away from entrances and exits, not impeding proper egress in case of emergency.

For an event as large as this being held at the Lester C. Noecker School, we require the following:

- The Roseland Police Department and the Roseland First Aid Squad be contacted so that they are on notice of this large event.
- You have present at the event a first aid kit and claim a designated spot for it at the event.
- You inform attendees to carpool and to park only in designated parking spots. They should not be parking in fire lanes or near hydrants.
- A re-entry system, to and from event. (example: a hand stamp)
- A count of attendees as there is a room capacity. If capacity is reached, we cannot accommodate the application and people will be turned away. To avoid this we strongly suggest an attendees list be brought with you and that walk-ins not be accommodated. We have chosen to use the following to monitor capacity:
 - Signed attendee list
 - Clicker counter
 - Tickets
 - Other: Please describe (requires pre-approval of district)
- No alcohol or drugs on school premises.
- To detract from theft and other issues, the district recommends no cash be exchanged at event or proper measures be undertaken to provide safe and secure environment. (example: 2 persons collecting together with tracking process, secure cash box affirmed to non-movable structure, etc.)
- Chairpersons, monitors, and other staff park in back lot.
- Strict adherence to maximum capacity limits must be maintained, therefore please review and check applicable box.
- Capacity Limit/Maximum Attendees Including Staff

| | | | | | |
|--------------------|----------|---------|--|---------------------|------|
| | | | | | |
| Sierchio Gymnasium | Complete | Divided | | Multi-Purpose Room* | |
| Standing | 1500 | 750 | | Standing | 1106 |
| Tables/Chairs | 500 | 250 | | Tables/Chairs | 369 |
| | | | | Stage | 141 |

****The Multi-Purpose Room is available to Class I users only***

APPLICANT RESPONSIBILITY

Any Applicant when initially (each year) requesting the use of the facilities of the school shall provide the Board of Education with an outline for the purposes of his organization, the nature of the activities to be conducted, and a certificate of liability insurance.

In the case of any public-participation meeting, not sponsored by the Board of Education, Applicant shall announce at the outset of such meeting that any views or opinions offered are in no way to be construed as being those of the Roseland Board of Education.

With the submission of this application it is understood that the representative of the applying agency agrees to comply with the rules and regulations set forth herein.

I am aware that the Roseland Board of Education Policy 7510 & Regulation 7510- Use of the School Facilities and Grounds, Policy 2431.4 & Regulation 2431.4- Prevention and Treatment of Sports-Related Concussions and Head Injuries are located on our website. I acknowledge that I have reviewed these documents.

| | |
|--|-------------|
| Applicant Name: | |
| Organization Represented: | |
| Street Address: | |
| City, State, Zip Code: | |
| Home Phone: | Cell Phone: |
| E-mail: | |
| Name of person supervising on site: | |
| Phone Number: | |
| Name of backup person supervising on site: | |
| Phone Number: | |
| Applicant Signature: | |

| Facility Use Fee Schedule | | |
|--|--|---|
| Sierchio Gymnasium | Multi-Purpose Room | Fields & Grounds |
| Daily Rate (2 hours or more) \$500.00 Half Day Rate (less than 2 hrs) \$250.00 Weekly Rate \$1,000.00 | Daily Rate (2 hours or more) \$400.00 Half Day Rate (less than 2hrs) \$200.00 Weekly Rate \$1,600.00 | Daily Rate (4 hours or more) \$200.00 Half Day Rate (less than 4 hrs) \$100.00 |
| Classroom | Media Center | Custodial |
| Daily Rate (2 hours or more) \$200.00 Half Day Rate (less than 2hrs) \$100.00 | Daily Rate (2 hours or more) \$200.00 Half Day Rate (less than 2 hrs) \$100.00 | Mondays- Saturdays \$55.00 per hr. Sundays & Holidays \$110.00 per hr. |
| At the boards discretion an additional fee may be charged for setup, breakdown, and cleanup. You will be notified of such upon review of your application. | | |

| Classification of Users |
|--|
| Organizations and individuals using school facilities will be Classified a Class I, II or III. |
| <p>Class I Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a usage fee or charge for custodial services or service costs (fuel, water, and electricity). Class I users and groups are directly and indirectly related to the schools or the operations of the schools, including student and teacher groups, the Board of Education, the Home School Association, and other school-parent organizations.</p> |
| <p>Class II (custodial/service costs) Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee, but will be charged custodial and service costs. Departments and agencies of the municipal government, government agencies, and nonprofit community organizations formed for charitable, civic, social, or educational purposes are considered Class II users.</p> <p>To be eligible for Class II, applicants must be Roseland residents with significant involvement in the applying organization.</p> |
| <p>Class III Class III users will be given the lowest priority for the use of school facilities and may use school district facilities only upon payment of a use fee and charges for custodial and services. For profit community organizations formed for charitable, civic, social, or educational purposes are considered Class III users.</p> <p>To be eligible for Class III, applicants must be Roseland residents with significant involvement in the applying organization.</p> |
| Class I, II, or III users may have the ability to enter into a separate school facility use contract with the Board of Education for the use of facilities outside the parameters enumerated herein. |

REGULATIONS

1. The Supervisor of program must be responsible for arranging dismissal and pick up procedures. The supervisor's cell phone number must be provided to all parties involved in said program. Where applicable, there is no one in the school to answer the door for outside programs. For security reasons our doors must remain locked at all times!
2. Activities facilities are intended for educational purposes; they may be used for other purposes only when such usage will not interfere with the established educational program.
3. No admission to the school building will be granted for the arrangement of the space applied for, during school hours or student activities, unless previously approved by the building principal.
4. Applications are to be completed and filed at the Board of Education office at least two months prior to the event. The Board of Education Office will inform Applicant of the decision.
5. The use of any school supplies or equipment will not be permitted unless specifically approved by the principal.
6. Normal usage of activities facilities is limited to five hours. Evening programs must terminate at 9:30 p.m., unless authorization is granted by the Board of Education to continue beyond this hour.
7. Pianos are not to be moved from their positions without the written permission of the building principal and then only by competent and experienced commercial moving contractors approved by the Board of Education. The expense of any such moving is to be borne by the Applicant; if a piano is moved, it must be returned to its original location, with the same care, and at the expense of the Applicant.
8. No alcoholic beverages are to be brought to or consumed on school property. This includes the land owned by the Board of Education on Harrison Avenue.
9. Smoking is not permitted in the school or on school property.
10. The Board of Education, or its representatives, shall have free access to all areas at all times.
11. The Applicant shall be solely responsible for the reimbursement of employees for services rendered in connection with the use of school facilities.
12. Those in charge of the event must be familiar with fire evacuation procedures and alert groups to such procedure at the commencement of activities. (All rooms have evacuation routes posted by doors)
13. No food or beverages will be permitted in the new gym under any circumstances. Food will be permitted in the Multi-Purpose Room only if coordinated with our Food Service Provider. An employee from the provider must be on site at the time of event and must be compensated by the Applicant.

INSURANCE AND LIABILITY

Each Applicant will be responsible for its own insurance protection or supplemental protection for the activity to be carried on school premises or land owned by the Board of Education. Applicant shall supply certificate of insurance naming the Roseland Board of Education as additional insured. The minimum coverage is \$1,000,000 liability and \$1,000,000 property.

1. The Board of Education assumes no responsibility for any property of any description brought into the building or on the school grounds by the Applicant and/or his guests or patrons.
2. Applicant shall be required to pay for any damage or loss of school property and any breakage or defacement of school property or equipment.
3. Certain school equipment, such as sound equipment, projection equipment, etc. may be used upon application to the Board of Education.
4. Upon approval of facility application, applicant must supply the certificate of insurance no later than one week before the approved event.

I hereby certify that I understand all foregoing regulations, and that the organization which I represent shall observe and enforce these regulations.

Signature of Applicant

Date

Availability confirmed:

Robi Dallow, Assistant to the Principal

Date

Thomas August, Supervisor of Buildings and Grounds

Date

Raul Sandoval, Principal

Date

cc: Custodial File
Main Office
Board Office File Copy

Revised: December 2020

Amendment for Class II Users

Consistent with Subsection C. 9 of Regulation 7510R, the Board reserves the right to withdraw permission to use school facilities after permission has been granted and may deny future applications submitted by any organization that has failed to comply with the rules established to use school facilities, including, but not limited to, the health and safety measures set forth in Policy 1648.11 and The Road Forward.

All Class II users who will be utilizing the gym for youth athletics will be responsible for ensuring that all non-participants, including spectators, will properly wear face coverings at all times. An initial failure to strictly comply with the health and safety measures set forth will result in athletic contests being played without spectators. Any subsequent violation of the health and safety measure set forth may result in the Board withdrawing the permission for the organization to use school facilities after permission has been granted and may result in the denial of future applications submitted by that organization.