



---

# LESTER C. NOECKER SCHOOL

## ROSELAND SCHOOL DISTRICT

---

### FACILITY USE APPLICATION

Peanut and Tree Nut Free Environment

The undersigned hereby makes application for use of the

Multi-Purpose Room \*    Media Center \*    Sierchio Gym    Other \_\_\_\_\_

\* The Multi-Purpose Room and Media Center are available for Class I users only.

Date(s) Requested: \_\_\_\_\_

**(Should you be requesting numerous dates, please use the enclosed List of Dates form included in packet)**

Purpose of Event: \_\_\_\_\_

Hours\* of use from: \_\_\_\_\_ to \_\_\_\_\_

This should include your time for setting up and breaking down your event.

\*The Sierchio Gymnasium is not available until **6:15 p.m.** each weekday.

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.

## Set Up Needed for Event

Please specify below the need of any set up information needed for the approved usage.

- Number of people attending event \_\_\_\_\_
  Chairs - How many? \_\_\_\_\_
  Tables - How many? \_\_\_\_\_  
 Food/Beverages being served (no alcohol) , if yes, please provide a list and note we are a peanut and tree nut free environment. Any other special instructions: \_\_\_\_\_

*You are responsible for making your own arrangements for any preparation prior to and after event. (ie: deliveries, pickups, etc.)*

### 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 board's 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.

**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.

**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.

To be eligible for Class II, applicants must be Roseland residents with significant involvement in the applying organization.

**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.

To be eligible for Class III, applicants must be Roseland residents with significant involvement in the applying organization.

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.

**IMPORTANT NOTE:**

- For security reasons all school doors are locked at all times.
- You are responsible for having a person available to monitor the door during your event.
- Doors are to never be propped open for any reason.

Please list the door monitor(s) you've assigned to doors for your event

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**FACILITY USE LIST OF DATES**

APPLICANT: \_\_\_\_\_

You only need to use this form if you are requesting multiple dates. Should you need additional space, this form can be copied.

<b>For Use by</b> <b>(Organization name)</b>	<b>Date</b>	<b>Times</b> <b>From - To</b>	<b>Area Needed</b> e.g. Sierchio Gym, Multi-Purpose Room	<b>Office Use Only</b>

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 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:	

## REGULATIONS

---

1. The program supervisor 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 the 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. Applicants shall supply a 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 to 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.***