

CEDAR GROVE BOARD OF EDUCATION
520 Pompton Ave., Cedar Grove, New Jersey 07009
Application for use of Cedar Grove Fields and Facilities

Permits for BOE fields and facilities are to be filed with the Central Board Office, 520 Pompton Ave., Cedar Grove, NJ 07009. It is understood that any school activity will take precedence over the use of the facility by an outside organization. The Board of Education reserves the right to deny an application and to withdraw permission after approval has been given and after the use has commenced. Please fill out and submit all parts of the application to the Cedar Grove Central Board Office, 520 Pompton Ave., Cedar Grove, NJ 07009.

Date of Application: _____

Name of Organization: _____

Name of Applicant: _____

Address of Organization: _____

Phone # of Applicant: _____

Email of Applicant: _____

Building Requested: _____ **Room Facility:** _____

Field Requested: _____ (See field location pictures on website. Use the appropriate letter and numbers to indicate field.)

Date Range: _____

Days of Week: _____

Hours: _____

Description of Event: _____

of Participants: _____ **Age of Participants:** _____

Will you be using any equipment? If yes, what? _____

Will you be selling foods or goods? If yes, where? _____

Signature of Applicant: _____

By signing this application I agree that I have received notice and comply with all Cedar Grove Board of Education policies listed below. Approval of the application is limited to the facilities dates and times listed on the application. Permission is not transferable.

Permit **Approved** _____ **Denied** _____
The Board of Education, Cedar Grove, NJ 07009

By: _____
Business Administrator

Attachments:
Policy: 2431.4 Concussion Testing and Return to Play
Policy: 7434 Smoking on School Ground
Policy: 7435 Alcoholic Beverages on School Premises

Policy: 5530 Substance Abuse
Policy: 7510 Use of School Facilities
Policy: 7520 Loan of School Equipment

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IDEMNIFICATION AND INSURANCE REQUIRMENTS

- A. The **Cedar Grove Board of Education**, herein after referred to as the Lessor does not assume and, in fact, disclaims, any liability for personal injuries or death of persons including, but not limited to volunteer workers or vendors assisting in any manner in connection with the use of the premises, or any employee of the **Lessee** (and all organizations included in Groups I, II, III, IV, and V as outlined in Board Policy #7510 and herein after referred to as the "**Lessee**) or any other persons, and also for any property damage. The **Lessee**, agrees to indemnify, defend and hold harmless, and waive subrogation against the **Lessor** and its directors, officers, agents and employees from and against all claim, liabilities, losses, damages, expenses, accidents and occurrences (including all attorney's fees and other costs of investigating and defending against such claims, liabilities, losses, damages, expenses, accidents or occurrences) arising out of, relating to, or in connection with, all activities in connection with the use of the premises.
- B. The **Lessee** shall provide the **Lessor** with a Certificate of Insurance evidencing insurance coverage's written with an Insurance Carrier with an A.M. Best rating of no less that "A", providing for Commercial General Liability Insurance, including Products and Completed Operations, Automobile Liability, Umbrella Liability, and Workers' Compensation in such amounts as are reasonable in the circumstances. The Commercial General Liability & Automobile Liability insurance or the equivalent thereof, shall be in an amount at least equal to one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate. Workers' Compensation coverage providing at least Statutory Benefits as required by the State of New Jersey. To the extent that the **Lessee** is self-insured or has elected a self-insured retention or deductible in any of its insurance coverage's, the **Lessee** agrees that such self-insurance, retention or deductible shall not affect the indemnification afforded to the **Lessor**. All loss, defense costs or other expenses related to claims falling within such self-insurance, retention or deductible shall be borne in full by the **Lessee** and shall not be passed to or shared by the **Lessor**. The interest of the **Lessor** as an additional insured must be clearly indicated on the Certificate of Insurance and a copy of that endorsement shall accompany the Certificate of Insurance, with the exception of Workers' Compensation.
- C. The **Lessee** hereby covenants and agrees that any and all agreements and/or arrangements which it makes with third-party vendors and/or contractors shall include an agreement by the relevant third-party to (1) indemnify the **Lessor** and its officers, directors, employees and agents to the same extent as the indemnification of the **Lessee** and (2) add the **Lessor** as an additional insured on all relevant insurance policies. In connection with such requirement, the **Lessee** hereby covenants and agrees to send the **Lessor** copies of proposed insurance and indemnity sections from all related agreements prior to the **Lessee's** execution thereof, with sufficient time for the **Lessor** to review such sections and make any comments it may have thereon.
- D. This Section shall survive termination of this Agreement but only with respect to the acts and omissions occurring during the term hereof.

X _____
Signature of Lessee

Date

X _____
Print Name of Lessee Signing Above

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FEES FOR FACILITY USE (SEE NEXT PAGES FOR PRICES)

Facility Rental Fee _____
Lights Rental Fee _____
Custodial Fee _____
Additional Fee as Described _____

TOTAL DUE _____

*Based on classification, organizations or persons granted the use of facilities shall pay in advance the scheduled fee and the cost of additional staff services required by use. The board of Education reserves the right to make changes as necessary on a case by case basis. All checks shall be made out to the 'CEDAR GROVE BOARD OF EDUCATION'.

For Office Use Only

Date received by Business Office _____

Date received by Athletic Director _____

Indemnification Form received _____

Certificate (Proof) of Insurance received _____

Classification of Organization (Tier Group) _____

Permission of Athletic Director **Approved:** _____ **Date** _____

Denied: _____ **Date** _____

Payment of Facility Use _____

Date Confirmation Mailed to applicant _____

Principal (if applicable) _____

Your facilities application has been denied for the following reasons: _____

Please resubmit with the appropriate changes _____

Copies to: Athletic Director
 Supervisor of Buildings and Grounds
 Building Head Custodian
 Principal

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FIELDS AVAILABLE FOR RENT ARE (See Maps):

A. Cedar Grove High School

1. CGHS Stadium Field (Spring #3, Fall #B)
2. CGHS Practice Field (Fall #A)
3. Varsity Baseball Field (Spring #1)

B. Memorial Middle School

1. Soccer/Lacrosse Field (Fall #A)
2. Baseball Field (Spring #1)

C. L.R. Parks School

1. Varsity Softball Field (Spring #3, Fall #B)
2. JV Softball Field (Spring #1)
3. Football/Soccer Field (Spring #2, Fall #A)

D. North End School

1. Lower Baseball Field (Spring #2, Fall #B)
2. Upper Baseball Field (Spring #4)
3. Lower Small Field (Spring #1, Fall #A)
4. Lower Large Field (Spring #3, Fall #C)
5. Upper Large Field (Spring #5, Fall #D/E)

E. South End School

1. Baseball Field (Spring #1, Fall #A/B)
2. Softball Field (Spring # 2/3, Fall #C/D)

GYMS/ROOMS AVAILABLE FOR RENT ARE

A. Cedar Grove High School

1. Gym
2. Auxiliary Gym
3. Cafeteria
4. Auditorium
5. Cafeteria
6. Media Center
7. Classroom

B. Memorial Middle School

1. Gym
2. Cafeteria Gym
3. Media Center
4. Classroom

C. North End School

1. Gym
2. Media Center
3. Classroom

D. South End School

1. Gym
2. Media Center
3. Classroom

E. L.R. Parks School

1. Gym
2. Classroom

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GYMS AND FIELDS – FEE SCHEDULE

*When custodian is not already assigned

Facility	<u>Tier 1</u> Hourly Rate CG Schools	<u>Tier 2</u> Hourly Rate Township/ Recreation	<u>Tier 3</u> Hourly Rate Community Groups 51% or more CG Residents Non-Profit	<u>Tier 4</u> Hourly Rate All other Groups Profit or Non-Profit
CGHS				
Stadium Field	\$0	\$0	\$35 per hour	\$70 per hour
Baseball Field	\$0	\$0	\$35 per hour	\$70 per hour
Gym	\$0	\$0	\$45 per hour	\$90 per hour
Aux Gym	\$0	\$0	\$45 per hour	\$90 per hour
Track	\$0	\$0	\$35 per hour	\$70 per hour
Lighting for Stadium	\$0	\$0	\$140 per hour (Tiers 3,4)	
MMS				
Gym	\$0	\$0	\$25 per hour	\$45 per hour
Field	\$0	\$0	\$25 per hour	\$45 per hour
LRP School				
Gym	\$0	\$0	\$25 per hour	\$45 per hour
Field	\$0	\$0	\$25 per hour	\$45 per hour
North End				
Gym	\$0	\$0	\$25 per hour	\$45 per hour
Field	\$0	\$0	\$25 per hour	\$45 per hour
South End				
Gym	\$0	\$0	\$25 per hour	\$45 per hour
Field	\$0	\$0	\$25 per hour	\$45 per hour
Maintenance and Custodial Fee				
Monday-Sundays	\$0	\$53/hr.*	\$55 per hour	\$55 per hour
Holidays	\$0	\$70/hr.*	\$70 per hour	\$70 per hour

GROUP TIERS

- Tier 1:** Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups, F.S.A., P.T.A., Home-School Association, and other school- parent related groups.
- Tier 2:** Groups Directly Associated with Town and Recreation programs.
- Tier 3:** Community Organizations and Athletic Groups formed for non-profit, charitable, civic, social, or educational uses and Community Church Groups. Group is 51% or more Cedar Grove Residents.
- Tier 4:** All other private groups and organizations for profit or non-profit use. *Any outside private film productions do not fall under Tier 4 and will be negotiated directly with the Cedar Grove Board of Education.

Notes:

- Permits for use of all District Gymnasiums/Rooms must be reviewed/approved by the Business Administrator, Supervisor of Buildings and Grounds, and Director of Athletics.
- Permits for use of all District Fields must be reviewed/approved by the Business Administrator, Supervisor of Buildings and Grounds, and Director of Athletics.

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USE OF SCHOOL FACILITIES – FEE SCHEDULE

*When custodian is not already assigned

Facility	Tier 1 Hourly Rate CG Schools	Tier 2 Hourly Rate Township/ Recreation	Tier 3 Hourly Rate Community Groups 51% or more CG Residents Non-Profit	Tier 4 Hourly Rate All other Groups Profit or Non-Profit
CGHS				
Auditorium	\$0	\$0	\$220 per hour + tech crew	\$260 per hour + tech crew
w/ Air Conditioning	\$0	\$0	\$250 per hour	\$290 per hour
Cafeteria	\$0	\$0	\$45 per hour	\$55 per hour
Media Center	\$0	\$0	\$45 per hour	\$55 per hour
Classroom	\$0	\$0	\$20 per hour	\$25 per hour
MMS				
Cafeteria	\$0	\$0	\$45 per hour	\$55 per hour
Media Center	\$0	\$0	\$45 per hour	\$55 per hour
Classroom	\$0	\$0	\$20 per hour	\$25 per hour
LRP School				
Classroom	\$0	\$0	\$20 per hour	\$25 per hour
North End				
Media Center	\$0	\$0	\$40 per hour	\$50 per hour
Classroom	\$0	\$0	\$20 per hour	\$25 per hour
South End				
Media Center	\$0	\$0	\$40 per hour	\$50 per hour
Classroom	\$0	\$0	\$20 per hour	\$25 per hour
Maintenance and Custodial Fee				
Monday-Sundays	\$0	\$53/hr.*	\$55 per hour	\$55 per hour
Holidays	\$0	\$70/hr.*	\$70 per hour	\$70 per hour
Tech Crew	\$0	\$55	\$55 per hour	\$55 per hour

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