



MEMORANDUM

TO: All Facility Users

FROM: Michael R. Petrizzo, CPA
Business Administrator/Board Secretary

RE: Facility Use Scheduling for 2016/2017

Please read the following list of requirements carefully, since you will be required to submit all of the items listed below:

- 1) The **“Facility Use Permit”** must be completed by **all** user groups/organizations. This form will be required for facility reservations to be approved and confirmed in our scheduling program. Once all required information is received and approved it is then given to the Buildings & Grounds Department to prepare the facility accordingly.
- 2) Please notice that along with this form is a **Hold Harmless Agreement**. Please be sure to complete this form and return it along with a copy of your user group/organization proof of insurance coverage (“Certificate of Insurance”)
- 3) A complete **Player Roster** listing all players’ names and home addresses, and a home telephone is required of each league. **Important:**
 - Rosters must be **legible** and **complete**. If they are not, they will be returned to you and play will be postponed until the errors are corrected. You may use the attached “Player Roster” form or a copy of your computer generated roster is also acceptable, as long as all of the aforementioned information is provided.
 - Each team must have a “Coach” or a “Captain.” This person should be noted on the roster, with a home telephone number and or a cell number. This is to enable us to reach a contact person in the event of a discrepancy.
- 4) Also mandatory for **all** leagues is a copy of your league’s **game schedule and practice schedule**. This must show all teams and on what facility/field used each day.
- 5) Sports groups will be required to comply with the regulations surrounding the new Sports-related Concussion and Head Injury law.

Please thoroughly review and ensure compliance with Regulation 7510 accordingly. If you have questions please contact Patricia Dasaro at 732-946-1800 x6019 or pdasaro@holmdelschools.org

Attachments: Facility Use Permit
Hold Harmless Indemnification Agreement
Player Roster
[Regulation 7510 \(Use of School Facilities\)](#)

2016/2017
Holmdel Township Board of Education
65 McCampbell Road
Holmdel, NJ 07733

FACILITY USE PERMIT

Date: _____
Name of Applicant/Organization: _____
Address: _____

HIGH SCHOOL WR SATZ INDIAN HILL VILLAGE (Circle One)

Field: Freshman JV Varsity Roggy Other: Auditorium Commons Classroom
Request: (Circle One Above or Indicate) _____

Purpose: SOFTBALL BASEBALL FOOTBALL SOCCER BASKETBALL LACROSSE INSTRUCTION CAMP

Date(s) Requested: From _____ To _____

Day(s) & Time of Week: Sunday: From ____ To ____
Monday: From ____ To ____ Tuesday: From ____ To ____ Wed: From ____ To ____
Thursday: From ____ To ____ Friday: From ____ To ____ Sat: From ____ To ____

Contact Person: _____
Address: _____
City: _____
Day Phone: _____ Night Phone: _____ Cell Phone: _____
Email Address: _____
Alternate Contact: _____ Phone: _____

Please list any special request for the facility (note: there may be additional charges for extra work)

Number of Persons expected for this activity:

1. This permit must be properly signed and filed at the School facility requested. **FACILITY USE PERMIT IS NOT TRANSFERABLE**
2. Applicant shall be responsible for the behavior of all persons participating and/or attending this event(s) under this agreement.
3. Organization shall obtain and produce certificate of insurance absolving Holmdel Township Board of Education, its employees and representatives of all liabilities relative to the use of the requested facility.
4. Your organization is responsible to dispose of all garbage; recycling, AND regulations are strictly enforced. No food or beverage in the gym.
5. No alcoholic beverages permitted.
6. Park in designated areas only. No vehicles permitted beyond parking lots at any field. Violators will have permit revoked.
7. The Holmdel Township Board of Education reserves the right to cancel this permit for any date needed for a Board of Education event. Violation of the attached rules and regulations could cause permit to be reevaluated or revoked.

I/We _____, as the duly authorized representative(s)
Of _____, agree to abide by and comply with all rules and regulations.

Signatures: _____

Office Use Only:

Approved By: _____ Date: _____
Fee: \$ _____ COI: _____ Hold Harmless: _____ Roster: _____
Games Schedule: _____ Comments: _____

2016/2017

Holmdel Township Board of Education

65 McCampbell Road

Holmdel, NJ 07733

HOLMDEL TOWNSHIP BOARD OF EDUCATION

Hold Harmless Agreement

To the fullest extent permitted by law, _____
(Name of Individual/Group/Organization)

agrees to defend, pay on behalf of, indemnify and hold harmless the Holmdel Township Board of Education, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Holmdel Township Board of Education (the "Indemnitee") against any and all claims demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from Indemnitee, by reason of personal injury, including bodily injury or death and/or property damage including loss of use thereof, caused by the acts or omissions of

_____ while conducting _____.
(Name of Individual/Group/Organization) (Function)

(Signature/Title)

(Date)

(Phone)

