

# 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    OTHER

Provide a detailed description of the planned activity including any documentation promoting the activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Permit and Agreement.
3. Applicant/Organization shall complete the district's Facility Use Agreement and provide a Certificate of Insurance that meets or exceeds the minimum insurance requirements. Based on the nature of the facility use request, the District reserves the right to amend the minimum insurance requirements.
4. Your organization is responsible to dispose of all garbage; recycling, AND ensure that all 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: \_\_\_\_\_

Facility Use Permit

08/16/2022

**Holmdel Township Board of Education  
65 McCampbell Road  
Holmdel, NJ 07733**

**FACILITY USE AGREEMENT**

This Agreement, entered into between **Holmdel Township Board of Education** and the following facility use Applicant/Organization:

\_\_\_\_\_, sets forth the Minimum Insurance Requirements and Hold Harmless / Indemnification Agreement that pertains to the use of Holmdel Township Board of Education facilities by the Applicant/Organization on the following date(s) \_\_\_\_\_, for the sole purpose set forth in the Facility Use Permit that accompanies this Agreement. Applicant/Organization agrees to abide by, and to ensure that all participants abide by, all terms and conditions set forth in Board Regulation 7510, Use of School Facilities, which are incorporated herein by reference. Applicant/Organization acknowledges receipt of a copy of Regulation 7510.

**1. MINIMUM INSURANCE REQUIREMENTS:**

Prior to the event date the Applicant/Organization at its own expense, shall procure, carry, and maintain General Liability Insurance from an insurer acceptable to the **Holmdel Township Board of Education**. All insurers shall have at least an A- (Excellent) rating by A.M. Best and be qualified to do business in the State of New Jersey. In no event shall the limits of General Liability Insurance be less than the following:

Each Occurrence	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Medical Expense – Each Person	\$ 5,000
Fire Damage Liability	\$ 300,000

The Applicant/Organization is required to name **Holmdel Township Board of Education, 65 McCampbell Road, Holmdel, NJ 07733** as an Additional Insured on the Applicant/Organization's General Liability policy. The required Additional Insured coverage shall be provided on a Primary and Non-Contributory basis.

The Applicant/Organization shall provide to **Holmdel Township Board of Education, 65 McCampbell Road, Holmdel, NJ 07733** prior to the event date an original ACORD Certificate of Insurance that meets or exceeds the above noted minimum insurance requirements.

**2. HOLD HARMLESS / INDEMNIFICATION AGREEMENT:**

To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend,  
(Name of Applicant/Organization)

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 (collectively, 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 the following:  
(Name of Applicant/Organization)

\_\_\_\_\_  
(Function Description)

\*\*\*\*\*

**School District: Holmdel Township Board of Education**

By: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Authorized Signature / Title

**Name of Applicant / Organization:** \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Authorized Signature / Title



# REGULATION

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### R 7510 USE OF SCHOOL FACILITIES (M)

1. All applications to use school facilities are reviewed and filed in the Office of Community Relations.
2. If the application is in acceptable form and facilities are available, the building principal shall approve and forward applications, which are for acknowledged educational, community or cultural purposes to the Assistant Director of Community Programs to attach the estimated fee. After the facility use, the applicant will be billed for the actual dates/times of the use as per the attached fee schedule. Failure to pay this billing in a timely basis will jeopardize the approval of any future use of school facilities request by the applicant.
3. Any approved application for use of school facilities is a commitment to pay the stated fees unless the sponsoring organization cancels the request in writing at least two weeks before the use date or unless the approval is canceled by the Holmdel Township Public Schools.
4. Special Requests
  - Use of facilities by profit-making, commercial organizations will be permitted in rare instances and only with approval by the School Business Administrator.
5. Facilities users must pay promptly the charges stated. All fees shall be turned over to the Business Office with the bill attached to the approved application. If payment of such charges is delinquent, further use of facilities may be denied.
6. Any Organization using a school facility must provide to the satisfaction of the Business Administrator a currently dated certificate of liability insurance for commercial general liability evidencing limits of liability not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. Said certificate of liability insurance must also provide evidence that Holmdel Township Board of Education is named as an additional insured on a Primary and Non-Contributory basis in the commercial general liability policy. The certificate of liability insurance shall be submitted to the Business Office prior to the requested facility usage.
7. It is understood and agreed that the applicant assumes responsibility for restoring facilities to the condition in which they were found and for removal of all materials,



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equipment and furnishings, which are left after the use of school facilities. Any work needed to be done by the Board of Education in this regard will be billed to users.

8. Only those school facilities specifically requested and approved shall be available for use.

9. Food and beverages shall be permitted only in designated areas of the schools (i.e., cafeterias/all-purpose rooms) and only if the application clearly states that food and/or beverages will be consumed as part of the requested facilities use. Water and sports drinks are permitted in all gymnasiums.

10. Food and beverages shall not be permitted in the High School auditorium.

11. Smoking, gambling and the use of alcoholic beverages and drugs are prohibited on Board of Education property. Violators will be subject to prosecution.

12. A copy of the approved application must be available for presentation and review by school personnel and/or the Police Department at the time of facility use. This includes playing fields.

13. Facility users must provide, at their own expense, sufficient fire and police protection at each performance to uphold law and order, when and as recommended by the Business Administrator.

14. Sneakers shall be worn therein at all times in the gymnasiums. Any use of items with wheels, indoor cleats, or tap/dance shoes is not permitted on the gym floors. The user group will be billed for repairs by the district for any damage incurred during the time reserved by the user group.



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### 15. FEE SCHEDULE

Non-Profit Groups:	Hourly Rate
Classroom, Chorus Room, Band Room, Library	\$15
Gym, All-Purpose Room, HS Commons	\$65
HS Auditorium	\$125
Field (an individual baseball field, soccer field, etc.)	\$15
Tennis Courts	\$25
Multi-Purpose Turf Field	\$125
Stadium Lights (usage charge)	\$65
Auditorium – Lighting and Sound	\$100
Parking Lot	No Charge

The above fees are doubled on Saturdays, Sundays and Holidays (except for fields and lights).

For-Profit Groups:	Hourly Rate
Classroom, Chorus Room, Band Room, Library	\$30
Gym, All-Purpose Room, HS Commons	\$130
HS Auditorium	\$250
Field (an individual baseball field, soccer field, etc.)	\$30
Tennis Courts	\$50
Multi-Purpose Turf Field	\$250
Stadium Lights (usage charge)	\$130
Auditorium – Lighting and Sound	\$200
Parking Lot	\$50 / day



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The above fees are doubled on Saturdays, Sundays and Holidays (except for fields and lights).

A separate fee schedule for select Holmdel regular user groups is maintained in the Business Office.

### School and School Support Groups: No Charges or Fees

A school year is defined as the official school calendar of the Holmdel Township Board of Education.

### Special Condition:

a. User groups will be billed for custodial fees incurred by the Board of Education arising out of the use of board facilities at the following rates:

Weekdays                                      \$ 50 per hour

Saturdays, Sundays and  
Holidays                                         \$ 75 per hour

b. User Groups' time reservations will also include two hours for preparation and clean-up.

c. User Groups must leave the premises when the assigned block of time expires.

d. Repeated violations of time restrictions or lack of supervision may jeopardize future use of facilities.

e. All groups with the exception of school and school support groups will be billed for special set up and breakdown i.e., of tents, tables, chairs, etc. at the above rates.

f. Any additional time other than what has been scheduled must be approved by administration.

g. Exceptions to the above fees must be approved by the Board of Education.

h. User Groups are subject to the following fees, as stipulated below:

Late Booking Fee – All user groups must contact the designated facility use coordinator by the close of business (4:00 p.m.) at least two business days prior to a requested facility use



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date. Any request for a new or modified reservation made inside this two day window will be fulfilled, subject to availability, with the assessment of a \$100 late booking fee.

Off-Hours Usage Fee – Subject to availability, user groups will be allotted facility usage time during regular custodial hours on Saturdays and Sundays (hours as established by the Director of Plant Operations). Any usage request outside of regular custodial hours will be subject to an off-hours usage fee. A completed facility use request form is required for such bookings.

Failure to pay an assessed fee will result in discipline as outlined in Section 17 “Discipline for Unauthorized Facility Use.”

16. Upon request, any individual user will be required to provide a suitable form of identification for themselves and the organization they represent.

### 17. Discipline for Unauthorized Facility Use

As per Board Policy 1330, the Holmdel Township Board of Education permits the use of school facilities by user groups upon Board approval. The Board directs the Superintendent or his/her designee to approve the dates, times, and locations of facility use. By agreeing to facility usage, user groups are subject to the following regulations:

User groups are entitled to facility use only for the specific dates, times, and locations which have been scheduled in advance with the district. Facility use by any user group without a prior approved date/time/location is an unauthorized use

User groups must ensure the principal person (i.e. teacher, coach) in charge of their facility usage voluntarily (1) shows personal identification and (2) discloses the organization of his/her user group upon request of district personnel. Failure to cooperate with an identification request constitutes an unauthorized use.

User groups must comply with all instructions (which may include the closure of a facility) from Board personnel (i.e. Director of Plant Operations, Custodial Staff) at all times during facility use. Failure to follow instructions from Board personnel constitutes an unauthorized use.

There are occasions when the Holmdel Township Board of Education must close facilities due to pending safety issues (of the users) or if damage to the facilities is probable. Cause for facilities closure varies; however, some examples are: inclement weather, unsafe field conditions, special events, maintenance, etc. Every attempt will be made by a





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representative of the Holmdel Township Board of Education to notify any user groups affected by a facility closure via e-mail no later than 4:00 p.m. the day of or the day before the closure.

Any individual or group of individuals (and his/her/their respective organization) who violates the above regulations and commits an unauthorized use of Board facilities will be subject to the following disciplinary action:

#### First Offense:

Written warning and/or suspension of facility use for one week (from time of offense), plus monetary compensation if necessary for facility restoration.

#### Second Offense:

Suspension of facility use for the remainder of the season, plus monetary compensation if necessary for facility restoration.

#### Third Offense:

Suspension of facility use for one year (from the time of the offense), plus monetary compensation if necessary for facility restoration.

The district reserves the right to assess the severity of the infraction and determine any level of appropriate penalty on a case by case basis. The Board directs the Superintendent or his/her designate to interpret and execute this disciplinary regulation as necessary.

#### 18. Security

The following procedures have been implemented to enhance the security at all of our schools. All exterior doors will be closed and locked at all times. Access to the buildings will be via access card only.

Coaches/Volunteers for all of our regular user groups will be issued Access cards which will be activated for their groups specific time period. We will identify, by number, which exterior doors at each school will be used for recreation activities. It is the responsibility of the user groups to provide a volunteer coach or parent to monitor the door(s) to allow access to the buildings for their respective players and parents. At no time shall any exterior door be propped open or unlocked.



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They will also be notified which door(s) at the respective school to enter and are also required to have a volunteer at the door(s) to give access to their respective group for the event.

All Access Cards will be deactivated and returned to the Community Relations Director at the end of each season or requested use end date. Access Cards will be reassigned at the beginning of their next season

In addition to the enhanced Security procedures the District is also actively involved in an Energy Conservation program which also requires that all interior and exterior doors and windows be closed at all times. This includes but is not limited to gym hallway doors, classroom doors and auditorium doors.

Adopted: 29 August 2012  
Revised: 14 December 2022

