

Somerset County Board of Education
Policy Guidelines
Policy # 200-13
(Revised 08/07/2018)

SOMERSET COUNTY PUBLIC SCHOOLS
APPLICATION FOR THE USE OF SCHOOL FACILITIES

Name of Organization/Individual	Name of School
Facilities Requested	
Dates	Time
Number Using Facility	Price of Admission
Purpose of Use	
Custodial Charge (See A Below)	Rental Charge (See C Below)
Cafeteria Charge (See B Below)	Liability Insurance (See D&E Below)
Security Charge (See F Below)	

- A. Custodial charge is **\$33.00** an hour **per custodian** with a minimum of four (4) hours paid to Somerset County Public Schools and submitted to the Board of Education.
- B. Cafeteria charge is **\$30.00** an hour **per FNS worker** with a minimum of four (4) hours paid to Somerset County Public Schools and submitted to the Board of Education.
- C. Rental charge must be paid ten (10) days in advance of the date requested for the school use and should be paid to the School. (**\$45 per hour** with a four (4) hour minimum for non profit organizations **or \$65 per hour** with a four (4) hour minimum for other applicants)
- D. Certificate of liability insurance (**\$1,000,000.**)
- E. A signed copy of Addendum of **Hold Harmless Agreement** must accompany the rental payment.
- F. If security is required, payment amount will be determined by the security agency and paid along with other fees.

This is to certify that the activity is of a non-political and nonsectarian nature. We agree to pay any charges due the Board of Education and accept responsibility for any damage done to the building or equipment resulting from our occupancy.

We have read the Policy Statement Regarding Use of School Facilities.

For Officers of Named Association or Individual Responsible	Name:
	Address:
	Phone:
	e-mail:
Date of Application:	Signature:

OFFICE USE ONLY: Principal to check all applicable boxes that apply prior to submitting to Supervisor of Facilities

- Hold Harmless Clause Signed
 Liability Policy Attached
 Custodian Scheduled
 Food Service Manager Scheduled
 Rental Fees collected (or waived if applicable)
 Heating or Air Conditioning Scheduled w/ Maintenance Department

Permission is granted to _____ for the use of the requested facilities located at the _____ School on _____ From _____ To _____
 Principal _____ Supervisor of Facilities _____

Indemnification (Hold Harmless) Clause

To the fullest extent permitted by law, the _____
Contractor/Vendor
agrees to defend, pay on behalf of, indemnify, and hold harmless the Somerset
County Public School System, its elected and appointed officials, employees and
volunteers and others working on behalf of the Somerset County Public School
System 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 the Somerset County Public School System, its elected
and appointed officials, employees, volunteers or others working on behalf of the
Somerset County Public School System, by reason of personal injury, including
bodily injury or death and/or property damage, including loss of use thereof, which
arises out of or is in anyway connected or associated with this contract.

Signature

Date