GARWOOD BOARD OF EDUCATION
GARWOOD, NEW JERSEY 07027
Exhibit A

File No. 1330

APPLICATION FOR: (check one or both) _____USE OF SCHOOL FACILITIES
_____FUNDRAISING
_____USE OF SCHOOL BUS

Note: All applications should be submitted at least 10 working days before the activity is to take place and at least 10 working days prior to a regular Board meeting if Board of Education approval is needed.

1. Call the Business Office at (908) 789-0331 to verify availability of date when requesting use of facilities/school bus.
2. Name of organization: _____
   Address of organization: _____
3. Liaison (organization's contact person): _____
   Address: _____ Telephone no.: _____
   Email:_____
4. Area(s) to be used: _____ Purpose: _____
5. Specific activities to be approved: _____
   _____

6. Date: _____ Start time: _____ End time: _____
   Date: _____ Start time: _____ End time: _____
   Date: _____ Start time: _____ End time: _____

7. Name(s) of adult(s) who will be present and supervising activity(ies):
   _____
   _____

8. What equipment would you like the school district to supply: _____
   _____

9. Describe the type and requested location for any food/beverages you would like to sell/serve:
   _____
   (Note: Approval must be granted in advance and may be limited to a specific location.)

10. Will the activity(ies) be open to the public? _____ yes _____ no
11. Will admission be charged? _____ yes _____ no
12. Proceeds will be used for: _____
13. Fees will be paid to the Board of Education for:
    _____ facility use
    _____ bus usage: $150.00 per trip
    _____ custodial time (including 1 hour prior to event and 1 hour clean-up at the conclusion of the event, minimum)
    _____ other (explain)
14. Are you requesting authorization for fundraising activity? _____ yes _____ no
    (Note: Only fundraising activities that are school-related will be authorized. "Liaison" is to submit a full financial report to the School Business Administrator within 5 working days of the activity's ending date.)
    A. If yes, list others on committee:

Name	Telephone #	Name	Telephone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

see other side

Describe how you plan to raise the funds, including how much you will charge for any item:

_____

_____

B. Proceeds will be: _____ distributed evenly, regardless of degree of participation
_____ distributed on a proportional basis in a ratio related to the amount of items sold/credited to an individual

15. Statement of Assurances:
    A. I have read the Rules and Regulations Governing the Use of School Facilities/school bus usage and Fundraising Activities (attached) and will abide by them.
    B. Students will not be permitted to conduct door-to-door sales.
    C. A teacher or certified staff member must be present whenever students are present at an activity. – Not a School Activity
    D. I understand that all school-related activities have first priority for use of school facilities/school bus.
    E. The organization agrees that all members and guests will observe the attached regulations and that the organization will assume full financial responsibility for any and all damages done to Garwood school property/school bus during the above-indicated period of use. The organization agrees that it will at all times hereafter indemnify and hold harmless the Garwood Board of Education from any and all claims arising out of the use of stated facilities/school bus.

Note: A Certificate of Insurance, with a minimum of $1,000,000.00 in general liability shall be submitted to the School Business Administrator at least three working days in advance of the event and must designate the Garwood Board of Education as additional insured. The absence of such a certificate will preclude use of the facility/school bus.

Name of organization: _____

Attest: _____ By: _____

Secretary President

Liaison's signature: _____ Date: _____

16. School Business Admin. signature: _____Date: _____

_____ approved _____ disapproved

Reason: _____

_____

17. Superintendent's signature: _____

_____ approved _____ disapproved

Reason: _____

_____

18. Special conditions:

_____

_____

_____

To be completed by Superintendent or designee:

Does this application require Board approval: _____ yes _____no

If applicable, date of Board approval: _____

Applications that will require Board approval in addition to administrative approval are (1) those that will require additional maintenance personnel or additional wages to maintain personnel; (2) those that will require the waiver of some other Board policy; (3) those that are disapproved administratively and (4) those with extenuating circumstances.

Date: 12/2018