



Facility Rental Activity Application

Mail/E-Mail Form and Accompanying Documents to:

ATHLETIC FIELDS – Frank Ennis, Supervisor of Maintenance & Operations
104 Gray Street, West Caldwell, NJ 07006
fennis@cwcboc.org (973) 228-1724

GYMS/COURTS – Frank Ennis, Supervisor of Maintenance & Operations
104 Gray Street, West Caldwell, NJ 07006
fennis@cwcboc.org (973) 228-1724

CLASSROOMS, CAFETERIAS, GCMS AUDITORIUM, ELEMENTARY MULTIPURPOSE ROOMS, LIBRARY:
Frank Ennis, Supervisor of Maintenance & Operations
104 Gray Street, West Caldwell, NJ 07006
fennis@cwcboc.org (973) 228-1724

FIELDS AVAILABLE FOR RENT ARE:

At JAMES CALDWELL HIGH SCHOOL

- | | |
|---------------------------------|---------------------------------------|
| #1 – Varsity Baseball Field | #4 – Bonnel Field |
| #2 – Varsity Softball Field | #5 – Practice Baseball/Softball Field |
| #3 – Jr. Varsity Softball Field | #6 – Practice Football |
| | #7 – Track |

AT OTHER SCHOOLS/LOCATIONS

Jefferson School Field * Washington School Field * Wilson School Field GCMS Middle School Field *
Harrison School Field

GYMNASIUMS, ATHLETIC COURTS, MULTI PURPOSE ROOMS, GCMS or ELEMENTARY AUDITORIUMS,
CAFETERIAS, CLASSROOMS, OR LIBRARIES AVAILABLE FOR RENT ARE:

- James Caldwell High School
- Grover Cleveland Middle School
- Jefferson Elementary School
- Lincoln Elementary School
- Washington Elementary School
- Wilson Elementary School
- Harrison School Building



Caldwell-West Caldwell Board of Education
Supervisor of Maintenance & Operations
Telephone: 973-228-1724 Fax: 973-228-8716
www.fennis@cwcboc.org
Business Administrator: Thomas Lambe

CHECKLIST FOR SUBMISSION OF PAPERWORK

Submit all paperwork to:

ATHLETIC FIELDS – Frank Ennis, Supervisor of Maintenance & Operations
104 Gray Street, West Caldwell, NJ 07006
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CLASSROOM, CAFETERIA, AUDITORIUM, MULTI PURPOSE ROOM, LIBRARY
Frank Ennis, Supervisor of Maintenance & Operations
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PLEASE NOTE, A CERTIFICATE OF INSURANCE MUST BE SUBMITTED FOR ALL EVENTS WITH THE INFORMATION BELOW.

Caldwell-West Caldwell Board of Education is the Certificate Holder

Description of Operations box: has to name the Caldwell-West Caldwell Board of Education as additional insured for the event.

The following items **must** be attached and submitted as a complete application packet.

All checks payable to Caldwell-West Caldwell Board of Education.

- (1) A completed and signed Application For Use of Facilities Form
- (2) Application fee of \$25.00 (checks payable to Caldwell-West Caldwell BOE)
- (3) A Certificate of Insurance
- (4) Auditorium Rental Deposit of \$750.00 (checks payable to Caldwell-West Caldwell BOE)

APPLICANT'S SIGNATURE: _____

APPLICANT'S NAME (print): _____

DATE: _____



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APPLICATION FOR USE OF SCHOOL FACILITIES

School Requested:

Application Date:

Organization Name:

Paid Admission:

YES No

Purpose of Rental:

of Attendees:

Applicant Name:

Position / Title:

Applicant Address:

Phone Number:

E-Mail Address:

Cell Phone Number:

Room or Facility:

Date:

Hours:

AM
 PM

AM
 PM

Room or Facility:

Date:

Hours:

AM
 PM

AM
 PM

Room or Facility:

Date:

Hours:

AM
 PM

AM
 PM

Please List Any Additional Services Needed: (tables, chairs, lighting, audio, etc.)



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CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

A certificate of insurance must be provided naming Caldwell-West Caldwell Board of Education as additional insured parties and must indicate Limits of Liability of at least \$1,000,000.00 each occurrence, \$1,000,000.00 aggregate bodily injury liability, \$300,000.00 property damage and \$2,000,000.00 Umbrella Liability Coverage. (see online sample certificate) Third party contractors must provide same coverages. **The Board of Education reserves the right to require higher limits of liability coverage based on the type of event and risk involved.**

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The _____ hereby agrees to indemnify and hold harmless the Caldwell-West Caldwell Board of Education from any and all claims, liability, demands, assertions, or judgments.

The _____ will be responsible for and pay for all defense costs, counsel fees and other reasonable costs related to any and all claims, liability, demands, assertions, or judgments, arising out of the above stated activity by the undersigned and agrees to indemnify the Caldwell-West Caldwell Board of Education for such costs, fees or expenses.

MANAGEMENT OF CONCUSSIONS AND OTHER HEAD INJURIES COMPLIANCE

The _____ does hereby certify that it is in compliance with the Caldwell-West Caldwell Board of Education Policy #2431.4 "Prevention and Treatment of Sports Related Concussions and Head Injuries".

*NOTE: To partnerships and unincorporated associations, and certain other non-corporate entities – execution of this agreement could lead to personal liability in the event of a claim. **PLEASE CHECK WITH YOUR ATTORNEY FOR ADVICE PRIOR TO SIGNING THIS APPLICATION.***

FOOD HANDLER INFORMATION

Please list anticipated menu items: _____
Please print the names and provide the certificates of completion for all organization members who have passed a mandated Board of Health Food Handler Course. (Please note that a certified person(s) must be in the snack stand at ALL TIMES.

The key for the snack stand can be obtained by contacting the Director of Athletics in advance during regular school hours.

By signing this Application for Use of School Facilities, applicant is acknowledging and agreeing to on behalf of the Organization to all Rules, General Regulations, Terms and Conditions listed on the reverse side or separate page and to the above Liability Insurance Requirements, the Hold Harmless and Indemnification Agreement and to the Caldwell-West Caldwell Board of Education Concussion Policy #2431.4.

Print Name: _____ **Applicant Signature:** _____ **Date:** _____

ROUTE FOR APPROVAL:

Building Principal: _____ Date: _____ Business Administrator: _____ Date: _____

Athletic Director: _____ Date: _____ Bldg & Grounds: _____ Date: _____

\$25.00 APPLICATION FEE IS DUE UPON FORM SUBMISSION

ALL CHECKS SHOULD BE MADE PAYABLE TO: CALDWELL-WEST CALDWELL BOARD OF EDUCATION



GYMS AND FIELDS - FEE SCHEDULE

**When custodian is not already assigned*

Facility	Tier 1 Hourly Rate School & Recreation	Tier 2 Hourly Rate Township Group 100% Caldwell-West Caldwell Residents Non-Profit	Tier 3 Hourly Rate Community Group 51% or more Caldwell- West Caldwell Residents Non-Profit	Tier 4 Hourly Rate All other Groups Profit or Non- Profit
JCHS				
Baseball / Softball Fields	\$0	\$25 per hour	\$30 per hour	\$40 per hour
Bonnel Field	\$0	\$25 per hour	\$35 per hour	\$80 per hour
Gym – Main	\$0	\$30 per hour	\$50 per hour	\$80 per hour
Gym – Aux Gym	\$0	\$30 per hour	\$50 per hour	\$80 per hour
Soccer / Lacrosse Field	\$0	\$30 per hour	\$40 per hour	\$50 per hour
Tennis Court (3 Courts)	\$0	\$10 per hour	\$15 per hour	\$50 per hour
Track	\$0	\$15 per hour	\$20 per hour	\$50 per hour
Lighting For Football Stadium	actual cost	\$150 Turn On Fee	Plus Usage: \$25 per	TIERS 2, 3, 4
GCMS Middle School				
Gym	\$0	\$15 per hour	\$35 per hour	\$50 per hour
Field	\$0	\$15 per hour	\$35 per hour	\$50 per hour
Elementary Schools - Gym				
Jefferson	\$0	\$15 per hour	\$35 per hour	\$50 per hour
Lincoln	\$0	\$15 per hour	\$35 per hour	\$50 per hour
Washington	\$0	\$15 per hour	\$35 per hour	\$50 per hour
Wilson	\$0	\$15 per hour	\$35 per hour	\$50 per hour
Harrison	\$0	\$15 per hour	\$35 per hour	\$50 per hour
Harrison School Field	\$0	\$30 per hour	\$40 per hour	\$50 per hour
Maintenance and Custodial Fee				
Monday thru Saturday	per hour*	per hour*	per hour	per hour
Sundays and Holidays	per hour*	per hour*	per hour	per hour

Tiers 2, 3 & 4 subject to \$25.00 non-refundable Application Fee. rates subject to change at BOE discretion.

Explanation of Tiers:

Tier 1 – Uses and groups directly related to the schools and the operations of the schools. Application accepted 120 days prior to season starting date.

Tier 2 – Township Group is 100% Caldwell-West Caldwell Residents, Non-Profit Caldwell-West Caldwell based uses and groups. Application accepted 90 days prior to season starting date.

Tier 3 – Community Group is 51% or more Caldwell-West Caldwell Residents Non-Profit uses and groups. Application accepted 60 days prior to season starting date.

Tier 4 – All others for profit or non-profit uses and groups. Application accepted 45 days prior to season starting date.

Notes:

- **Permits for use of all District gymnasiums** must be reviewed/approved by the Director of Athletics/Supervisor of Maintenance & operations
- **Permits for use of all District fields** must be reviewed/approved by the Director of Athletics/Supervisor of Maintenance & operations

Caldwell-West Caldwell Board of Education reserves the right to limit the number of participants per facility.



USE OF SCHOOL FACILITIES FEE SCHEDULE

Facility	Tier 1 Hourly Rate School & Recreation	Tier 2 Hourly Rate Township Group 100% Caldwell- West Caldwell Residents Non-Profit	Tier 3 Hourly Rate Community Group 51% or more Caldwell-West Caldwell Residents Caldwell- West Caldwell Based Non-Profit	Tier 4 Hourly Rate All other Groups Profit or Non-Profit
JCHS High School				
Auditorium (Seating w/ Air Conditioning (plus	\$0	\$90 per hour	\$200 per hour	\$235 per hour
Cafeteria	\$0	\$40 per hour	\$45 per hour	\$55 per hour
Classroom	\$0	\$12 per hour	\$14 per hour	\$18 per hour
Library	\$0	\$40 per hour	\$50 per hour	\$65 per hour
GCMS Middle School				
Auditorium (Seating	\$0	\$80 per hour	\$90 per hour	\$120 per hour
Cafeteria	\$0	\$40 per hour	\$45 per hour	\$55 per hour
Classroom	\$0	\$12 per hour	\$14 per hour	\$18 per hour
Library	\$0	\$40 per hour	\$50 per hour	\$65 per hour
Caldwell Elementary				
Classroom	\$0	\$12 per hour	\$14 per hour	\$18 per hour
Multi-Purpose Room	\$0	\$30 per hour	\$35 per hour	\$47 per hour
District Education				
Board Conference Room	\$0	\$30 per hour	\$35 per hour	\$45 per hour
Additional Fees - Services				
Maintenance & Custodial				
Monday - Friday	\$0 per	\$40 per hour *	\$46 per hour	\$46 per hour
Saturday Sundays	\$75 per	\$100 per hour *	\$125 per hour	\$150 per hour
Stage Manager	\$75 per	\$75 per hour	\$75 per hour	\$75 per hour
Student Stage Crew	\$10 per	\$10 per hour	\$10 per hour	\$10 per hour

** When custodian is not already assigned.*

Tiers 2, 3 & 4 are subject to a \$25.00 non-refundable Application Fee. Rates subject to change at BOE discretion.

Explanation of the Tiers:

- **Tier 1** – Uses and groups directly related to the schools and the operations of the schools. Application accepted 120 days prior to season starting date.
- **Tier 2** – Township Group is 100% Caldwell-West Caldwell Residents, Non-Profit Caldwell-West Caldwell based uses and groups. Application accepted 90 days prior to season starting date.
- **Tier 3** – Community Group is 51% or more Caldwell-West Caldwell Residents Non-Profit Caldwell-West Caldwell based for profit uses and groups. Application accepted 60 days prior to season starting date.
- **Tier 4** – All others for profit or non-profit uses and groups. Application accepted 45 days prior to season starting date.



USE OF SCHOOL FACILITIES - GENERAL REGULATIONS, RULES, CONDITIONS

1. This permit is subject to cancellation if the facility is required for school activities and/or if deemed necessary by the Board of Education for any reason.
2. Permits for use of school facilities are issued through, Frank Ennis Supervisor of Maintenance & Operations.
3. If facilities are not required after a permit has been issued, the reservation should be canceled promptly with the Supervisor of Maintenance & Operations.
4. The school facilities will not be available for community use when heavy maintenance and repair programs are functioning.
5. Parties granted permits assume responsibility for any damage or loss of property that may occur during their occupancy.
6. Parties granted permits must comply with applicable local, state and federal laws and regulations.
7. A sponsor for the organization, whose name must be provided to the custodian when the building is opened for use, must be present during use.
8. Unlighted fields will close at sundown.
10. No keys shall be issued to any organization.
11. **SMOKING IS PROHIBITED ON SCHOOL PROPERTY AT ALL TIMES.**
12. **ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE PERMITTED ON SCHOOL PROPERTY.**
13. Permit does not allow the use of any furniture, machine, sports equipment, school supplies, apparatus or tools other than in the room or rooms rented, unless advance arrangements are made.
14. Permit does not include services of custodian unless personnel services are paid for in addition to the rental fee. If custodial services are required when personnel fees are not mandated, special arrangements must be made in advance.
16. Fees do not include the lining of fields.
17. No pesticides, herbicides, weed killer or any other substance may be added to the paint lining.
18. No refreshments shall be sold without permission of Director of Athletics.
19. All fees including those assessed for special services are payable by cash or check to the Caldwell-West Caldwell Board of Education and will be received by the Business Administrator, Thomas Lambe.
20. In connection with the use of school facilities, police and fire personnel must be arranged for and paid by the leasee when required for the proper protection of the building and grounds.
21. If group, program or activity involves youth coaches, the coaches must be either a current high school or college paid coach; or coaches must be certified by a national or state recognized organization that provides at least the minimum standards of safety training as required by New Jersey law.
23. All groups certify that it is in compliance with the Caldwell-West Caldwell Board of Education policy# 2431.4, "Prevention and Treatment of Sports Related Concussions and Head Injuries".
24. Caldwell-West Caldwell Board of Education reserves the right to limit number of participants.

Violation of these regulations by any group will jeopardize future use by such group.

IN THE EVENT THAT SCHOOL IS CLOSED FOR ANY REASON, THIS PERMIT IS AUTOMATICALLY CANCELLED.