



Caldwell-West Caldwell Board of Education
Fax: 973-228-8716
Business Administrator: Brian P. McCarthy

Please fill out all paperwork below for request of rental of a
Caldwell-West Caldwell Board of Education Facility.

Mail/E-Mail Applications for Use of Facilities Form and accompanying documents to:

Kerry Ryan, Superintendent's Office
Harrison School
104 Gray Street, West Caldwell, NJ 07006
keryan@cwcboc.org (973) 228-6979 ext. 3008

BOARD OF EDUCATION 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

**BOARD OF EDUCATION GYMNASIUMS, ATHLETIC COURTS, CLASSROOMS, CAFETERIAS,
AUDITORIUMS, MULTI PURPOSE ROOMS, OR LIBRARIES AVAILABLE FOR RENT ARE:**

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



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CHECKLIST FOR SUBMISSION OF PAPERWORK
Submit all paperwork to:

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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) A Certificate of Insurance
- (3) Rental Deposit of \$xxxx (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 AM
 PM PM

Room or Facility: **Date:** **Hours:** AM AM
 PM PM

Room or Facility: **Date:** **Hours:** AM AM
 PM PM

HSA usage: Please attach a list of planned HSA activities for the the school year.

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 certificate holder** and **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, its officers, agents and employees from any and all liability, claims, costs and attorney’s fees arising out of the use of Board property and further agrees to indemnify and hold harmless the Caldwell-West Caldwell Board of Education, its officers, agents and employees from any and all liability, claims, costs and attorney’s fees if the event does not take place for any reason or if the requested permit is revoked by the Caldwell-West Caldwell Board of Education.

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.

“In consideration of being allowed to participate on behalf of _____ the undersigned acknowledges, appreciates and agrees that participation includes possible exposures to and illness from infectious diseases including but not limited to MRSA, influenza, and covid-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist. “

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.



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By signing this Application for Use of School Facilities, applicant is acknowledging and agreeing 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, the Caldwell-West Caldwell Board of Education Concussion Policy #2431.4, and further acknowledges and agrees that participation may include possible exposures to and illness from infectious diseases including but not limited to MRSA, influenza, and covid-19.

Print Name:

Applicant Signature:

Date:

ROUTE FOR APPROVAL:

Building Principal:

Date:

Athletic Director:

Date:

Bldg & Grounds:

Date:

Business Administrator:

Date:



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GYMS AND FIELDS - 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 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 Available)	\$0	\$10 per hour	\$15 per hour	\$50 per hour
Track	\$0	\$15 per hour	\$20 per hour	\$50 per hour
Auditorium	\$0	\$30 per hour	\$50 per hour	\$100 per hour
	\$0	\$50 per hour	\$80 per hour	\$100 per hour
Lighting For Football Stadium Field	\$0	\$150 Turn On Fee	Plus Usage: \$25 per hour	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

* When custodian is not already assigned

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)	\$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 - Maintenance and				
Monday - Friday	\$0 per hour *	\$40 per hour *	\$46 per hour	\$46 per hour
Saturday Sundays	\$75 per hour *	\$100 per hour *	\$125 per hour	\$150 per hour
Stage Manager	\$75 per hour	\$75 per hour	\$75 per hour	\$75 per hour
Student Stage Crew	\$10 per hour	\$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.

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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.



CALDWELL-WEST CALDWELL BOARD OF EDUCATION USE OF SCHOOL FACILITIES GENERAL REGULATIONS

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 the use of school facilities shall be issued through, Deborah Muscara, Interim Business Administrator.
3. If facilities are not required after a permit has been issued, the reservation should be canceled promptly with the Chris Marcell, 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 Interim Business Administrator Ms. Deborah Muscara.
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.



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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# "Prevention and Treatment of Sports Related Concussions and Head Injuries".
23. Caldwell-West Caldwell Board of Education reserves the right to limit number of participants

Disregard 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.