

GOVERNANCE & OPERATIONS

FILE CODE: GO/3515E2

PERSONNEL
FACILITIES, EQUIPMENT, AND MATERIALS USE

NJSBA USE OF PREMISES AGREEMENT

The _____ requests the use of the NJSBA for
(Name of Requestor or Organization)

_____ (Room or Rooms) at 413 West State Street, Trenton, New Jersey for the purpose of:

on _____, from _____ to _____.
(Day) (Date) (Time)

Will activity be opened to the public? _____ Yes _____ No

Admission **will/will not** be charged; If admission is charged, proceeds will be used for:

Requestor Contact Information:

Name of Organization: _____

Contact Name: _____

Address: _____

Telephone: () _____ Fax: () _____ Email address: _____

Insurance Requirements

Minimum Limits of Liability:

- 1) \$1,000,000 Bodily Injury, Property Damage & Personal Injury General Liability Coverage including coverage for Athletic Participation (if applicable) and with no "Abuse/Molestation" Exclusion;
- 2) If an exposure then: Automobile Coverage, Workers Compensation Coverage, excess liability limits, property coverage;
- 3) The NJSBA, its employees, Trustees, agents & assigns are to be named as "additional insured" under the General Liability Coverage and a copy of a policy Endorsement so indicating must be attached to the Certificate of Insurance; and

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- 4) A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least three days in advance of the event and must designate both the using organization and NJSBA as insured. The absence of such a certificate will preclude use of the facility.

Rules Governing the Use of the Facilities

- 1) No smoking is allowed except in outside in designated areas.
- 2) No drinking of alcoholic beverages is permitted.
- 3) Activity shall be restricted to that area for which permission is granted.
- 4) The activity shall not extend beyond the hours approved in the request.
- 5) All programs shall be planned so they do not interfere with the regular work schedule.
- 6) The organization using the building shall be responsible for moving its equipment into and out of the building.
- 7) The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- 8) The Manager, Facilities and Support Services is charged with responsibility of the building.
- 9) NJSBA authorities must have free access to all facilities at all times.
- 10) Where custodial assistance must be hired, a charge will be made and must be made and must be paid within 30 days.
- 11) Room(s) or facility used by applicant will be carefully examined after use. The applicant will arrange for prompt payment of any loss or damage occurring as a result of use of NJSBA property.
- 12) No NJSBA property or equipment is to be altered or removed from the premises.
- 13) This license is revocable at any time by NJSBA authorities.
No reservation will be made until this application is returned and approved by the NJSBA's senior administrative official.

I agree on behalf of the above indicated organization that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to NJSBA property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described building by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

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Signature of Authorized Officer of Requesting Organization

Date

Approved _____

Not Approved _____

Signature of NJSBA Authorized signer

Date: