

## TOWN OF BOONTON PUBLIC SCHOOLS

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### DIRECTIONS FOR REQUESTING USE OF FACILITIES

Thank you for inquiring about the use of our facilities. Please see all of the following documents:

1. Application form
2. Hold Harmless Agreement
3. Required Submission Checklist
4. Key Points
5. Facility Use Policy and Regulations
6. School Calendar
7. Facility Use Fee Structure
8. Field map

In an effort to assist you in making your request as easy as possible, please adhere to the following:

1. Please initiate your request as early as possible. **Application must be received at least two weeks (14 days) in advance of your event.** Requests will not be approved for uses on either national holidays or school holidays.
2. An application must be submitted for each use, although an application could cover multiple events, i.e., monthly meetings. When submitting your request, please be sure that **all** blanks on the application form are filled in properly. Indicate "NA" for any areas that are not applicable.
  - a. Item #2 – Please refer to enclosed Facility Use Fee Structure to identify what costs may relate to your use.
  - b. Item #5 – For athletic/recreation activities, **you must provide a list of other facilities you may be using for this activity.**
  - c. Item #6 – For athletic/recreation activities, a **roster of participants** with their town of residence **MUST** be attached to your application. If you cannot release student names, you must provide information on how many participants are from each town.
  - d. Item #7 – Date(s)/Time – Please be sure your application accurately reflects the dates & times you will be using the facility. (If you need time prior to or after your event for set up/clean up, please make sure the permit includes those hours under "time".) If you won't be using all of the dates you originally requested, please notify us in writing so that we can inform the custodians. **You must also provide a tentative schedule for any league play.**
  - e. Item #8 – For Field use, please refer to Field Map and request fields by name.
  - f. Item #15 - Certificates of Insurance **must be** obtained prior to facility use. It is suggested that if you will be using the facilities periodically throughout the year that you obtain a "blanket" insurance certificate that would cover all events scheduled during the course of the year, i.e. Description: "Evidence of insurance for the Town of Boonton Recreation Department in respect to use of facilities at the Boonton Board of Education facilities for various meetings/events." **THESE CERTIFICATES MUST BE UPDATED UPON EXPIRATION.. Certificates must be submitted with your application.**

- g. Item #16 – Fire Permit – If you are requesting the use of a cafeteria, auditorium, and/or gymnasium, a fire permit **must be** obtained from the Town of Boonton. You may obtain one by calling the Boonton Fire Official, Boonton Town Hall, 402-9410, ext. 633. **A copy of the permit must be submitted with your application.**

3. Hold Harmless Agreement

**Must be completed by your organization and submitted along your application.**

- 4. **All fees must be paid one week PRIOR to event.** Estimated costs for custodial or maintenance personnel, or other set-up costs, must be submitted one week PRIOR to event, based upon your anticipated times and schedules. Extra time/costs incurred will be invoiced after event.
- 5. Required Checklist for Facility Users – must be completed and submitted with your application and other required documents.
- 6. Permits must be in hand and presented each time the facility is used. No one shall be allowed to enter a building or use a field without a valid permit. Permits only cover particular rooms or fields noted – no additions or changes are permitted without prior approval.

NOTE: Use of facilities will not be allowed unless you have been issued a Facility Use Permit. Building personnel are required to verify valid permits.

Permits WILL NOT be issued until all required documents have been approved by the Board Office, and the use approved at a Board of Education meeting.

If you have any questions regarding the use of our facilities, please contact the Board Office at 973-335-3994, ext. 8002.