

**MOUNTAIN LAKES BOARD OF EDUCATION**

400 Boulevard  
 Mountain Lakes, New Jersey  
 Telephone (973) 334-8280  
 Fax (973) 402-2316

NUMBER [                      ]

**APPLICATION FOR USE OF  
 SCHOOL PROPERTY**

DATE RECEIVED IN BOARD OFFICE [                      ]

|                   |
|-------------------|
| School Requested: |
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| Facilities Requested: |
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|------------------------------|
| Special Equipment Requested: |
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|--------------------|
| Date(s) Requested: |
|--------------------|

|                 |       |     |
|-----------------|-------|-----|
| Time Requested: | From: | To: |
|-----------------|-------|-----|

|                   |
|-------------------|
| Type of Activity: |
|-------------------|

|                       |                              |                                  |
|-----------------------|------------------------------|----------------------------------|
| Estimated Attendance: | Admission Charge Per Person: | Admission Charge to be Used for: |
|-----------------------|------------------------------|----------------------------------|

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|---|---|
| <p>If this application is granted. the undersigned and the organization which he represents as agent hereby agree to assume full liability for any and all damage to property and injury to persons therein during the period of such use whether said damages or personal injury is caused by employees of the Board of Education or otherwise, full responsibility for the preservation of order in the building, and full responsibility for the proper observance of the regulations stipulated on the back of this application form.</p> | <p style="text-align: center;">For Recreation Use Only<br/>                 (Circle Approved or Rejected and Sign)</p> <p>Approved or Rejected By:<br/>                 Board of Education (if applicable) _____</p> <p>Approved or Rejected By:<br/>                 Supervisor of Buildings &amp; Grounds _____</p> <p>Approved or Rejected By:<br/>                 School Principal _____</p> <p>Approved or Rejected By:<br/>                 Superintendent of Schools _____</p> <p>Approved or Rejected By:<br/>                 Board Admin/Board Secretary _____</p> |
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|       |   |                      |
|-------|---|----------------------|
| Date: | Insurance Certificate Required:<br>Yes [ ] No [ ] | Rental Fee:<br>_____ |
|-------|---|----------------------|

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|--|---|
| Mountain Lakes Recreation Department<br>Yes [ ] No [ ] | For Board of Education Use Only<br>Comments : |
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|                           |  |
|---------------------------|--|
| Organization Represented: |  |
|---------------------------|--|

|                       |                   |
|-----------------------|-------------------|
| Organization Address: | Telephone Number: |
|-----------------------|-------------------|

|                                 |             |
|---------------------------------|-------------|
| Signature of Applicant as Agent | Print Name: |
|---------------------------------|-------------|

|               |                    |
|---------------|--------------------|
| Home Address: | Home Telephone No. |
|---------------|--------------------|

APPLICATION MUST BE MADE IN QUADRUPPLICATE.  
 RETURN ALL FOUR COPIES TO BOARD OF EDUCATION AT  
 THE ABOVE ADDRESS.

## GENERAL REGULATIONS

1. It is the policy of the Borough of Mountain Lakes to grant groups permission to use the beaches/fields whenever such use does not interfere with the school program.
2. The use of school properties for school functions shall have priority over any other applications.
3. No facilities may be used unless the application is formally approved.
4. All applications must be signed by regularly appointed officers of an approved organization who shall be citizens of the district from which the application is received, and none of whom shall receive financial return from the use of the school property.
5. Permits do not allow the use of facilities, equipment, supplies apparatus or tools, etc. not specified in the permit.
6. The Board of Education reserves the right to cancel any permit when in its opinion it is deemed necessary.
7. All laws regarding public assemblies must be strictly complied with unless other arrangements are made in writing with the Board Administrator.
8. All fees and charges shall be paid in full before a permit is issued. (Checks to be made payable to *The Mountain Lakes Board of Education*.)
9. A permit is not transferable.
10. Smoking in any part of the school building is absolutely prohibited, and intoxicants shall not be permitted on school premises.
11. No public function shall continue after 12 o'clock midnight unless a special permit is granted.
12. Holders of permits shall provide such police protection as the Borough requires.
13. The school building at all times shall be under the control of the Custodian on duty.
14. Permit holders shall confer with the School Principal to obtain permission to bring materials to rented space. The Board of Education assumes no liability for damage to properties of others.
15. Whenever materials, furnishings and rubbish are left after the use of school property, the applicant will be required to pay for the removal of same.
16. The granting of the permit shall carry with it the express understanding that the organization shall sell only the number of tickets equivalent to the capacity of the auditorium, gymnasium, classroom, or facility to be used.
17. The Board of Education carries insurance covering its own legal liability. The Board assumes no liability of the lessee or licensee and may require a Certificate of Insurance against loss.
18. Pianos must not be moved without a special permit for this purpose. All arrangements for moving of pianos will be made by the School Principal.
19. Equipment of the cafeteria may only be used under the supervision of a cafeteria employee(s) whose fee(s) must be paid by the applicant.
20. An Agent for the organization, who will give his name to the custodian when the building is opened for use, must be present while that organization is using the building.
21. No keys shall be issued to any organization.
22. It will be incumbent upon the organization using the schools to advise the Police Department if it is expected that there will be more than the average amount of traffic. It will not be the responsibility of the Board of Education to pay for any service rendered in this regard
23. No portable equipment shall be taken from the school premises.
24. All persons using gymnasiums for the athletic contests or other events must wear rubber soled footwear.
25. No one is permitted in any building unless a custodian or representative of the Board is on duty. The school custodian is present as a representative of the school for purposes of security, inspection, and observation, and he has the authority to eject unruly persons. His services are not at the disposal of the sponsor unless so directed by the building principal.
26. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in this policy statement, the judgment of the Board of Education concerning such controversy or dispute shall be final.