

# Redbank Valley School District Building & Grounds Use Application

Name of Organization: \_\_\_\_\_

Building/Facility Requested: \_\_\_\_\_ Event Name \_\_\_\_\_

Requirements: (Chairs, Stage Lighting, Special Needs, Bleachers, Game Clock, Etc): \_\_\_\_\_

Admission Charge: \_\_\_\_\_ Yes \_\_\_\_\_ No

Name & Address of Coordinator: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Request:	Time Needed:	Facility Needed:

In making this request, I/We fully understand and accept the following general conditions:

Building & Grounds requests will not be approved during scheduled school days or activities. Your function is subject to cancellation if school is closed for any emergency or for any unscheduled building closing. The hours stated for use on the Building & Grounds Application will be the actual time the building may be occupied.

User assumes responsibility for all participants and/or spectators for liability or injury resulting from accidents arising out of users, acts or omissions; and to that extent, user agrees to save and hold harmless the Board of Education of the Redbank Valley School District from any suit, claim, or demand as the result of bodily injury or property damage arising out of users, acts, or omissions during occupancy. User will present to the school district a certification of insurance evidencing the following minimum coverage: general liability and auto liability (property damage and bodily injury) at amounts equal to or greater than the amounts carried by the school entity. The school entity must be named as an "additional insured" on all certificates. If the outside group is a business group, they also must carry their own workers' compensation insurance, as required by state law.

Alteration or relocation of items is prohibited unless prior approval has been granted.

Use or possession of alcoholic beverages or tobacco is prohibited on school premises. The user will STRICTLY comply with all fire and safety codes.

Compensation will be made to the school district for time and materials to correct the damage to school property resulting from use. All use fees will be paid to the school district within 10 days from the date of invoice.

I have read the above regulations and agree to all the conditions as listed:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

The following has been: \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED

\_\_\_\_\_  
Principal (Elementary/High School) Date: \_\_\_\_\_

\_\_\_\_\_  
Activities Coordinator Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent Date: \_\_\_\_\_

The condition of all contracted facilities used reflects (Damage/No Damage) and / or requires additional fees as follows:

**Billing: Please pay the following charges to "Redbank Valley School District" as a result of the function indicated above:**

Custodial Services: Hours: \_\_\_\_\_ Rate: \_\_\_\_\_ Total: \_\_\_\_\_ // Cafeteria Services: Hours: \_\_\_\_\_ Rate: \_\_\_\_\_ Total: \_\_\_\_\_

Building Fees: Hours: \_\_\_\_\_ Rate: \_\_\_\_\_ Total: \_\_\_\_\_ // Damage Fees: Hours: \_\_\_\_\_ Rate: \_\_\_\_\_ Total: \_\_\_\_\_

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- **The District Approved Fee Schedule is in effect for non 501(c)3 “For Profit making Organizations”**
  - High School Gym & Lockers: \$500
  - Stage & Auditorium: \$1200
  - Auditorium (Rehearsal): \$500
  - Computer Lab: \$500
  - Classroom: \$100
  - Cafeteria: \$250
  - Kitchen \$350
  - School Library: \$200
  - Football Field/Track: \$500
  - Football Field Lights: (First 3 Hours): \$500
  - Each Additional Hour: \$175
  - Football Field Concession Stand (NOT AVAILABLE)
  - Practice Fields \$500
  - School Grounds, Parking Lots: \$500
  
- **Youth Event Fees in addition to any janitorial fees required:**
  - Football Field: \$200/event with lights.
  - Football Field: \$100/event without lights.
  - Gymnasium: \$200/event if over 4 hours
  - Gymnasium: \$50/game

\*The Redbank Valley School District reserves the right to assess additional fees for large events. Any additional fees will be based on actual costs. (Example: Paper Products, Garbage, etc) a 25% Security Deposit is required for the use of all school facilities.