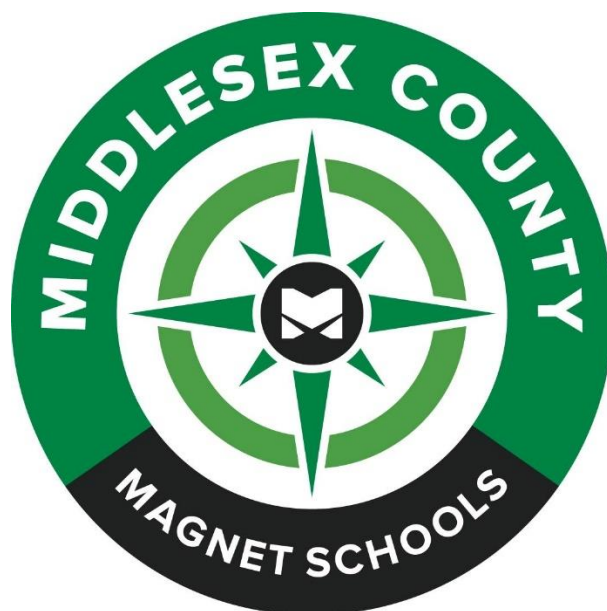
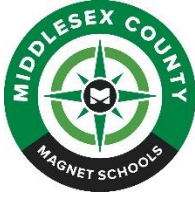


MIDDLESEX COUNTY MAGNET SCHOOLS



USE OF FACILITIES PACKET



Middlesex County Magnet Schools

SUBMISSION OF PAPERWORK FOR USE OF FACILITY

The following items must be attached and submitted as a complete application packet in order for your request to be reviewed:

- (1) A completed and signed Application for Use of Facilities form
- (2) A Certificate of Insurance

Please submit the Certificate of Insurance with the following information:

- (a) Middlesex County Magnet Schools Board of Education is the Certificate Holder.
- (b) Description of the Operations box on the insurance form – must name Middlesex County Magnet Schools Board of Education as an additional insured for the event.
- (3) Please allow 45 days from time of submittal to time of board approval.
- (4) Campus (please circle):

EB PI PA EA WA

APPLICANT'S SIGNATURE: _____

APPLICANT'S NAME (PLEASE PRINT): _____

DATE: _____ EMAIL: _____ PHONE: _____

Please submit completed forms to one of the following campuses:

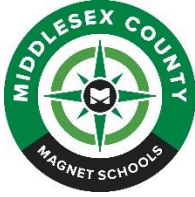
Michael Cappiello
cappiellom@mcmsnj.net
112 Rues Lane
East Brunswick, NJ 08816
732-257-3300 x1815

Nicole Slade
sladen@mcmsnj.net
21 Suttons Lane
Piscataway, NJ 08854
732-985-0717 x2202

Brian Bilal
bilalb@mcmsnj.net
457 High Street
Perth Amboy, NJ 08861
732-376-6300 x6305

Amro Mosaad
mosaada@mcmsnj.net
100 Technology Drive
Edison, NJ 08837
732-452-2600 x2301

Robert Fuller
fullerr@mcmsnj.net
1 Convery Blvd.
Woodbridge, NJ 07095
732-634-5858 x3016



Middlesex County Magnet Schools

USE OF FACILITY RATES

Classrooms	\$ 50 per hour
Cafeteria	\$100 per hour
Auditorium/Cafetorium	\$300 per hour
Gymnasium	\$100 per hour
Fields	\$200 daily, per game/practice

Custodial fees may apply for rentals outside of normal working hours as well as any preapproved set up or field prep required for the rental. Off hours and Saturdays are billed out at \$30 per hour. Sundays and Holidays are \$40 per hour.

Any additional personnel required for stage lighting, audio visual, athletic supervision, food services, or security will be billed out at actual cost. Prearrangements must be made for any of these additional services if required.

USE OF SCHOOL FACILITIES APPLICATION

MIDDLESEX COUNTY MAGNET SCHOOLS

112 Rues Lane, East Brunswick, NJ 08816

PART A: TO BE COMPLETED BY APPLICANT

DATE: _____

Name of Organization	School Requested
	East Brunswick____ Piscataway____ Other_____

Person Responsible	Address	Phone

Facility Desired	<input type="checkbox"/> Gym	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Field(s)
	<input type="checkbox"/> Auditorium/Cafetorium	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Location of Field(s) (Specify)
		<input type="checkbox"/> Classroom(s)	_____

Audio/Visual and Other Equipment Requested

<input type="checkbox"/> Stage Lighting	<input type="checkbox"/> TV/VCR	<input type="checkbox"/> Athletic Field Preparation
<input type="checkbox"/> Spot Lighting	<input type="checkbox"/> Slide Projector	<input type="checkbox"/> Scoreboard
<input type="checkbox"/> Public Address System	<input type="checkbox"/> Tables	<input type="checkbox"/> Chairs
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Other	

Intended Use of Facility (Please Check)	<input type="checkbox"/> State, County, Local Government	<input type="checkbox"/> Fund Raising Activity
	<input type="checkbox"/> Local Civic Organization	<input type="checkbox"/> Other

Specify Reason for Use

Date(s) Requested	Day(s) of Week	Estimated Attendance	Hours From/To

CERTIFICATE OF INSURANCE

The board of education carries insurance covering its legal liability. The board of education assumes no liability of the licensee. The board of education requires that the applicant complete the Hold Harmless Agreement on the application and file a CERTIFICATE OF INSURANCE, naming Middlesex County Magnet Schools as an additional insured. The minimum amount of insurance coverage for personal injury is to be \$1,000,000 and for property damage \$500,000.

HOLD HARMLESS AGREEMENT

In consideration of the board of education granting permission to the organization to use the board's premises set forth in the application, said organization hereby agrees to defend, indemnify, and save harmless the board not only against any claim or loss to persons or property resulting from its use of the premises, but also against the cost, including legal fees, of any lawsuit, whether said suit is successful or not; and this Contract of Indemnification is condition precedent to approval of the organization's request to use the premises.

I acknowledge that I have received, read and agreed to abide by the board of education policies and regulations.

SIGNATURE OF APPLICANT

PART B: TO BE COMPLETED BY BUILDING ADMINISTRATORS AND CHIEF SCHOOL ADMINISTRATOR

Signatures Required	Approved	Not Approved	Date	Estimate of Charges
Building Administrator				
Chief School Administrator				

Copies to: Building Administrator, Business Office and Applicant



Middlesex County Magnet Schools

Use of School Facilities General Regulations

1. Any approved application 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. If facilities are not required after an approval has been given, the reservation should be canceled promptly with the Principal of the appropriate campus.
3. The school facilities will not be available for community use when heavy maintenance and repair is taking place.
4. Parties granted approval assume responsibility for any damage or loss of property that may occur during their occupancy.
5. Parties granted approval must comply with applicable local, state and federal laws and regulations.
6. 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.
7. No keys shall be issued to any organization.
8. SMOKING IS PROHIBITED ON SCHOOL PROPERTY AT ALL TIMES.
9. ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE PERMITTED ON SCHOOL PROPERTY.
10. Approval 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.
11. Approval 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.
12. Fees do not include the lining of fields.
13. No refreshments shall be sold without permission of the Board.
14. All fees including those assessed for special services are payable by cash or check to the Middlesex County Magnet Schools and will be received by the Business Office after receipt of an invoice.
15. In connection with the use of school facilities, police and fire personnel must be arranged for and paid by the lessee when required for the proper protection of the building and grounds.
16. 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.
17. All groups certify that they are in compliance with the Middlesex County Magnet Schools Board of Education Policy #2431.4 "Sports Related Concussions and Head Injuries".
18. The Board reserves the right to limit number of participants per facility.

Please Note: 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.