

NUTLEY PUBLIC SCHOOLS

Application for use of School Buildings

Note Regulations on Other Side

Nutley, N. J. _____ 20__

APPLICATION is hereby made to the Board of Education, Town of Nutley, New Jersey, for the use of the following facilities at _____ School for the periods indicated:

Facilities	Equipment	To be used for purpose of	Date	Hours From	To
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Will an Admission Be Charged _____ Proceed to be used for _____

It is hereby understood and agreed that if this application is granted, applicant will pay the rental charge, comply with the rules and regulations set forth on the reverse side hereof, and indemnify and save harmless the Nutley Board of Education from any and all claims for loss or damage to property and personal injury and death arising from applicant's use of the facilities and equipment.

Applicant represents that it does not advocate the overthrow of the government of the United States or of the State of New Jersey by force, violence, or unlawful means.

This application must be filed at least 35 days prior to the date requested.

If lecture, forum or political meeting, list names of speakers _____

Outline of subjects to be covered _____

Name of Organization

Signature of Executive Officer

Address

Telephone

Approved _____ 19__

By _____

Secretary/Business Administrator
Board of Education

Please address this application to Business Office, Board of Education, 315 Franklin Avenue, Nutley, New Jersey, 07110. Telephone (973) 661-8794.

RULES AND REGULATIONS FOR USE OF SCHOOL BUILDINGS

All requests for the use of facilities by any outside organization wishing to use the buildings other than during school hours are to be made through the Secretary-Business Administrator, who will clear all requests.

1. No admission to the building will be granted for the use of the building during school hours or school activities unless permission is granted by the school principal.
2. Application for use of a school building is to be made out in duplicate. Return all copies to the Secretary-Business Administrator, Board of Education Office, Administration Building, Nutley, New Jersey.
3. No reservation will be made until this application is approved and signed by its Secretary-Business Administrator.
4. The use of school property is rented conditionally upon the good behavior of the user; and if any rules or regulations are broken or property damaged through carelessness or neglect, future applications for rental may be rejected. The leasee will be responsible for the preservation of order and liability for any damage to, or loss of property that may result from said use.
5. Permits may be issued for the use of school buildings and grounds to organizations not officially connected with the schools when such facilities are not in use for school purposes.
6. All permits shall be revocable and shall not be considered as a lease, and the Board of Education, or its Secretary-Business Administrator, may reject any application or cancel any permit. The rates in general have been established to cover operating expenses with reasonable allowance for wear and tear.
7. A permit is not transferable.
8. Permits may be cancelled by the applicant by notifying the Board of Education office **10 days** in advance of the date reserved.
9. A check in accordance with the schedule must accompany each application.
10. The granting of a permit for the use of any part of a building or grounds confers no privilege for rehearsals or for any facilities or equipment other than those mentioned in the permit.
11. Permit does not include the services of custodian or engineer except that which is necessary for the opening and closing of the building.
12. All laws regarding public assemblies must be strictly complied with. Smoking or the consumption of alcoholic beverages in any part of the school building is absolutely prohibited.
13. The Board of Education carries insurance covering its legal liability. The Board assumes no liability of the leasee.
14. In all instances, regular employees of the Board of Education must be in charge of the school, the number of whom, in each case, will be subject to the direction of the Secretary-Business Administrator.
15. The Board of Education or its representatives must have free access to all rooms at all times.
16. Premises are rented with the understanding that "tipping" of custodians or other school personnel is not permitted.
17. Only the Board of Education may pay employees for services involving the use of school facilities.
18. The number of tickets sold must not exceed the seating capacity of the auditorium, gymnasium or other area for which permit is granted.
19. Nothing shall be sold, given or exhibited or displayed without permission.
20. No refreshments or food shall be served without specific approval. If refreshments or food are served after approval is received by the holder of this application it is understood that immediately after use, all soiled dishes and supplies must be cleaned and the premises left in proper condition.
21. Special permission must be obtained for the use of special equipment, decorating, installing scenery, and moving or tuning pianos. Pianos are not to be moved from their position unless done by competent and experienced commercial moving concerns, and at the expense of the applicant. If moved, pianos must be reset in original position with the same care and at the expense of the applicant.
22. The Board of Education has provided proper dressing rooms and stage equipment for the full use of the auditorium but does not provide the use of school furniture or other accessories and the Board assumes no responsibility for properties left on the premises by the applicant.
23. Scenery, decorations, or equipment provided by the holder of a permit must be removed from the building promptly after the performance so as not to interfere with school activities. If there is delay, the removal will be made by the Board of Education at the expense of the holder of the permit.
24. All electrical equipment and arrangements shall be in charge and control of the Board of Education or its representatives.
25. All persons using gymnasiums for athletic activities must wear rubber-soled shoes.
26. All charges listed include custodial service. However, actual custodial expense will be charged whenever these scheduled costs are waived and whenever unlisted rooms are used.
27. No signs or displays of any kind are to be displayed on the school buildings without first receiving approval of the Board of Education.

MEETING CALENDAR 2022 – 2023

Name of Group/Organization: _____

Meeting Place: (School and Room Number) _____

Meeting Time: _____

Circle or “X” requested meeting dates on the calendar.

Please note school closings and single session days, they will not be scheduled.

Please notify Rental office (973-661-8794) if there is a change in your schedule during the year, as we notify building personnel and the Fire Dept. in case of emergencies.

SEPTEMBER - 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				*1-----	*2-----	3
4	*5-----	*6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

*September 1st & 2nd – Professional Days

*September 5th – Labor Day – Schools Closed

*September 6th – First Day of School

OCTOBER - 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	*7-----	8
9	*10-----	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*October 7th – Professional Day – Single Session Day for Students

*October 10th – Columbus Day – Schools Closed

NOVEMBER - 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	*8-----	9	*10-----	*11-----	12
13	14	*15-----	*16-----	*17-----	18	19
20	21	22	*23-----	*24-----	*25-----	26
27	28	29	30			

*November 8th – General Election Day – Schools Closed

*November 10th & 11th - NJEA Convention - Schools Closed

*November 15^h - 17th –Elementary Schools Parent/Teacher Conf - Single Session

*November 23rd–Thanksgiving Recess - Single Session Day for Staff & Students

*November 24th & 25th – Thanksgiving Recess - Schools Closed

MEETING CALENDAR 2022 – 2023

DECEMBER - 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	*23-----	24
25	*26-----	*27-----	*28-----	*29-----	*30-----	31

*December 23rd –Holiday Recess - Single Session Day for Staff & Students

* December 26th through December 30th – Holiday Recess-Schools Closed

JANUARY - 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	*13-----	14
15	*16-----	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*January 13th – Professional Day – Single Session Day for Students

*January 16th – Dr. Martin Luther King, Jr. Day – Schools Closed

FEBRUARY – 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	*17-----	18
19	*20-----	*21-----	22	23	24	25
26	27	28				

*February 17th Professional Day – Single Session Day for Students

*February 20th – Presidents’ Day – Schools Closed

*February 21th – Schools Closed

MARCH – 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	*10-----	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*March 10th – Professional Day – Single Session Day for Students

MEETING CALENDAR 2022 – 2023

APRIL - 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	*3-----	*4-----	*5-----	*6-----	*7-----	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*April 3rd- 7th –Spring Recess - Schools Closed

MAY - 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	*26-----	27
28	*29-----	30	31			

*May 26th – Professional Day – Single Session for Students

*May 29th - Memorial Day – Schools Closed

JUNE - 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	*15-----	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

*June 15th – Single Session Day - Last Day of School

Total Number of Meetings Scheduled for 2022–2023 School Year: _____

Schedule Completed By: (Name) _____

Phone Number _____ Date: _____

Please Print

REMEMBER TO MAKE A COPY FOR YOURSELF!