

# **BLAIRSTOWN BOARD OF EDUCATION**

PO Box E  
One Sunset Hill Road  
Blairstown, New Jersey 07825  
Phone (908) 362-8536 Fax (908) 362-9638

**Mark Saalfield**  
*Superintendent*

**Molly Petty**  
*School Business Administrator*

## **BLAIRSTOWN ELEMENTARY SCHOOL – BUILDING USE**

Anyone requesting building use at the school is required to fill out the attached Building Use Form and submit it for approval.

Requests are due on the first Monday of each month for BOE approval on next meeting.

Requests are reviewed by the Superintendent and the Board of Education. All pertinent information must be submitted on the Building Use Request form. **Please be sure to sign the form as the “Representative” of the organization.** Keep in mind that proof of insurance coverage must be provided before the application is approved. **The Certificate of Insurance must list Blairstown Township Board of Education as the Certificate Holder.**

**Any new groups requesting to use the building must appear before the Board at their next scheduled meeting.**

**REQUESTS FOR BUILDING USE CAN ONLY BE SCHEDULED AFTER APPROVAL FROM THE BOARD OF EDUCATION.**

**NO EXCEPTIONS.**

Please refer to the online school calendar. The gym is not available on days when the school is closed. On half day dismissals, the school is not available for activities after 1:15 pm.

**IT IS YOUR RESPONSIBILITY TO CHECK THE SCHOOL CALENDAR FOR SCHOOL CLOSINGS AND EARLY CLOSURES.**

If you should have further questions, please call Molly Petty at 362-6111 x106.

BLAIRSTOWN ELEMENTARY SCHOOL  
ONE SUNSET HILL ROAD, PO BOX E  
BLAIRSTOWN, NJ 07825  
908-362-6111 X 106

<i>Office Use Only:</i>	
Board Approved:	_____
Scheduled on Calendar:	_____
Insurance on File:	_____

**APPLICATION FOR USE OF SCHOOL FACILITIES**

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ROOM(S) REQUESTED: \_\_\_\_\_

REASON FOR BUILDING USE: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

	<b>START TIME</b>	<b>STOP TIME</b>
MONDAY:	_____	_____
TUESDAY:	_____	_____
WED:	_____	_____
THURS:	_____	_____
FRI:	_____	_____
SAT: *	_____	_____
SUN: *	_____	_____

**\*(FOR SATURDAY/SUNDAY PLEASE LIST EXACT DATES NEEDED ON SEPARATE SHEET)**

**\*\*PLEASE BE SURE TO SIGN THE BACK OF THIS APPLICATION AS 'REPRESENTATIVE'**

1. The use of the Blairstown Elementary school building and grounds is at the discretion of the Blairstown Board of Education.
2. Student groups of elementary age will be given preference. Returning groups will be given preference over 'new requests'. In-season sports activities will be given preference over out-of-season sports activities.
3. The gymnasium will be available to community organizations, upon approval, according to the following schedule:
  - a. Saturday 8:30 am to 5:00 pm
  - b. Sunday 11:00 am to 5:00 pm
4. At least one authorized Blairstown Board of Education employee will be present in the school building for the entire time of the community event/activity. School facilities will be available only if authorized personnel are available. The community organization requesting the use of the facility on weekends or when school is closed will compensate authorized personnel at the current rate of \$25 per hour. The community organization assumes the responsibility of informing the authorized personnel when changes occur regarding scheduled events.

5. Authorized personnel are to be present in the school thirty (30) minutes prior to the start of the event and ninety (90) minutes following the end of the event. If additional time is needed for cleaning, the cost will be the responsibility of the community organization.
6. The representatives, participants and the organization hereby agree and undertake to save and hold harmless the school district from any and all claims for damages, personal or otherwise, is brought about or caused by negligence, whether on the part of the organization, participants, the school district or all three.
7. The organization and all participants will be responsible for and agree to pay for damages done, exclusive of ordinary wear and tear. All organizations must have insurance, naming the Blairstown Board of Education as an additional insured on the sponsoring group's liability policy. A certificate of insurance naming such must be submitted with this application. Activities or equipment that may cause damage to the windows and/or scoreboard will not be allowed. Indoor soccer, baseball and softball must use 'soft' balls.
8. The organization agrees that all apparatus, equipment, furniture and other paraphernalia will be returned to their proper storage areas and that the gymnasium will be returned to the condition it was prior to your use.
  - a. Volleyball standards shall be returned to the corner nearest the band room. Do NOT block the exits.
  - b. Wrestling mats are to be properly stored on rollers and returned to the ends of the gym so that sharp edges are concealed.
  - c. Folding mats shall be returned to the corners near room 40 and the gym lobby.
  - d. Basketball backboards shall be returned to the 10' height and shall not be used any lower than appropriate for the age of the children using them.
  - e. Chairs shall be returned to the chair racks. Do NOT place chairs in the metal cubbies along the wall near the equipment room.
  - f. Tables shall be returned to the location in front of the bulletin board.
  - g. All equipment used by your group shall be removed from the gym and properly stored.
  - h. All trash shall be picked up and spills cleaned.
9. The community organization accepts the responsibility to provide proper security to maintain a safe and healthy environment for all participants. One adult is to be stationed in the gym lobby during competitive events.
10. Children under the age of sixteen attending events must be accompanied by a parent or other responsible adult and must be closely supervised at all time.
11. Food and beverages are prohibited from the gymnasium. Food and beverages are allowed in the lobby area only.
12. The Blairstown Elementary School site, including all parking areas, playground, and sidewalks, is a smoke free environment.

*The applicant or organization's representative has read and agreed to the regulations set forth by the  
Blairstown Board of Education.*

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Superintendent

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Representative

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Business Administrator

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Date of Approval/Denial