



Hopatcong Borough Schools School Facility/Field Utilization Request Form

Thank you for your interest in using our facilities at Hopatcong Borough Schools. As of July 2018, there are significant changes to the facilities form and pricing for use of each facility. Please make sure you read through the document thoroughly.

Before submitting the form, make sure that you have all the proper documentation to avoid delay or the form being rejected.

Checklist:

- Facility usage form completed, signed and dated
- Certificate of Occupancy
- Fire Permit (if applicable)
- ServSafe Certificate if using concession stand(s) and kitchen(s)
- Please refer to page 7 for Tier usage and page 8 for pricing for all buildings and all usage
- ALL DOCUMENTATION MUST BE RECEIVED AT LEAST 10 DAYS PRIOR TO EVENT or NO APPROVAL

Please note that access to buildings will not be permitted without a valid facilities permit



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Organization Name: _____

Type of Activity: _____

Facility/Room Requested: _____ Location(s): _____

Please circle one below: (Tier 4 and 5 will require a \$500.00 non-refundable security deposit that will go toward the rental charges)

Tier 1 Tier 2 Tier 3 Tier 4 Tier 5

** As required by our insurance carrier, a current certificate of liability insurance must be provided prior to building usage naming the Hopatcong Board of Education as additional insured. **If we do not have the Certificate of Occupancy with your application, then the application will be returned and not accepted. Each application needs one attached even if you have sent one in previously for another event. No exceptions!** As required by the NJ Uniform Fire Code (N.J.A.C. 5:70-2.7 (a)), all applicants must obtain an approved application for permit signed by the Hopatcong Fire Marshall prior to building usage. Any equipment or supplies used which are not requested or identified on this form, will be subject to fees. **Verbal authorizations for use of school facilities are NOT VALID. Only fully executed copies of this form shall be honored.** School facilities will not be available when ground is covered with snow, when school is closed, or when needed for school function.

Please initial after reading and that you have provided proper documentation: _____

Date(s) Requested: _____

Time(s) Requested: _____

*Reassignment: _____

(If your approval has been granted with a reassignment indicated, please be advised that the reassignment was necessary to ensure that you would have an appropriate facility or field made available for your use).

Person in Charge (must be in attendance for event)

Alternate Person In Charge

Name: _____

Name: _____

Cell: _____

Cell: _____

Email: _____

Email: _____

Number of Chaperones: _____ Chaperone duties: _____

Estimated Attendance: _____ Cost of event admission: _____

Request for Special Equipment: **BE SPECIFIC!!!** _____

Identify Accommodations Required for Spectator: _____



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Upon completion of this form it should be returned to the Facilities Department for processing and approval of the proper documents. It will then be sent to the building Principal, then the AD to be added to the school calendar. You will receive your final approved copy from the athletic department showing changes to rooms or locations, if any.

*******Office Use Only*******

_____	Approved	Disapproved	Reassigned	_____
Facilities Supervisor				Date
_____	Approved	Disapproved	Reassigned	_____
Business Administrator				Date
_____	Approved	Disapproved	Reassigned	_____
Principal				Date
_____	Approved	Disapproved	Reassigned	_____
Athletic Director				Date

Access for Participants and Spectators is Requested Via: (To be completed by Facility Supervisor)

Additional Comments: _____

Estimated charges:

Custodial: _____

Facility: _____

Total: _____

Designated Custodial Staff Member to be contacted:

Name: _____ Phone: _____

Permit Number: _____ **(All scheduled events will require a permit. Please have with you at the day of the event for admittance into the designated building. You will not be able to enter without it)**



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Building Security Policy Acknowledgement

With a continued emphasis on student safety it is paramount that we take every precaution necessary to provide a safe, secure, and effective means in which we can host any outside function within our facilities. With that in mind we want to take this opportunity to notify you of some important changes to all of our facilities within our school district. Effective immediately, all exterior doors to our buildings will remain locked after school hours.

This policy change will require that each group utilizing our facility appoint a "site coordinator" to monitor limited access to the selected building for the purposes of their scheduled activity. Listed below are the parameters for which we are requiring all of our organizations to follow as well as signed documentation in awareness of organizational responsibility:

- All doors both entering and exiting the building will be locked and secured by the District.
- At no time should doors be propped open to allow entry into the building.
- The "Site Coordinator" or Coach should define a clear time window during which players/participants may arrive for a practice or activity. The coach or Coordinator will remain at the entrance doors and grant access to only those that are part of his/her program. All organizations will designate both an arrival and departing time for their function on a nightly basis. It is with this intention that all participants will either enter or exit the facility at the same time.
- While in the facility it is the responsibility of each group to reinforce with their participants/families that their access is limited to the practice/meeting room location and the nearest restrooms. All children must be properly supervised.
- Failure to follow these regulations may result in an organization losing permission to utilize District facilities.

These regulations are by no means meant to impede or distract any of our prospective community organizations. They are simply an attempt to provide safety measures both within and around our district's school buildings with the intent of supervising all those entering and exiting our facilities. We truly appreciate and value the effort that you and your organization put forward for the families of our community and understand the importance of our collective efforts necessary in order to meet these safety requirements.

Organizational Name: _____

Signature of Person in Charge: _____ Date: _____

Facilities Supervisor: _____ Date: _____

Business Administrator: _____ Date: _____

Principal/Athletic Director Signature: _____ Date: _____



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Auditorium Facility Usage Agreement

Beginning September 2016, any school or town sponsored event that is planning on selling food or beverages during programs held within our High School Auditorium, are required to utilize the High School Cafeteria as the designated eating area. At no point, will food be allowed into our High School Auditorium.

By no means is our District restricting the sale of food and beverages at functions such as plays and concerts. However, we are requiring all eating and drinking stations to be found within our High School Cafeteria, which is a Department of Health approved facility for these purposes.

Listed below are the parameters for which we are requiring all of our organizations to follow as well as signed documentation in awareness of organizational responsibility:

- While in the facility, it is the responsibility of each group to reinforce with their participants/families the prohibition of all food and beverages within the High School Auditorium.
- While in the facility, it is the responsibility of the Assigned Person in Charge to properly administer all food and beverage (if being sold) usage within the High School Cafeteria during any event that is intending on using the High School Auditorium.
- Failure to follow these regulations may result in an organization losing permission to utilize District facilities.

These regulations are by no means meant to impede or distract any of our prospective community organizations. We truly appreciate and value the effort that you and your organization put forward for the families of our community and understand the importance of our collective efforts necessary in order to meet these safety requirements.

Organizational Name: _____

Signature of Person in Charge: _____ Date: _____

Facilities Supervisor: _____ Date: _____

Business Administrator: _____ Date: _____

Principal/Athletic Director Signature: _____ Date: _____



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Kitchen and Concession Stand Usage Agreement

Listed below are the parameters for which we are requiring all of our organizations to follow as well as signed documentation in awareness of organizational responsibility:

- One member of the staff using the kitchen/concession stand must be ServSafe certified.
- No outside equipment without approval
- You must provide insurance certificate stating you are using a food stand to serve the public
- At no time will any hot equipment be unsupervised

These regulations are by no means meant to impede or distract any of our prospective community organizations. We truly appreciate and value the effort that you and your organization put forward for the families of our community and understand the importance of our collective efforts necessary in order to meet these safety requirements.

Organizational Name: _____

Signature of Person in Charge: _____ Date: _____

Facilities Supervisor: _____ Date: _____

Business Administrator: _____ Date: _____

Principal/Athletic Director Signature: _____ Date: _____



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Hopatcong Board Of Education **Use of Facilities-Classification of Users-Summary**

Tier 1 – Hopatcong School Group/Student related activities (Classes, clubs, pupils & teachers, etc.) PTO's and Educational/Municipal/Health Partnerships.

- Charges: Beyond regular working hours a custodial fee will be charged. After 9:00pm overtime will be charged.

Tier 1 functions require approval by Facilities, Business Administrator, Principal & Athletic Director.

Tier 2 – Divisions of Local Municipal Government and Local Community groups, such as Scout groups, Brownies, and other approved community groups.

- No admission may be charged except for the sports camps

Charges: Beyond regular working hours a custodial fee will be charged. After 9:00pm overtime will be charged.

Tier 2 functions require approval by Facilities, Business Administrator, Principal & Athletic Director.

Tier 3 – Hopatcong based feeder programs (i.e. Warriors, Jr. Chiefs, etc.) No fee for use of indoor facilities, only custodial fees for non-working hours.

Outdoor Facilities fees are as per schedule. Field painting fees will be charged a maintenance fee of \$55.00 an hour for a minimum of 2 hours and if on a holiday or Sunday double time at \$65.00 an hour for a minimum of 2 hours. Painting will only be done at the request of the renter

Fund raising or other events sponsored by local community groups, booster clubs and educational oriented associations.

- A supply charge of \$10.00 per use or a maximum of \$500.00 per season, if applicable for indoor/outdoor use.
- Charges: Beyond regular working hours a custodial fee will be charged. After 9:00pm overtime will be charged.

Tier 3 functions require approval by Facilities, Business Administrator, Principal & Athletic Director.

Tier 4 (Non Profit)- Responsible groups from outside the community and political rallies or caucuses sponsored by regular political parties.

- An admission charge applies only if the net proceeds are for an established charity or for the benefit of a responsible nonprofit service, cultural or recreational organization.
- Any professional services will be charged at the hourly rate.
- Facility usage rental fees will apply accordingly

Tier 4 functions require approval by Facilities, Business Administrator, Principal & Athletic Director.

Tier 5 (Profit)- Activities which are of benefit to the community and sponsored by groups or individuals for their own profit.

- Any professional services will be charged at the hourly rate
- Facility usage rental fees will apply accordingly

Tier 5 functions require approval by Facilities, Business Administrator, Principal & Athletic Director.



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Location	Tier					Occupancy Fee (Energy) Per Hour Heating Season or A/C Areas
	1	2	3	4	5	
All Schools						
Classrooms	NC	NC	NC	\$90.00	\$125.00	\$15.00
Cafeteria	NC	NC	NC	\$280.00	\$400.00	\$30.00
All Kitchens	NC	NC	NC	\$125.00	\$125.00	\$60.00
HS- Main Gymnasium	NC	NC	NC	\$840.00	\$1,200.00	\$100.00
HS- Concession Stand	NC	NC	NC	\$105.00	\$150.00	\$30.00
HS- Small Gymnasium	NC	NC	NC	\$350.00	\$500.00	\$50.00
HS- Auditorium	NC	NC	NC	\$840.00	\$1,200.00	\$100.00
MS- Cafeteria	NC	NC	NC	\$210.00	\$300.00	\$30.00
MS- Main Gymnasium	NC	NC	NC	\$210.00	\$300.00	\$100.00
OUTDOOR FIELDS						
All Athletic Fields/Tennis Court	-	-	-	\$105.00	\$150.00	-
Football Field Concession Stand/Bathrooms	-	-	-	\$105.00	\$150.00	\$30.00
Hilltop Bathroom	-	-	-	\$21.00	\$30.00	-
PROFESSIONAL SERVICES						
Weekdays and Saturdays rate	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	-
Sunday and Holiday rate	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	-
BASIC SUPPLY COSTS						
Paper products	-	-	-	-	-	\$10.00 per bathroom
Soap	-	-	-	-	-	\$10.00 per bathroom
Trash Removal Small 1-50 occupants	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	-
Trash Removal Medium 50-150 occupants	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	-
Trash Removal Large 150-300 occupants	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	-
Trash Removal X-Large 300 or more occupants	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	-