

**FRANKLIN BOROUGH PUBLIC SCHOOL  
FACILITY USE/SAVE HARMLESS AGREEMENT**

Date \_\_\_\_\_

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

Name of Sponsor or Officer \_\_\_\_\_

Facility Requested \_\_\_\_\_  
School Specify all areas needed

Purpose \_\_\_\_\_

Dates of Use \_\_\_\_\_ Time needed \_\_\_\_\_

Admission Charge \_\_\_\_\_ Disposition of Proceeds \_\_\_\_\_ Estimated attendance \_\_\_\_\_

**The use of the facility is pending receipt of a fire permit as required. The Fire Permit Safety Application can be found on the Sussex County Sheriff's Office website ([www.sussexcountysheriff.com](http://www.sussexcountysheriff.com)). If serving food and/or preparing food, the organization must also complete a food license application and secure a permit from the Franklin Board of Health prior to selling any food and/or drinks.**

Sponsor understands and will abide by the regulations of the Board of Education for use of school facilities and that any infraction(s) may cause immediate cancellation of the Facility Use Agreement. **The sponsor and organization shall assume full liability for any and all damage to school district property, and for all claims, resulting from accident, theft, or any other cause.**

\_\_\_\_\_  
Insurance Company or Agent of Organization

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Policy Number (All users)

\_\_\_\_\_  
Address of Sponsor Telephone Number

**CERTIFICATE OF INSURANCE MUST BE ATTACHED BEFORE APPROVAL IS GRANTED.** The Certificate of Insurance must depict acceptable coverages and aggregate limits, at a minimum of \$1 million combined single limit (CSL). **The Franklin Borough Board of Education must be named as "Additional Insured."** Provide proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person. **With respect to use of the facilities for any athletic activity, all users will be supplied a copy of the Board of Education's policy on concussion testing and return to play. The user agrees and certifies that it will comply with this policy for the management of concussions and other head injuries. (This policy is enclosed to applicants requesting the facility for athletic usage, or it can be found at [www.fboe.org](http://www.fboe.org).)**

Please note the following conditions regarding your request to use Franklin Borough School facilities.

1. In the event of a conflict in scheduling, it is understood that school activities will have priority.
2. If the school is closed due to emergency (e.g. weather), the activity is/will be canceled and would need to be rescheduled.
3. Persons requesting use of any school facility should note that if approved, the use of the building is for the specific date(s) requested for the event. If additional days, hours, etc. are required for set-up, rehearsals, etc., these additional requirements must be made a part of the original request. Failure to indicate the need for additional time could jeopardize the original approval.
4. All such permitted usage of the facility, might require two or more members of the custodial staff to be present. Your organization will be responsible for the custodial overtime charges and the facility use fees for the dates requested, payable to the Business Administrator/Board Secretary two weeks prior to the event. Payment shall be paid in the form of certified check or money order. If payment is not received, the facility will not be made available. The custodial charges will be calculated using the highest per hour rate at double time. Any overpayment will be refunded within 30 days after the event.

*Please complete other side*

5. The appropriate number of responsible adults must be provided to supervise participants at all times.
6. When requesting use of the facilities, please list all areas of the school that will be utilized.
7. Food and drink is permitted only in designated areas as specified by administration. No Exceptions.

**AUDITORIUM STAGE AND CURTAINS**

Absolutely nothing can be pinned, taped, stapled, or otherwise attached to the curtains (including the front, middle, back, and side panels).

Absolutely no masking tape is to be used on the stage floor (electrical tape may be used as prop markers).

**AGREEMENT TO SAVE HARMLESS**

\_\_\_\_\_ agrees to indemnify and hold the Franklin Borough Public School District Board of Education (“Board of Education”), its officers, agents, and employees harmless from any liability, loss, or damage they may suffer as a result of claims, demands, costs or judgments against them arising out of the negligent, reckless, and/or purposeful acts of its officers, agents, employees, and/or volunteers, as well as from the activities to be carried out on school property pursuant to the Facility Use/Save Harmless Agreement, dated \_\_\_\_\_, provided, however that any such liability, loss, or damage resulting from the negligent failure of the Board of Education to substantially comply with applicable governmental requirements is excluded from this Agreement to indemnify and hold harmless.

I \_\_\_\_\_, acknowledge that the Franklin Borough School District Board of Education makes no representation or guarantee of the qualifications of any individual present during the activity or event. I further acknowledge that the Franklin School District Board of Education makes no representation or guarantee regarding the safety of any activity or event engaged in on school premises. Finally, I acknowledge that it is the sole responsibility of the sponsoring organization/individual to provide a safe atmosphere and appropriate level of supervision for all child participants.

In consideration of being allowed to participate on behalf of \_\_\_\_\_, the undersigned acknowledges, appreciates, and agrees that participation includes possible exposures to and illness from infectious diseases including but not limited to MRSA, influenza, and coronavirus disease 2019 (COVID-19). While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist.

Signature	Date	Signature	Date
Title	Title	Title	Title

***Two authorized representatives must sign for all organizations.***

**SMOKING (INCLUDING ELECTRONIC SMOKING/VAPING DEVICES, E-CIGARETTES, ETC.)  
IN SCHOOL BUILDINGS OR ON SCHOOL GROUNDS IS PROHIBITED PURSUANT TO NJ LAW.**

**DO NOT BLOCK GATED ENTRANCES AND FIRE LANES.**  
**EMERGENCY VEHICLES MUST HAVE CLEAR ACCESS TO THE SCHOOL AND GROUNDS.**  
**PLEASE PARK IN LOTS.**  
**FAILURE TO PARK IN LOTS MAY RESULT IN TICKETS ISSUED AND/OR TOWING AT OWNER’S EXPENSE.**

FOR DISTRICT USE ONLY:

Certif. of Ins. Attached \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_

Fire Permit Obtained \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_

Food License Obtained \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_

Date of Board Action \_\_\_\_\_

Board Action Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Total Charges \_\_\_\_\_ Date of Invoice \_\_\_\_\_ Payment Received \_\_\_\_\_