

**PRINCETON PUBLIC SCHOOLS**

25 VALLEY ROAD • PRINCETON, NJ 08540 • Tel (609) 806-4200, EXT. 2015 Fax (609) 806 4225  
 Email: [facilities@princetonk12.org](mailto:facilities@princetonk12.org)

Date Submitted		Building Requested	
Name of Organization		Contact Person Responsible	
Address		Telephone No	
		Email Address	
<b>Space Requested (Please Check)</b>			
<input type="checkbox"/> GYM	<input type="checkbox"/> CAFETERIA ( <input type="checkbox"/> HS <input type="checkbox"/> JW <input type="checkbox"/> LB )	<input type="checkbox"/> CLASSROOM (S) Number of:	
<input type="checkbox"/> NEW GYM (HS)	<input type="checkbox"/> KITCHEN	<input type="checkbox"/> FIELD	
<input type="checkbox"/> ALL PURPOSE ROOM	<input type="checkbox"/> AUDITORIUM ( <input type="checkbox"/> HS <input type="checkbox"/> JW )	<input type="checkbox"/> OTHER SPACE	
Date (s) Requested:	Day (s) of Week	Time (minimum 2 hours)	
Alternative Dates	Certificate of Insurance Attached Yes / No	Anticipated Attendance Number	
Reason for Use			
Will Food be Served <input type="radio"/> Yes <input type="radio"/> No <span style="margin-left: 200px;">Do you require Use of the Kitchen <input type="radio"/> Yes <input type="radio"/> No</span>			

Fees: The Use of Building Fee/Custodial Fees must be paid on receipt of an invoice. Charges for Food Services are billed after the event.

**CERTIFICATE OF INSURANCE:** The Board of Education carries insurance covering its legal liability, but 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 Princeton Regional Schools Board of Education as an additional insured and providing contractual liability insurance. The minimum amount of insurance coverage is to be \$1,000,000 Bodily Injury and Property Damage Combined Single Limit.

**HOLD HARMLESS AGREEMENT:** The applicant shall covenant for himself, his executors, administrators and assigns that he will keep and save harmless and indemnify the Board of Education, their successors, and assigns, from any and all liability for anything arising from or out of the occupancy of the applicant, his executors, administrators, or assigns, or his or her servants or agents and from any loss or damage arising from any fault, negligence, act or omission by the applicant, his executors, administrators or assigns, or failure on his or their part to comply with any covenant, condition or obligation contained in this application, whether such loss or damage be caused by the failure of the Board or Education, their successors or assigns to perform any covenant contained herein to be performed by said Board of Education, their successors or assigns.

SIGNATURE OF APPLICANT	DATE
------------------------	------

<b><u>SIGNATURES REQUIRED FOR APPROVAL</u></b>	DATE APPLICATION RECEIVED.....
SCHOOL PRINCIPAL .....	DATE .....
ATHLETIC DIRECTOR .....	DATE .....
FACILITIES DIRECTOR .....	DATE .....
FOOD SERVICES MANAGER .....	DATE .....
CHARGES FOR USE OF FACILITY	
CUSTODIAL CHARGES	
FOOD SERVICES CHARGES	