

Please complete and return to the Keyport Board of Education Office

Bonnie Ioele, Keyport Board of Education Business Office

370 Broad St., Keyport NJ 07735

bioele@kpsdschools.org

Keyport Public Schools

Application and Agreement for Use of Buildings and Grounds

The Keyport School Administration is responsible for the use of all school facilities. In order that we may consider your request for the use of school facilities, kindly complete the following form:

1) **Name of Organization** _____ **Date of Application** _____

Address _____

Requested Facilities and/or Grounds _____

Date and Time Requested _____

Purpose of Use _____

Nature of Organization _____

Are Tickets Being Sold? _____

Use of Profits _____

Special Requirements, is any _____

2) Insurance Information

Does your organization have an in force public liability policy? ___ Yes ___ No

If "Yes", what are the limits of liability?

Bodily Injury \$ _____ Property Damage \$ _____

Please note Keyport BOE Policy 7510 requires \$1,000,000 per person and per property damage

Certificate of Insurance from _____ Agent or Company is attached

Please assure the Keyport Board of Education, Keyport , NJ is listed as the Certificate Holder

3) Requestor Signature and Hold Harmless Agreement

I agree on behalf of the above indicated organization that all members and guests will observe the regulations as set forth in Keyport Board of Education Policy 7510 and the Regulations associated with said Policy. The Keyport Board of Education carries insurance covering its legal liability. The Board of Education requires that the lessee complete the Hold Harmless Agreement on this application and file a Certificate of Insurance, naming the Keyport Board of Education as an additional insured. The minimum amount of insurance coverage for personal injury is to be \$1,000,000 and for property damage \$1,000,000.

Hold Harmless Agreement-The applicant shall covenant for himself, his executors, administrators and assigns that he will keep and save harmless, The Keyport 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 their servants or agents and from any loss or damage arising from any fault or negligence by the applicant, his executors/administrators, or assigns, on failure on his or their part to comply with any covenant, condition or obligation contained in his application or whether such loss or damage be caused by the failure of the Keyport Board of Education, their successors or assigns to perform any covenant contained herein to be performed by said Board of Education, their successors or assigns.

Print Name _____ Signature _____

Address _____

Telephone _____ EMAIL(Important) _____

Cell Phone _____

Approved: Buildings & Grounds Chair _____ Date _____

Superintendent Signature _____ Date _____

Business Administrator _____ Date _____