



*South Amboy Public Schools*

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**Please fill out the enclosed paperwork for rental of a  
South Amboy Board of Education Facility**

**PLEASE MAIL OR DELIVER APPLICATIONS FOR USE OF FACILITIES AND ACCOMPANYING  
DOCUMENTS TO:**

Mr. Frank Zalocki, Vice Principal/Athletic Director  
South Amboy Middle/High School  
200 Governor Hoffman Plaza  
South Amboy, NJ 08879  
[fzalocki@sapublicschools.com](mailto:fzalocki@sapublicschools.com) (732) 316-7669 x3235

**BOARD OF EDUCATION GYMS, COURTS, CLASSROOMS, CAFETERIAS, AUDITORIUMS,  
LIBRARIES, AND FIELDS ARE AVAILABLE FOR RENT AT THE FOLLOWING LOCATIONS:**

South Amboy Elementary School  
249 John Street  
South Amboy, NJ 08879

South Amboy Middle/High School  
200 Governor Hoffman Plaza  
South Amboy, NJ 08879





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**CHECKLIST FOR SUBMISSION OF PAPERWORK**

*The following items must be attached and submitted as a complete application packet in order for you request to be reviewed:*

- (1) A completed and signed Application for Use of Facilities form
- (2) Application fee of \$25, when applicable (checks payable to South Amboy Public Schools)
- (3) A Certificate of Insurance

Please submit the Certificate of Insurance with the following information:

- (1) South Amboy Board of Education is the Certificate Holder.
- (2) Description of the Operations box on the insurance form – must name South Amboy Board of Education as an additional insured for the event.

- (4) Please allow 45 days from time of submittal to time of board approval.

APPLICANT'S SIGNATURE: \_\_\_\_\_

APPLICANT'S NAME: (PLEASE PRINT) \_\_\_\_\_

DATE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**Please submit completed forms to the following office:**

Mr. Frank Zalocki, Vice Principal/Athletic Director  
South Amboy Middle/High School  
200 Governor Hoffman Plaza  
South Amboy, NJ 08879  
[fzalocki@sapublicschools.com](mailto:fzalocki@sapublicschools.com) (732) 316-7669 x3235



# South Amboy Public Schools

## APPLICATION FOR USE OF SCHOOL FACILITIES

Tier # _____
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School Requested: _____	Application Date: _____
Organization Name: _____	Paid Admission (Y/N): _____
Purpose of Rental: _____	# of Attendees: _____
Applicant's Name: _____	Position/Title: _____
Applicant Address: _____	Phone Number: _____
E-Mail Address: _____	Cell Phone Number: _____
Room or Facility: _____ Date: _____ Hours: _____ (AM/PM) TO _____ (AM/PM)	
Room or Facility: _____ Date: _____ Hours: _____ (AM/PM) TO _____ (AM/PM)	
Room or Facility: _____ Date: _____ Hours: _____ (AM/PM) TO _____ (AM/PM)	
Additional Services Needed (tables, chairs, lighting, audio, etc.) _____	

**CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS**

A certificate of insurance must be provided naming the South Amboy Board of Education as an additional insured party and must indicate Limits of Liability of at least \$1,000,000.00 each occurrence, \$1,000,000.00 bodily injury liability, \$300,000.00 property damage and \$2,000,000.00 General Aggregate Coverage. (see online sample certificate) Third party contractors must provide same the coverages.

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

The \_\_\_\_\_ hereby agrees to indemnify and hold harmless the South Amboy Board of Education, its officers, agents and employees from any and all liability, claims, costs and attorney's fees arising out of the use of Board property and further agrees to indemnify and hold harmless the South Amboy Board of Education, its officers, agents and employees from any and all liability, claims, costs and attorney's fees if the event does not take place for any reason or if the requested permit is revoked by the South Amboy Board of Education.

The \_\_\_\_\_ agrees to reimburse the South Amboy Board of Education for any and all damages, consequential or otherwise, if the event does not take place for any reason whatsoever, or if the requested permit is revoked at the sole discretion of the Board of Education.

**MANAGEMENT OF CONCUSSIONS AND OTHER HEAD INJURIES COMPLIANCE**

The \_\_\_\_\_ does hereby certify that it is in compliance with the South Amboy Board of Education Policy #5141.8 "Sports Related Concussions and Head Injuries".

NOTE: To partnerships and unincorporated associations, and certain other non-corporate entities – execution of this agreement could lead to personal liability in the event of a claim. PLEASE CHECK WITH YOUR ATTORNEY FOR ADVICE PRIOR TO SIGNING THIS APPLICATION.

**By Signing this Application for Use of School Facilities, applicant is acknowledging and agreeing to on behalf of the Organization to all Rules, General Regulation, Terms and Conditions listed on in the Application for Use of Facilities Packet and to the above Liability Insurance Requirements, the Hold Harmless and Indemnification Agreement and to the South Amboy Board of Education Concussion Policy #5141.8.**

**Print Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ROUTE FOR APPROVAL:**

(1) Vice Principal/Athletic Director \_\_\_\_\_ Date \_\_\_\_\_ (3) Facilities Supervisor \_\_\_\_\_ Date \_\_\_\_\_

(2) Building Principal \_\_\_\_\_ Date \_\_\_\_\_ (4) Business Administrator \_\_\_\_\_ Date \_\_\_\_\_

(5) Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**\* Please allow 45 days from time of submittal to time of board approval.**



## South Amboy Public Schools

### USE OF FACILITIES – FEE SCHEDULE

Non-Profit status requires proof of 501(C) 3 or equivalent

Facility	Tier 1 Hourly Rates South Amboy School District Sponsored	Tier 2 Hourly Rate City of South Amboy Sponsored (Insured)	Tier 3 Hourly Rate Non-Profit Group with 100% South Amboy Residents	Tier 4 Hourly Rate Community Group or Non- Profit Group with 51% or more South Amboy Residents	Tier 5 Hourly Rate For-Profit Organization or a Non-Profit Organization with less than 51% South Amboy Residents
<b>South Amboy Elementary School</b>					
Classroom	\$0	\$0	\$12 per hour	\$14 per hour	\$18 per hour
Library	\$0	\$0	\$30 per hour	\$40 per hour	\$50 per hour
Cafeteria	\$0	\$0	\$40 per hour	\$45 per hour	\$55 per hour
Gymnasium	\$0	\$0	\$15 per hour	\$20 per hour	\$30 per hour
Field	\$0	\$0	\$30 per hour	\$40 per hour	\$50 per hour
<b>South Amboy Middle/High School</b>					
Auditorium	\$0	\$0	\$80 per hour	\$90 per hour	\$120 per hour
Cafeteria	\$0	\$0	\$40 per hour	\$45 per hour	\$55 per hour
Classroom	\$0	\$0	\$12 per hour	\$14 per hour	\$18 per hour
Library	\$0	\$0	\$30 per hour	\$40 per hour	\$50 per hour
Soccer Field	\$0	\$0	\$30 per hour	\$40 per hour	\$50 per hour
Parking lot	\$0	\$0	\$15 per hour	\$20 per hour	\$30 per hour
<b>Maintenance and Custodial Fee</b>					
Monday thru Friday	\$0	\$28 per hour	\$28 per hour	\$28 per hour	\$28 per hour
Saturdays	\$0	\$42 per hour	\$42 per hour	\$42 per hour	\$42 per hour
Sundays and Holidays	\$0	\$56 per hour	\$56 per hour	\$56 per hour	\$56 per hour

Tiers 3, 4 & 5 are subject to a \$25.00 non-refundable Application Fee. Rates subject to change at BOE discretion. Please note that the Board reserves the right to negotiate any Application with a request to use the facilities on 15 or more dates.

**The Board reserves the right to limit the number of participants per facility.**



## *South Amboy Public Schools*

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### **South Amboy Board of Education Use of School Facilities General Regulations**

1. Any approved application is subject to cancellation if the facility is required for school activities and/or if deemed necessary by the Board of Education for any reason.
2. If facilities are not required after an approval has been given, the reservation should be canceled promptly with the Vice Principal/Athletic Director.
3. The school facilities will not be available for community use when heavy maintenance and repair is taking place.
4. Parties granted approval assume responsibility for any damage or loss of property that may occur during their occupancy.
5. Parties granted approval must comply with applicable local, state and federal laws and regulations.
6. A sponsor for the organization, whose name must be provided to the custodian when the building is opened for use, must be present during use.
7. No keys shall be issued to any organization.
- 8. SMOKING IS PROHIBITED ON SCHOOL PROPERTY AT ALL TIMES.**
- 9. ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE PERMITTED ON SCHOOL PROPERTY.**
10. Approval does not allow the use of any furniture, machine, sports equipment, school supplies, apparatus or tools other than in the room or rooms rented, unless advance arrangements are made.
11. Approval does not include services of custodian unless personnel services are paid for in addition to the rental fee. If custodial services are required when personnel fees are not mandated, special arrangements must be made in advance.
12. Fees do not include the lining of fields.
13. No refreshments shall be sold without permission of the Board.
14. All fees including those assessed for special services are payable by cash or check to the South Amboy Public Schools and will be received by the Business Office after receipt of an invoice.
15. In connection with the use of school facilities, police and fire personnel must be arranged for and paid by the lessee when required for the proper protection of the building and grounds.
16. All City permits and documentation must be secured before use approval is granted (when applicable).
17. If group, program or activity involves youth coaches, the coaches must be either a current high school or college paid coach; or coaches must be certified by a national or state recognized organization that provides at least the minimum standards of safety training as required by New Jersey law.
18. All groups certify that they are in compliance with the South Amboy Board of Education Policy #5141.8 "Sports Related Concussions and Head Injuries".
19. The Board reserves the right to limit number of participants per facility.

**Please Note: Disregard of these regulations by any group will jeopardize future use by such group.**

**IN THE EVENT THAT SCHOOL IS CLOSED FOR ANY REASON, THIS PERMIT IS AUTOMATICALLY CANCELLED.**