



# TOMS RIVER REGIONAL SCHOOLS

1144 Hooper Avenue, Toms River, NJ 08753

732-818-8536

E-mail: [rentals@trschoools.com](mailto:rentals@trschoools.com)

ATTN: Tammi Millar

## SCHOOL RENTAL REQUISITION

Name or Organization \_\_\_\_\_

Name of Person in Charge \_\_\_\_\_

Your E-mail Address \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Space Desired:

School \_\_\_\_\_ Room \_\_\_\_\_ Field \_\_\_\_\_

Date of Rental \_\_\_\_\_ Time \_\_\_\_\_

Will kitchen facilities be required?  Yes  No If so, please contact Food Services at (732) 505-5595.

Purpose of Rental \_\_\_\_\_

Equipment/Services Needed \_\_\_\_\_

Estimated Number of Participants/Attendees \_\_\_\_\_ Ages \_\_\_\_\_

Will you charge admission/tuition? \_\_\_\_\_ How Much? \_\_\_\_\_

NOTE: The policy of the Board of Education requires that the organization or individuals using the school facilities "provide certification of liability insurance, both bodily injury and property damage for a minimum amount of \$1,000,000 for the named event specifically naming the Board of Education as an additional insured. (The \$1,000,000 required by the Board of Education is a minimal amount, and the organization or individuals are advised to obtain additional insurance for the protection of individual members, based upon the type, duration and extent of activities.) Further, the organization shall provide liability policy insurance for the named event (in the same and/ or designated amount), specifically naming the Board of Education as an additional insured. The Board of Education reserves the right to request higher limits of coverage from renters based upon the Board's evaluation of the nature of the proposed usage of the Board's premises. Attached to this application, evidence of such insurance, including endorsement showing the TOMS RIVER BOARD OF EDUCATION AS ADDITIONAL INSURED.

Insured Company \_\_\_\_\_ Policy No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

The undersigned, acting for and on behalf of the applicant/organization does hereby certify that (a) he/she has authority to act on behalf of such organization; (b) that said organization does hereby agree to indemnify, defend and save harmless the Toms River Board of Education from any and all liability in connection with the use of such facility by the organization or its invites or licensees. All rentals are subject to cancellation in the event of an unexpected school activity. **IN THE EVENT THAT SCHOOLS ARE CLOSED FOR ANY REASON, ALL EVENTS WILL BE CANCELLED.**

The signing of this application binds the applicant to abide by the Rules and Regulations of the Toms River Board of Education.

Please print the completed form and  
email to: [rentals@trschoools.com](mailto:rentals@trschoools.com)

ATTN: Rentals

I have read a copy of the Toms River Board of Education rules and regulations (on the reverse side) governing the use and/or rental of school facilities with associated costs.

Signed, \_\_\_\_\_

# REGULATIONS FOR RENTAL AND USE OF SCHOOL BUILDINGS TOMS RIVER SCHOOLS

Revised 1/1/02

- School buildings are primarily for the use of school children. They are, however, available for community use when there is no conflict with school functions. School activities will take precedence over the allocation of facilities to organizations. The Board of Education reserves the right to cancel any authorization in the interest of educational needs.

Organizations desiring to use buildings shall make arrangements with the Office of the Superintendent of Schools. Rentals will not be arranged with individuals nor with strictly commercial enterprises.

The school calendar will be arranged during the month of September. No reservations for the use of school facilities during that school year will be scheduled before October 1.

The granting of a permit for the buildings or grounds confers no privileges for the use of any facilities other than those stated in the permit.

Billing will be done through the Board of Education Office. Checks should be made payable to the Toms River Schools Board of Education. All employees of the Toms River Board of Education will be paid by the Toms River Schools Board of Education.

For use of High School Stadiums at night under the lights an appropriate fee will be charged that includes the cost of electricity.

In the event that schools are closed for any reason, e.g. snow, power failures, etc., **all events will be cancelled. All Buildings will be closed with no rentals by 5:00 p.m. on Sundays.**

- Any organization that is granted the use of a school facility will be held responsible for its proper use and adherence to all rules and the regulations governing such use. The Board of Education will, if necessary, assign custodians to the activity at the user's expense. Whenever custodians are assigned there will be a charge.

Custodian fees will be charged to any organization using school facilities on Saturdays and Sundays or any custodial holiday. **Custodian fees will be charged to any organization using school facilities after 3:00 p.m. weekdays dependent on the type of activity and number of participants.**

- No charges will be waived for any organization without a vote/decision by the Board of Education. The Toms River Board of Education is a drug-free school zone and the distribution and sale of alcoholic beverages, which include raffles and prizes are strictly prohibited. THE FEES, STRUCTURED ACCORDING TO RENTAL CLASSIFICATION AS DETERMINED BY BOARD OF EDUCATION POLICY FOR THE VARIOUS SCHOOL AREAS ARE AS FOLLOW - RENTAL CLASS CHARGES:**

**Class A -** Toms River Regional Schools organizations and youth activities, township recreational programs

**Class B -** Toms River civic organizations, non-profit and religious groups

**Class C -** All other organizations, profit making and business enterprises, non-profit groups conducting fund raising events, groups charging admission fee, youth and adult athletic camps, bible or religious camps.

Facility/Location	Class A	Class B	Class C
Custodian per hour	\$20 weekends	\$20 hour	\$25 hour
Maintenance per hour	\$25 weekends	\$25 hour	\$25/50 Sun.
Kitchen workers per hour	none	\$15 hour	\$15 hour
HS/INT Auditorium	none	\$75 hour	\$125 hour
HS/INT Cafetorium	none	\$75 hour	\$125 hour
Elementary Cafeteria	none	\$25 hour	\$62.50 hour
Auxiliary Gym	none	\$25 hour	\$50 hour
Media Centers	none	\$25 hour	\$25 hour
Indoor Camps	\$400 week	\$400 week	\$400 week
Outdoor Camps	\$400 week	\$400 week	\$400 week
Classrooms	none	\$10 per room	\$25 per room
Parking Lot	none	\$35 per event	\$50 per event
HS JV Fields	none	\$10 hour	\$15 hour
HS Field (under lights)	none	\$20 hour	\$30 hour
HS Varsity Fields	School use only - not available to outside groups		
INT Fields	none	\$10 hour	\$15 hour
Elementary Fields	none	\$10 hour	\$15 hour

- 25% Deposit will be required upon reservation request approval.
- Billing will be done through the Board of Education Office. Checks should be made payable to the Toms River Schools Board of Education. All employees of the Toms River Board of Education will be paid by the Toms River Schools Board of Education.
- All charitable organization and fund raisers for specific causes must provide a letter of certification for the Division of Consumers Affairs Charitable Registration and Investigation Act. This letter must accompany request for rental prior to approval for facilities.

**ALL HOURLY EMPLOYEE RATES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION AS PER UNION CONTRACTS.**

**YOU ARE ENCOURAGED TO REQUEST AN ESTIMATE OF CHARGES YOU WILL INCUR BY CALLING (732) 505-5600.**

## RULES FOR USE OF SCHOOL BUILDING

- The prohibition of smoking in instructional buildings extends to the parking lots, fields, and any and all areas to which pupils may assemble for instructional purposes, including, but not limited to, outdoor facilities, such as football stadiums, soccer fields, and any place or location where pupils may congregate for instructional purposes. The organization which rents the building is responsible for the enforcement of this rule, and for the conduct of its patrons or guests.
- All parties renting facilities must adhere to all parking regulations. Parking shall be limited to designated areas only. Violators are subject to motor vehicle summons.
- Possessions and/or consumption of any alcoholic beverage or controlled dangerous substance on Board of Education property is strictly prohibited. Violators shall be subject to arrest.
- No keys to the school shall be issued to any applicant of unauthorized person at any time.
- Organization shall abide by all local and state Fire Regulations.

# TOMS RIVER REGIONAL SCHOOLS

## RELEASE OF ALL CLAIMS AND COVENANT NOT TO SUE WAIVER FORM

**Notice:** This is a legally binding agreement. By signing this agreement you give up your right to bring court action or recover compensation or obtain any other remedy for any injury to your organizations members or your member's property or for the death, however caused arising out of your organization and its member's use of any Toms River Regional Schools facilities now or anytime in the future.

### **Acknowledgment of Risk**

I/We hereby acknowledge and agree that the use of any Toms River Regional Schools facilities has inherent risks. Physical activity, by its very nature, carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries, the Toms River Regional Schools has facilities for and provides for activities such as football, soccer, lacrosse, basketball, baseball, softball, running, activities, classes and other sporting activities. Some of these involve strenuous exertions of strength using various muscle groups, some involve quick movements involving speed and change of direction, and others involve sustained physical activity, which places stress on the cardiovascular system. The specific risks vary from one activity to another, but the risks range from injuries such as scratches bruises, and sprains to major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to catastrophic injuries including paralysis and death.

I/We have read the previous paragraphs and I/we know, understand, and appreciate these and other risks that are inherent in the activities made possible by the use of any Toms River Regional Schools facilities. I/We hereby assert that our organization and its members participation is voluntary and that I/we knowingly assume such risks.

I/We have received, reviewed and will comply with Toms River Regional Schools Policy and Regulation 2431.4 – "Prevention and Treatment of Sports-Related Concussion and Head Injuries" as it applies to "youth sports team organizations".

I/We agree to comply with all terms of the document entitled School Rental Requisition which I/we are signing simultaneously herewith. The proof of insurance as required by the School Rental Requisition form shall be provided upon signing this form.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by law of the State of New Jersey and that if any portion hereof is held invalid, I/we agree that the balance shall, notwithstanding, continue in full legal force and effect.

I/We hereby certify that I/we have full knowledge of the nature and extent of the risks inherent in use of any Toms River Regional Schools facilities and that our organization and its members are voluntarily assuming the risks. I/We understand that I/we will be solely responsible for any loss or damage, including death, that our organization and its members sustains while using any Toms River Regional Schools facilities and that by this agreement I/we am relieving the Toms River Regional Schools of any and all liability for such loss, damage, or death.

BY SIGNING THIS DOCUMENT, IT IS OUR INTENTION TO EXEMPT AND RELIEVE THE TOMS RIVER REGIONAL SCHOOLS, ITS OFFICERS, AGENTS, OR EMPLOYEES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE, OR WRONGFUL DEATH CAUSED BY NEGLIGENCE.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>  
[www.nfhslearn.com](http://www.nfhslearn.com)

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

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date



TOMSR12

OP 10: BL

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____ 														
<b>INSURED</b>  	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td style="text-align: center;">38970</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A:	38970	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Incl Participants  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X			10/17/2018	10/17/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS				10/17/2018	10/17/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS				10/17/2018	10/17/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Accident Insurance Full Excess				10/17/2018	10/17/2019	Med Max: 100,000 Ded: 1,000/claim

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder is named as an additional insured under the liability policy. Coverage is provided under this policy only for sponsored/supervised activities of the named insured for which a premium has been paid.

**CERTIFICATE HOLDER**

**CANCELLATION**

<p style="text-align: center;">TOMSR11</p> <p>Toms River Board Of Education          1144 Hooper Avenue          Toms River, NJ 08753</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p>
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