

# Nutley Board of Education

## Application for Use of School Buildings (Note Regulations on Other Side)

Date \_\_\_\_\_

Application is hereby made to the Nutley Board of Education, Nutley, NJ, for the use of the following facilities at

\_\_\_\_\_ School for the periods indicated:

<u>Facilities</u>	<u>Equipment</u>	<u>To Be Used For/ Purpose of</u>	<u>Date/s</u>	<u>Hours From</u>	<u>Hours To</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Will an admission be charged \_\_\_\_\_ Proceed to be used for \_\_\_\_\_

It is hereby understood and agreed that if this application is granted, applicant will pay the rental charge, comply with the rules and regulations set forth on the reverse side hereof, and indemnify and save harmless the Nutley Board of Education from any and all claims for loss or damage to property and personal injury and death arising from applicant's use of the facilities and equipment.

Application represents that it does not advocate the overthrow of the government of the United States or of the State of New Jersey by force, violence, or unlawful means.

This application must be filed at least 35 days prior to the date requested.

If lecture, forum, or political meeting, list names of speakers \_\_\_\_\_

Outline of subjects to be covered \_\_\_\_\_

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

Approved Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Executive Officer

By \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Assistant Superintendent of Business/  
Board Secretary  
Nutley Board of Education

Please mail this application to the Business Office, Nutley Board of Education, 371 Franklin Avenue, Nutley, NJ. 07110. Telephone Number (973) 661-8794

## RULES AND REGULATIONS FOR USE OF SCHOOL BUILDINGS

All requests for the use of facilities by any outside organization wishing to use the buildings other than during school hours are to be made through the Assistant Superintendent of Business/Board Secretary, who will approve all requests.

1. No admission to the building will be granted for the use of the building during school hours or school activities unless permission is granted by the school principal.
2. Return application to the Assistant Superintendent of Business/Board Secretary, Nutley Board of Education, Nutley, NJ.
3. No Reservation will be made until this application is approved and signed by the Assistant Superintendent of Business/Board Secretary.
4. The use of school property is rented conditionally upon the good behavior of the user; and if any rules or regulations are broken or property damaged through carelessness or neglect, future applications for rental may be rejected. The leasee will be responsible for the preservation of order and liability for any damage to, or loss of property that may result from said use.
5. Permits may be issued for the use of school buildings and grounds to organizations not officially connected with the schools when such facilities are not in use for school purposes.
6. All permits shall be revocable and shall not be considered as a lease, and the Nutley Board of Education, or the Assistant Superintendent of Business/Board Secretary, may reject any application or cancel any permit. The rates in general have been established to cover operating expenses with reasonable allowance for wear and tear.
7. A permit is not transferable.
8. Permits may be cancelled by the applicant by notifying the Nutley Board of Education office **10 days** in advance of the date reserved.
9. A check in accordance with the schedule must accompany each application,
10. The granting of a permit for the use of any part of a building or grounds confers no privilege for rehearsals or for any facilities or equipment other than those mentioned in the permit.
11. Permit does not include the services of custodian or engineer except that which is necessary for the opening and closing of the building.
12. All laws regarding public assemblies must be strictly complied with. Smoking or the consumption of alcoholic beverages in any part of the school building is absolutely prohibited.
13. The Nutley Board of Education carries insurance covering its legal liability. The Nutley Board of Education assumes no liability of the leasee.
14. In all instances, regular employees of the Nutley Board of Education must in charge of the school, the number of whom, in each case, will be subject to the direction of the Assistant Superintendent of Business/Board Secretary.
15. The Nutley Board of Education or its representatives must have free access to all rooms at all times.
16. Premises are rented with the understanding that "tipping" of custodians or other school personnel is not permitted.
17. Only the Nutley Board of Education may pay employees for services involving the use of school facilities.
18. The number of tickets sold must not exceed the seating capacity of the auditorium, gymnasium or other area for which permit is granted.
19. Nothing shall be sold, given or exhibited or displayed without permission.
20. No refreshments or food shall be served without specific approval. If refreshments or food are served after approval is received by the holder of this application it is understood that immediately after use, all soiled dishes and supplies must be cleaned and the premises left in proper condition.
21. Special permission must be obtained for the use of special equipment, decorating, installing scenery, and moving or tuning pianos. Pianos are not to be moved from their position unless done by competent and experienced commercial moving concerns, and at the expense of the applicant. If moved, pianos must be reset in original position with the same care and at the expense of the applicant.
22. The Nutley Board of Education has provided proper dressing rooms and stage equipment for the full use of the auditorium, but does not provide the use of school furniture or other accessories and Nutley Board of Education assumes no responsibility for properties left on the premises by the applicant.
23. Scenery, decorations, or equipment provided by the holder of a permit must be removed from the building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the Nutley Board of Education at the expense of the holder of the permit.
24. All electrical equipment and arrangements shall be in charge and control of the Nutley Board of Education or its representatives.
25. All persons using gymnasiums for athletic activities must wear rubber soled shoes.
26. All charges listed include custodial service, however, actual custodial expenses will be charged whenever these scheduled costs are waived and whenever unlisted rooms are used.
27. No signs or displays of any kind are to be displayed on the school buildings without receiving approval of the Nutley Board of Education.

# MEETING CALENDAR 2024 – 2025

Name of Group/Organization: \_\_\_\_\_

Meeting Place: (School and Room Number) \_\_\_\_\_

Meeting Time: \_\_\_\_\_

**Circle or “X” requested meeting dates on the calendar.**

**Please note school closings and single session days, they will not be scheduled.**

Please notify Rental office (973-661-8794) if there is a change in your schedule during the year, as we notify building personnel and the Fire Dept. in case of emergencies.

## SEPTEMBER - 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	*2-----	*3-----	*4-----	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

\*September 2<sup>nd</sup> – Labor Day – Schools Closed

\*September 3<sup>rd</sup> – Professional Day

\*September 4<sup>th</sup> – First Day of School – Single Session Day for Students

## OCTOBER - 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	*11-----	12
13	*14-----	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

\*October 11<sup>th</sup> – Professional Day – Single Session Day for Students

\*October 14<sup>th</sup> – Columbus Day – Schools Closed

## NOVEMBER - 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	*5-----	6	*7-----	*8-----	9
10	11	*12-----	*13-----	*14-----	15	16
17	18	19	20	21	22	23
24	25	26	*27-----	*28-----	*29-----	30

\*November 5<sup>th</sup> – General Election Day – Schools Closed

\*November 7<sup>th</sup> & 8<sup>th</sup> - NJEA Convention - Schools Closed

\*November 12<sup>th</sup> - 14<sup>th</sup> –Elementary Schools Parent/Teacher Conf - Single Session

\*November 27<sup>th</sup>– Single Session Day Staff & Students

\*November 28<sup>th</sup> & 29<sup>th</sup>–Thanksgiving Recess - School Closed

# MEETING CALENDAR 2024 – 2025

## DECEMBER - 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	*20-----	21
22	*23-----	*24-----	*25-----	*26-----	*27-----	28
29	*30-----	*31-----				

\*December 20<sup>th</sup> –Holiday Recess - Single Session Day for Staff & Students

\* December 23<sup>rd</sup> through December 31<sup>st</sup> – Holiday Recess-Schools Closed

## JANUARY - 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			*1-----	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	*17-----	18
19	*20-----	21	22	23	24	25
26	27	28	29	30	31	

\*January 1<sup>st</sup> – New Year’s Day – School Closed

\*January 17<sup>th</sup> – Professional Day – Single Session Day for Students

\*January 20<sup>th</sup> – Dr. Martin Luther King, Jr. Day – Schools Closed

## FEBRUARY – 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	*14-----	15
16	*17-----	*18-----	19	20	21	22
23	24	25	26	27	28	

\*February 14<sup>th</sup> Professional Day – Single Session Day for Students

\*February 17<sup>th</sup> & 18<sup>th</sup> – Presidents’ Day – School Closed

## MARCH – 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	*7-----	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

\*March 7<sup>th</sup> – Professional Day – Single Session Day for Students

# MEETING CALENDAR 2024 – 2025

## APRIL - 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	*14-----	*15-----	*16-----	*17-----	*18-----	19
20	21	22	23	24	25	26
27	28	29	30			

**\*April 14<sup>th</sup> – 18<sup>th</sup> –Spring Recess - Schools Closed**

## MAY - 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	*23-----	24
25	*26-----	27	28	29	30	31

**\*May 23<sup>rd</sup> – Professional Day – Single Session for Students**

**\*May 26<sup>th</sup> - Memorial Day – Schools Closed**

## JUNE - 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	*19-----	20	21
22	23	24	25	26	27	28
29	30					

**\*June 19<sup>th</sup> – Single Session Day - Last Day of School**

**Total Number of Meetings Scheduled for 2024–2025 School Year:** \_\_\_\_\_

**Schedule Completed By:** (Name) \_\_\_\_\_

**Phone Number** \_\_\_\_\_ Please Print **Date:** \_\_\_\_\_

**REMEMBER TO MAKE A COPY FOR YOURSELF!**