

Use of School Facilities Permit Request Directions

Please complete all of the conditions set forth in the application and read the corresponding district policies before you submit an application.

The following documents are to be delivered to the Principal of the facility being requested, no later than fourteen (14) business days before the start of the activity:

- Application
- Insurance Certificate
- Hold Harmless Agreement

If the timely application is approved, the applicant will receive written notification by the Office of Facilities Management indicating the costs and fees to be paid by a certain date. Payment is accepted by cashier's check, certified check, and/or money order. If and when the costs and fees are paid within the time indicated and an insurance certificate has been submitted, a permit will be issued to the applicant.

If the timely application is denied, the applicant will receive written notification indicating the reasons for the denial at least two (2) weeks prior to the event.

Inquiries may be made to the Office of Facilities Management by mail to 190 Muhammad Ali Avenue, Newark, New Jersey 07108, or by telephone at 973-733-7075. All checks or money orders shall be sent to the Office of Facilities Management and made payable to the Treasurer of School Monies.

Any permit issued can be revocable and not considered a rental or lease. The District may reject any application or cancel any permit without prior notice.

Failure to comply with these instructions will be deemed grounds for rejection of the application or denial of a permit.

The Newark Public Schools reserves the right to require any and all organizations that use or rent Newark Public Schools facilities to provide in first aid and/or CPR certified personnel.

Insurance Certificate

The use of the Newark Public Schools properties by the aforementioned organization is contingent upon the receipt of an insurance certificate at least fourteen (14) business days before the start of the activity. The insurance certificate must indicate the following:

1. For general liability insurance, minimum protection limits of \$1,000,000. Combined single limit for bodily injury and property damage per occurrence must be provided. In addition, the Care, Custody and Control Endorsement must be deleted and a Cross Liability Endorsement must be included in the event of one insured suing another insured.
2. The “Hold Harmless, Indemnification Agreement” should be listed on the insurance certificate and the Newark Public Schools should be listed as an “Additional Named Insured”.
3. Evidence of Workers Compensation Insurance must be included on the insurance certificate in cases where the organization has paid members.
4. Evidence of Accident Insurance must be included on the insurance certificate in such cases as when the nature of the event is sports related.

If you have any questions concerning the insurance certificate application or process to secure insurance, please contact the Office of Legal Counsel at 973-733-7139.

