



9. Do you carry liability insurance to cover damage to our facilities and injury to participants or spectators?

YES

NO

Please include a copy of your insurance certificate with this application. Be advised that:

APPLICATIONS WILL NOT BE APPROVED WITHOUT A CERTIFICATE OF INSURANCE IDENTIFYING THE BLACK HORSE PIKE REGIONAL SCHOOL BOARD OF EDUCATION AS ADDITIONALLY INSURED.

Name of insurance carrier and policy #: \_\_\_\_\_

I certify that our organization does not discriminate on the basis of race, sex, origin, color, creed, religion, handicap, ancestry or social/economic status. I have read the governing Board of Education Policy and accompanying rules and regulations for use of facilities and I promise to communicate them to our membership and to follow the rules to the best of our ability. We further agree to hold the Board of Education and the School District harmless from any loss or damage, liability, or expense, which may arise or be caused in any way by use and occupancy of District facilities by our organization, participants, and/or spectators thereto. IF THERE IS A COST TO USE THE FACILITY, THE CHECK WILL BE MAILED TO: Karen Coralluzzo, BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT, 580 Erial Road, Blackwood, NJ 08012 six (6) days prior to the event. Should you have any questions, please contact Karen at 856-227-4106 extension 8007.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
OFFICIAL TITLE

\_\_\_\_\_  
Date

\_\_\_\_\_  
OFFICE USE ONLY

**COST TO YOUR ORGANIZATION**

Cost of Rental Facility \_\_\_\_\_

Administrator Coverage at \$50/hour # of hours \_\_\_\_\_ = \_\_\_\_\_  Waived  
Administrator Covering Event: \_\_\_\_\_

Custodian Coverage at \$30/hour # of hours \_\_\_\_\_ = \_\_\_\_\_  Waived  
Custodian Covering Event: \_\_\_\_\_

AVA Technician Coverage at \$40/hour # of hours \_\_\_\_\_ = \_\_\_\_\_  Waived  
AVA Tech Covering Event: \_\_\_\_\_

Stage Hand at \$30/hour # of hours \_\_\_\_\_ = \_\_\_\_\_  Waived  
Stage Advisor Covering Event: \_\_\_\_\_

Cafeteria Coverage at \$20/hour # of hours \_\_\_\_\_ = \_\_\_\_\_  Waived  
Cafeteria Worker Covering Event: \_\_\_\_\_

TOTAL: \_\_\_\_\_

AVAILABLE: \_\_\_\_\_  
Signature

DATE: \_\_\_\_\_

NOT AVAILABLE: \_\_\_\_\_  
Signature

DATE: \_\_\_\_\_

RATIONALE:  Out of District  Facilities already in use  Other \_\_\_\_\_

FAX COMPLETED FORM AND PROOF OF INSURANCE TO: Karen Coralluzzo, 856-401-8763

CHECK RECEIVED: \_\_\_\_\_

CHECK DEPOSITED: \_\_\_\_\_

TO PAYROLL: \_\_\_\_\_

CONFIRM WORKERS: \_\_\_\_\_

# Hold Harmless Agreement

In consideration of our use of the school facilities of the Black Horse Pike Regional School District, I \_\_\_\_\_ hereby  
(Organization Official)  
agree that the District shall not be liable for any damages arising from personal injury or property damages sustained in, on or about the District  
premises resulting from or arising out of the use or intended use of the District facilities or equipment. I agree, on behalf of \_\_\_\_\_  
(organization)

to assume full responsibility for any injuries which may occur in or about the District's premises, or while using or intending to use the District  
Facility's equipment, including, but without limitation, any claims for personal injury or property damage resulting from or arising out of the negligence  
of the District, its agents or employees, or the negligence of any other persons present on the District's premises.

Organization Official's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

District Representative's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## ACKNOWLEDGEMENT

The Black Horse Pike Regional School District's Use of Facilities Policy and Regulations are available for review on the district website, [bhprsd.org](http://bhprsd.org). If  
you do not have access to a computer, please contact Karen Coralluzzo, (856) 227-4106 ext. 8007, to obtain a copy of the Policy and Regulations.

Please sign below to acknowledge that you have read and understand the Black Horse Pike Regional School District's Use of Facilities Policy and  
Regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICATION FOR PERMIT

If the event will take place indoors, you must obtain a **Fire Safety Permit** from the Fire Marshall of the Township in which the Facility is located.  
Failure to submit this permit may result in financial penalties being imposed by the Fire District. Upon approval, a copy of the **Fire Safety Permit**  
must be received in the Business Office one week prior to the event. Failure to submit the **Fire Safety Permit** in the Business Office may result in  
approval being rescinded.

## PAYMENT/INSURANCE CERTIFICATE

If payment is due, a check payable to **Black Horse Pike Regional School District** should be submitted to the Business Office along with a  
**Certificate of Liability**, the signed **Hold Harmless Agreement**, the signed **Acknowledgement** and a copy of the **Fire Safety Permit** no later than  
one week prior to the event. **Failure to submit the above listed documents will result in approval being rescinded.**

Mail payments and required documentation to:

Black Horse Pike Regional School District  
580 Erial Road  
Blackwood, NJ 08012  
ATTN: Karen Coralluzzo