

B. Describe how you plan to raise the funds, including how much you will charge for any item:

C. Proceeds will be: _____ distributed evenly, regardless of degree of participation
_____ distributed on a proportional basis in a ratio related to the amount of items sold/credited to an individual

15. Statement of Assurances:

- A. I have read the Rules and Regulations Governing the Use of School Facilities and Fundraising Activities (attached) and will abide by them.
- B. Students will not be permitted to conduct door-to-door sales.
- C. A teacher or certified staff member must be present whenever students are present at an activity.
- D. I understand that all school-related activities have first priority for use of school facilities.
- E. The organization agrees that all members and guests will observe the attached regulations and that the organization will assume full financial responsibility for any and all damages done to Garwood school property during the above-indicated period of use. The organization agrees that it will at all times hereafter indemnify and hold harmless the Garwood Board of Education from any and all claims arising out of the use of stated facilities.

Note: A Certificate of Insurance, with a minimum of \$1,000,000.00 in general liability, shall be submitted to the School Business Administrator at least three working days in advance of the event and must designate the Garwood Board of Education as additional insured. The absence of such a certificate will preclude use of the facility.

Name of organization: _____

Attest: _____ By: _____

Secretary

President

Liaison's signature: _____ Date: _____

16. School principal's signature: _____ Date: _____

_____ approved _____ disapproved

Reason: _____

17. Superintendent's signature: _____

_____ approved _____ disapproved

Reason: _____

18. Special conditions:

To be completed by Superintendent or designee:

Does this application require Board approval: _____ yes _____ no

If applicable, date of Board approval: _____

Applications that will require Board approval in addition to administrative approval are (1) those that will require additional maintenance personnel or additional wages to maintain personnel; (2) those that will require the waiver of some other Board policy; (3) those that are disapproved administratively and (4) those with extenuating circumstances.

GARWOOD BOARD OF EDUCATION
Garwood, New Jersey 07027
Exhibit B

File No. 1330

CONTACT FORM FOR BUILDING USE

_____ **IS MEETING TONIGHT** _____
Name of Organization **Date**

CONTACT PERSON _____

CELL PHONE FOR CONTACT _____

POST ON INSIDE OF FRONT DOOR AT LINCOLN SCHOOL