



IRVINGTON PUBLIC SCHOOLS
Office of the Assistant Superintendent

Reggie Lamprey, CPA
*Assistant Superintendent for Business/
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**USE OF IRVINGTON SCHOOL FACILITIES
INCLUDING HIGH SCHOOL TRACK & FIELD**

Dear Community Leaders and Friends:

Use of our school facilities on Saturdays, Holiday, or when school is not in session will require a room usage fee, the cost of security and custodian salaries depending upon the number of persons in attendance, and a temporary certificate of insurance certifying the Board as “additional insured”. The fees imposed are non-negotiable.

Salaries

Custodian/Security: Monday – Saturday - \$50.00 per person, per hour
Custodian/Security: Holiday - \$70.00 per person, per hour.

Daily Room Fees:

Auditoriums: \$450.00
Gymnasiums: \$500.00
Track & Field: \$700.00
Classrooms: \$100.00
Cafeteria/Kitchen \$250.00 (Appliances not available for use)
Sound/score board \$200.00 (Operate by IBOE staff only)

Do not advertise any events without a final notice of approval from the Office of Building and Grounds. Approval of permits is not guaranteed. To obtain a permit you must. Call Keisha Hill at Buildings and Grounds to have your organization put into the system.

- Submit your completed permit application via internet @ www.irvington.k12.nj.us, scroll down to district services and click on facility usage. The password to complete this is password. Permit application will be accessed by Ms. Keisha Hill at 503 Union Avenue, Irvington, for processing, wait to receive approval via email.
- Upon final approval of your permit the office of Buildings and Grounds will notify you of the appropriate fees (if any). A Certificate of liability Insurance, for \$1,000,000.00 or more naming Irvington Board of Education as an additional insurer to be added to the Certificate. for each event.
- Payment of fees (if any) should be made a week before the event by money order or certified check payable to the “Irvington Board of Education”. Failure to pay fee will result in cancellation of permit.
- ***PARK AT YOUR OWN RISK. The Irvington Board of Education assumes no liability or responsibility for damage or loss due to fire, theft, collision, vandalism, acts of God, or otherwise to any vehicle, vehicle accessories and/or its contents however caused.***