



Addendum 03

NJSDA

1 West State Street

Trenton, NJ 08625

Phone: 973-792-1488

Fax: 609-656-7227

Date: August 3, 2010

PROJECT #: EP 0007-C01

DESCRIPTION: Weequahic High School Exterior Masonry & Roofing Restoration

This addendum shall be considered part of the Bid Documents issued in connection with the referenced project. Should information conflict with the Bid Documents, this Addendum shall supercede the relevant information in the Bid Documents.

1. Question: Is this project covered under a Project Labor Agreement?

A separate question: Is this a prevailing wage project or a union wage performance project?

Answer: This project is covered under Prevailing Wage Rates

2. Question: What will the hourly rate for Security be after 9 pm daily?

A separate question: Please provide hourly rate for Security and Custodial Service for weekend work (Saturday & Sunday).

A separate question: Please provide the custodial and security rates that will be paid by contractor.

Answer: Hourly rates for Custodial and Security services for normal, overtime, weekend and holidays are as stipulated in the attached Permit Fees Schedule from Newark Board of Education. Permit applications must be submitted to the Newark Board of Education minimum 72 hours prior to contractor need for Custodial and/or Security services.

3. Question: Please clarify exact daily schedule for both security and custodial including weekends.

Answer: Custodial staff normal school day work schedule is from 7:00 AM until 11:00 PM. See attached information sheet from Newark Board of Education confirming working hours, preparation of a 'work plan', eliminating the requirement for maintaining after hour School Security Guard, Noise Control Ordinance of the City of Newark and staging of onsite contractor equipment and construction materials. Contractors are hereby informed that the successful bidder will be responsible for providing security to protect their work, material and equipment.

5. **Question:** General Conditions Page GC-68 calls for completion of the project in 90 days. On Supplementary Conditions Page CC-9, Article 12 calls for completion of the project in 45 days. Please clarify.

Answer: Question is referenced to General Conditions, Article 12.0 Substantial Completion And Final Completion, Paragraph 12.1 Substantial Completion, and Supplementary Conditions, Article 12.0 Substantial Completion And Final Completion.

The Supplementary Conditions have been issued as part of the Contract Documents to supplement the General Conditions. Supplementary Conditions, Article 12.0 Substantial Completion And Final Completion, Paragraph 1 states "Section 12.0 shall be modified as follows (additions in bold and underlined text: deletions in ~~strikethrough and italics~~):

Substantial Completion of the Work shall be achieved no later than the Substantial Completion Date set fourth in the Contract Documents. Final Completion of the Work shall be achieved within ~~ninety (90)~~ forty-five (45) Days of Substantial Completion ("Final Completion Date").

5. **Question:** Article 12.0 in the supplementary conditions states that final completion will be achieved within 45 days substantial completion, while Article 5.0 in the supplementary conditions states that final completion will be achieved within 15 days of substantial completion. Please advise.

Answer: Supplementary Conditions, Article 5.0, Paragraph 1, Sub-Paragraph C. shall be revised to read - "Final Completion: To be achieved within 45 calendar days from date of Substantial Completion."

6. **Question:** At Prebid, it was stated that doors and frames were to be replaced with HM doors and frames. As per the contract documents these doors and frames are to be Aluminum frames and FRP doors. Please clarify.

A separate question: Are all FRP doors to be insulated?

Answer: Replacement doors and frames will be constructed in compliance with the Contract Documents, FRP Doors with aluminum frames. Doors construction is specified with polyurethane cores.

7. **Question:** On drawing A30, the unit vent grills under the windows are drawn in heavy black lines. Is there any significance to this?

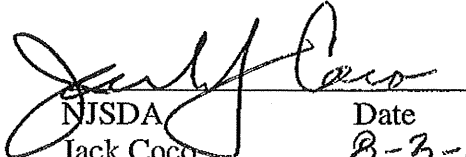
Answer: The existing unit ventilator grills located under the windows on the exterior of the masonry walls are existing units that are to remain, no work is required on these units.

8. **Question:** On Drawing A31, note #1, requires entire façade to be repointed which means every single brick and stone joint will be cut out and repointed except for replacement areas which will be new brick and mortar. Is this correct?

Answer: The scope of repointing and sealing work indicated in Note #1, Drawing A31 is correct.

9. **Question:** On Drawing A31, Note#1, plans call to seal all brick and stone work on the two facades. What material should be used?
- Answer:** See attached Specification Section 071900 Water Repellents for material and application.
10. **Question:** In Section 04901-7, it calls for lip brick lintels to be 100% solid and to be manufactured at the manufacturing plant, not cut in the field. This brick cannot be delivered and installed prior to the completion date. Please clarify.
- Answer:** Specification Section 04901, Article 2.03 Materials, Paragraph B. Masonry Units – Delete Sub-Paragraph 3.
11. **Question:** Plans indicate minimum uniform 1” deep cutting out brick joints. Specifications call for 3/4”. Please clarify.
- Answer:** The requirement for the depth of cut for cutting out brick joints on Detail 5, Drawing A81 is to be changed to 3/4” deep.
12. **Question:** Can the Contractor use electric power and water from the school building free of charge?
- Answer:** No utilities will be available for contractor use from the school. The contractor must make their own arrangements for utilities (water, electric, etc.) from the local utility company.
13. **Question:** All testing for quality assurance and quality control will be performed and paid for by the Owner. Is this correct?
- Answer:** In compliance with Article 4.5 Quality Assurance/Quality Control Program, the contractor shall have full responsibility for quality assurance and quality control through final completion of the project.
14. **Clarification from Pre-Bid Meeting:** The contractor shall be responsible for trimming of trees and removal of vines that will interfere with the implementation of the work scope of this project. The contractor must take care that trimming of trees will be performed in such a manner that will not cause undue harm to the trees or cause the trees to perish.
15. **Clarification of hardware sets on Drawing A80:**
- Hardware Set No. 1 – Delete reference to Mortise Classroom Lock and Cylinder Lock.
- Hardware Set No. 2 – Delete reference to 3-Point Exit Device.
16. **The Bid Due Date has been revised. The new Bid Due Date is August 17, 2010 at 2:00 PM. The location for submission will be NJSDA Trenton Office, 1 West State Street.**

End of Addendum No. 03


NJSDA
Jack Coco

Date
8-3-10

Addendum 03

NJSDA
1 West State Street
Trenton, NJ 08625
Phone: 973-792-1488
Fax: 609-656-7227

Date: August 3, 2010

PROJECT #: EP 0007-C01

DESCRIPTION: Weequahic High School Exterior Masonry & Roofing Restoration

Addendum No. 03

Acknowledgement of Receipt of Addendum

Contractor must acknowledge the receipt of the Addendum by signing in the space provided below and returning via fax to (609-656-7227). Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must be made in Section E.6 of the Price Proposal Submission.

Signature

Print Name

Company Name

Date



The Newark Public Schools
Office of Facilities Management
2 Cedar Street
Newark, New Jersey 07102-3091
Phone: 973-733-7340
Fax: 973-733-6852



Dr. Clifford B. Janey
State District Superintendent

Lucille E. Davy
Commissioner of Education

Steven M. Morlino, CFM, CEFM, LEED®AP
Executive Director

Warren Williams Sr.
Supervisor of Trades (Nights)

To whom it may concern:

The following information pertaining to the SDA Emergent work is to be closely adhered to by all bid winning contractors, which will be performing said work in the Newark Public Schools District.

For purposes of performing construction work at this school project conform to the following working hours and the Noise Control Ordinance of the City of Newark.

- 1) No Construction work shall be permitted to occur while school is in session.
 - a) All work when school is in session shall start after 3:00 PM.
 - b) All work that generates excessive noise shall be performed between 3:00 PM and 8:00 PM, when school is in session.
 - c) From 8:00 PM to 11:00 PM the Contractor can perform work provided that it is in compliance with the Table I. Maximum Permissible Sound Level by Receiving Property in the Noise Control Ordinance.
 - d) All work is to stop after 11:00 PM.
- 2) Saturday and when school is not in session the Contractor shall perform work during normal working hours and in compliance with the Noise Control Ordinance.
- 3) Sunday and Legal Holidays the Contractor shall comply with the Noise Control Ordinance, when they are performing work.
- 4) The Contractor shall prepare a work plan once the project is awarded. The Contractor shall indicate each day, plus start and stop times the work will be occurring. This is being requested so that Newark Public Schools can schedule Custodian staff.

Concerning the School Security Guard it is not essential that this person be present when school is not in session or the school is closed. The Contractor is responsible to provide security to protect their work, material and equipment.

The essential person to be present when the Contractor is working at the school is the Custodian. The Custodians are on staff during the normal school day from 7:00 AM to 11:00 PM. The

Changing Hearts and Minds to Value Education

Contractor shall cover the cost for Newark Public Schools to provide a Custodian when school is not in session on weekends and holidays, when performing work.

In addition to the above, the following instructions are to be closely adhered to pertaining to the staging/storage of all equipment and work materials to be used for the Emergent project's remediation/repair work. The instructions are as follows:

ALL SCHOOLS

1. Staging/storage area is very limited on site. Contractors are limited to the areas that will be designated as permitted staging/storage areas by the District, *and only those areas are to be used.*
2. The Contractor will be responsible for making/securing accommodations for any off-site staging/storage areas that they may require.
3. The Contractor will be responsible for any removal/restoration of any fencing or gates to access the staging/storage areas.
4. The Contractor will be responsible to provide any additional fencing or gates to properly secure the staging/storage areas.
5. The Contractor will be responsible to restore any disturbed paved surface or lawn areas to their original conditions.
6. The Contractor is responsible to provide security for staging/storage areas.
7. All staging/storage areas must be cleaned up completely at the close of each workday.
8. The Contractor will be responsible for trimming any trees, removing debris, and removing any vein growth as necessary to access the masonry restoration scope of work of any and all projects pertaining to the SDA Emergent work.
9. The Contractor will be responsible for the removal of these items from the site.

SECTION 071900 - WATER REPELLENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes penetrating water-repellent treatments for the following vertical and horizontal surfaces:
 - 1. Precast concrete.
 - 2. Clay brick masonry.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples: For each type of water repellent and substrate indicated.

1.3 INFORMATIONAL SUBMITTALS

- A. Product certificates.

1.4 QUALITY ASSURANCE

- A. Preinstallation Conference: Conduct conference at Project site.

PART 2 - PRODUCTS

2.1 PENETRATING WATER REPELLENTS

- A. Silane/Siloxane-Blend, Penetrating Water Repellent: Clear, silane and siloxane blend with 600 g/L or less of VOCs.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Degussa Corporation; Protectosil Aqua-Trete EM.
 - b. PROSOCO, Inc.; Siloxane PD.
 - c. Sika Corporation, Inc.; Sikagard 701W.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Applicator present, for compliance with requirements and conditions affecting performance of the Work.
 - 1. Verify that surfaces are clean and dry according to water-repellent manufacturer's requirements. Check moisture content in representative locations by method recommended by manufacturer.
 - 2. Inspect for previously applied treatments that may inhibit penetration or performance of water repellents.
 - 3. Verify that there is no efflorescence or other removable residues that would be trapped beneath the application of water repellent.
 - 4. Verify that required repairs are complete, cured, and dry before applying water repellent.
- B. Test pH level according to water-repellent manufacturer's written instructions to ensure chemical bond to silica-containing or siliceous minerals.

3.2 PREPARATION

- A. Cleaning: Before application of water repellent, clean substrate of substances that could impair penetration or performance of product according to water-repellent manufacturer's written instructions.
- B. Coordination with Mortar Joints: Do not apply water repellent until pointing mortar for joints adjacent to surfaces receiving water-repellent treatment has been installed and cured.
- C. Coordination with Sealant Joints: Do not apply water repellent until sealants for joints adjacent to surfaces receiving water-repellent treatment have been installed and cured.
 - 1. Water-repellent work may precede sealant application only if sealant adhesion and compatibility have been tested and verified using substrate, water repellent, and sealant materials identical to those required.

3.3 APPLICATION

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect the substrate before application of water repellent and to instruct Applicator on the product and application method to be used.
- B. Apply a heavy-saturation coating of water repellent, on surfaces indicated for treatment, using low-pressure spray to the point of saturation. Remove excess material; do not allow material to puddle beyond saturation. Comply with manufacturer's written instructions for application procedure unless otherwise indicated.

1. Precast Concrete: At Contractor's option, first application of water repellent on units may be completed before installing them. Mask mortar and sealant bond surfaces to prevent water repellent from migrating onto joint surfaces.

- C. Apply a second saturation coating, repeating first application. Comply with manufacturer's written instructions for limitations on drying time between coats and after rainstorm wetting of surfaces between coats. Consult manufacturer's technical representative if written instructions are not applicable to Project conditions.

3.4 CLEANING

- A. Immediately clean water repellent from adjoining surfaces and surfaces soiled or damaged by water-repellent application as work progresses. Correct damage to work of other trades caused by water-repellent application.
- B. Comply with manufacturer's written cleaning instructions.

END OF SECTION 071900



Dr. Clifford B. Janey
State District Superintendent

The Newark Public Schools
Office of Facilities Management
2 Cedar Street
Newark, New Jersey 07102-3091
Phone: 973-733-7340
Fax: 973-733-6852



Bret Schundler
Commissioner of Education

Steven M. Morlino, CFM, CBFM, LEED@AP
Executive Director

Dear Applicant:

Enclosed are documents necessary to make application for use of The Newark Public Schools.

We are asking that you not conclude that the information requested in the application will finalize the procedure until you receive such notice from this office.

In order to minimize any inconvenience to you and/or your organization, we will begin to process and possibly approve your application based on the information you submit.

If you have any questions concerning this interim procedure, please call this office at 973-733-7340.

Very truly yours,

Steven M. Morlino
Executive Director
Facilities Management

att.,

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THE NEWARK PUBLIC SCHOOLS
OFFICE OF FACILITIES MANAGEMENT
2 CEDAR STREET
NEWARK, NEW JERSEY 07102

INSTRUCTIONS FOR COMPLETING
APPLICATION FORM FOR
WIDER USE OF SCHOOL BUILDINGS

1. Kindly answer all questions – numbers 1 through 11.
2. It will be the responsibility of the applicant to meet all of the conditions set forth in the application.
3. The application, insurance certificate, application affidavit and affidavit of non-profit status, if applicable, must be returned by mail or in person to the Office of Facilities Management, 2 Cedar Street, Newark, New Jersey 07102, no later than sixty (60) days prior to the date of the planned activity.
4. All requests for waiver of permit fee require Board approval and must be made in writing and submitted along with the application, insurance certificate, application affidavit and affidavit of non-profit status, no later than two (2) months prior to the date of the planned activity. Requests for waiver of permit fee shall be addressed to Mr. Steven Morlino, Executive Director, Office of Facilities Management.
5. Waiver of fee, if granted, shall be only for rental of the building. The applicant will be required to pay all costs for Security Services, Custodial Services, Board Representative and any other extra ordinary costs.
6. If a 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.
7. If the timely application is approved, the applicant will be mailed a letter indicating the costs and fees to be paid by a certain date 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.
8. On the day/evening of the activity all applicants must submit a completed affidavit of total attendance along with cash money in the appropriate amount, if applicable, to the Board Representative assigned to the event.

APPLICATION INSTRUCTIONS
PAGE -2-

9. ALL applications, documents, checks, etc., shall be sent to the Office of Facilities Management. All checks or money orders shall be made payable to the Treasurer of School Monies.
10. The final approval for use of school facilities rests with the State District Superintendent.
11. Any permit issued can be revocable and not considered a rental or lease. The State District Superintendent may reject any application or cancel any permit without prior notice.
12. Inquiries may be made at the Office of Facilities Management by mail or by telephone at 973-733-7340.

**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 ORGANIZAITONS WHO USE OR RENT
NEWARK PUBLIC SCHOOLS, TO PROVIDE PERSONS/ INDIVIDUALS
WHO ARE CERTIFIED IN FIRST AID AND/OR CPR**

PERMIT FEES

<u>FACILITY</u>	<u>NON-PROFIT ORGANIZATION</u>	<u>PROFIT ORGANIZATION</u>
STADIA	\$ 250.00 Per day	\$ 1,000.00 Per day
AUDITORIUM	125.00 Per day	500.00 Per day
GYMNASIUM	125.00 Per day	500.00 Per day
CAFETERIA	125.00 Per day	500.00 Per day
CAFETORIUM	125.00 Per day	500.00 Per day
CLASSROOM	25.00 Per day	100.00 Per day
POOL	250.00 Per day	1,000.00 Per day
PLAYGROUND/ PARKING AREA/LOT	125.00 Per day	200.00 Per day

SECURITY OVERTIME RATES

SUPERVISOR	\$ 55.00 Per hour
SECURITY GUARD	35.00 Per hour

CUSTODIAL OVERTIME RATES

CUSTODIAN	\$ 50.00 Per hour
CUSTODIAL WORKER	30.00 Per hour
LABORER	27.00 Per hour
ELECTRICIAN	60.00 Per hour
ENGINEER-IN-CHARGE	55.00 Per hour

BOARD REPRESENTATIVE

\$50.00 Per day

ABOVE RATES ARE SUBJECT TO CHANGE AS PER UNION CONTRACT

THE NEWARK PUBLIC SCHOOLS
Newark, New Jersey 07102
Policy

File Code: 4119.231
4219.231

SMOKING, DRINKING AND USE OF
DRUGS ON SCHOOL PREMISES

The Newark Public Schools encourages staff members to set a proper example and maintain a professional attitude at all times.

The selling of drugs, gambling, use of alcohol or other dangerous substances shall be totally and completely banned from any Public School property or area being used for Public School business. Drugs used for medical purposes must be verified by a medical doctor. Anyone caught using, selling, buying or participating in any of the aforementioned (soliciting, gambling, etc.) shall be subject to disciplinary action, including termination. All criminal acts shall be prosecuted to the fullest extent of the law.

Date: August 25, 1987

Legal References: N.J.S.A. 18A:11-1:
General Mandatory Powers and Duties
of The Newark Public Schools

N.J.S.A. 18A:27-4:
Power of The Newark Public Schools
To Make Rules Governing Employment
of Teachers

The Newark Public Schools

Facilities Management

2 Cedar Street

Newark, New Jersey 07102-3091

Phone: 973-733-7340

Fax: 973-733-6852



r. Clifford B. Janey
ate District Superintendent

Bret Schundler
Commissioner of Education

even M. Morlino
ecutive Director

(Date)

1. Name of organization: _____

2. Address of organization: _____

3. Date incorporated: _____

4. If incorporated, in which state? _____

5. Purpose of organization: _____

6. Is this a profit-making organization? _____ YES _____ NO

a. If this is a non-profit organization, please provide a copy of your Corporate papers, and

b. Complete the affidavit of non-profit status enclosed.

7. Have you previously used Newark Public School facilities? _____ YES _____ NO

8. FACILITIES REQUESTED:

Name of facility: _____

Purpose: _____

INDICATE AREAS OF FACILITY TO BE USED:

Auditorium	_____	Cafeteria	_____
Stage	_____	Kitchen	_____
Dressing Rooms	_____	Cafetorium	_____
Seating Area	_____	Gymnasium	_____
Classrooms	_____	Locker Rooms	_____
-indicate how many	_____	Lavatory	_____
Athletic Field	_____	Parking Lot	_____
Playground	_____	Other Area	_____

DATE(S): _____

TIME(S): From _____ To _____

Anticipated attendance: _____

Do you have any special electrical and/or mechanical needs? _____ YES _____ NO

If Yes, Applicant must make adequate arrangements for same with the Office of Facilities Management.

9. In order to qualify for waiver of permit fees, all of the following conditions must be met affirmatively as set forth in Board Policy:

ALL SECURITY, CUSTODIAL AND ANY OTHER COSTS CANNOT BE WAIVED AND MOST PAID FOR BY THE APPLICANT.

1. Is the activity in the general community interest?
_____ YES _____ NO

2. Is admission free of charge?
_____ YES _____ NO

3. Is the organization a school/Newark Public Schools related organization or officially recognized school group?
_____ YES _____ NO

4. Is the activity the result of a co-sponsorship with the Newark Public Schools?
_____ YES _____ NO

10. All groups or organizations charging admission for which a Board facility is used shall pay to the Board, ten percent (10%) of all gross receipts if a non-profit organization, and shall pay to the Board fifteen percent (15%) of all gross receipts if a profit making organization in addition to the established fees and costs. These fees (gross percentage) must be paid to the Board Representative on the day/night of the event.

a. Will there be a pre-event sale of tickets? _____ YES _____ NO
PRICE(S) \$ _____ \$ _____

b. Will there be tickets sold at the door? _____ YES _____ NO
PRICE(S) \$ _____ \$ _____

Approximate attendance anticipated _____

Purpose for which proceeds will be used _____

Do you agree to pay to the Newark Public Schools _____ \$ of the gross Receipts of tickets sold?

_____ YES _____ NO

11. Does the applicant agree to sign a statement attesting to the total number of attendees as submitted to him/her by the Board Representative and also agree to present the 10%/15% of the gross proceeds to the Board Representative at the end of door/gate sales on the day/night of the event?

_____ YES _____ NO

SHOULD THE APPLICANT FAIL TO COMPLY WITH THE PRECEDING, THE FIGURES OF THE BOARD REPRESENTATIVE WILL BE BINDING.

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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 fifteen (15) days prior to the event. 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 enclosed "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, PLEASE CONTACT MR. RON HALE, RISK MANAGER, NEWARK PUBLIC SCHOOLS AT (973) 733-6836.

THE NEWARK PUBLIC SCHOOLS
2 CEDAR STREET
NEWARK, NEW JERSEY 07102

HOLD HARMLESS, INDEMNIFICATION AGREEMENT AND
INSURANCE CERTIFICATE APPLICATION

For and in consideration of the rental and/or use of _____
_____ in Newark, New Jersey on _____
(Month) (Day) (Year)

(Name of Organization or Individual)

covenants and agrees to save, hold harmless, defend and indemnify the Newark Public Schools, its agents, servants and administrators from any and all liability arising out of or related to the use of said premises or property, including, but not limited to, any and all costs, including attorney fees.

Signed _____
(Duly Authorized Signature)

Position _____

Organization _____

Address _____

_____ Date _____

XX
INSURANCE AGENT

The use of Newark Public Schools properties by the aforementioned organization is contingent on the receipt of an insurance certificate by Ron Hale, Risk Manager, 2 Cedar Street, Newark, NJ 07102, at least (15) days prior to the date of the event. 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 exclusion of Comprehensive General Liability Endorsement must be deleted and a Cross Liability Endorsement must be included in the event of one insured suing another insured.*
- 2. The above "Hold Harmless, Indemnification Agreement" must be listed on the Insurance Certificate and the Newark Public Schools must be listed as an "Additional Named Insured."*
- 3. The outside organization must provide evidence of athletic insurance in cases where the nature of the event is sports related.*

IF YOU HAVE ANY QUESTIONS CONCERNING THE INSURANCE CERTIFICATE APPLICATION, PLEASE CONTACT RON HALE, RISK MANAGER, NEWARK PUBLIC SCHOOLS AT (973) 733-6836.

AFFIDAVIT OF NON-PROFIT STATUS

I, _____, an officer
of _____, swear and
affirm that I am the person whose name appears on this application
and that I hold the office of _____
in the _____
I further swear that _____ is
a non-profit organization and that no officer of the organization,
_____ will benefit from any of
the proceeds gained as a result of the granting of this application
for use of the Board's facility.

SIGNATURE _____
ADDRESS _____
CITY, STATE _____
TELEPHONE NO. _____

Sworn and subscribed to
before me this _____
day of _____
20 _____

NOTARY PUBLIC

APPLICATION AFFIDAVIT

I, _____, an officer of the _____, swear and affirm that I am the person whose name appears on the application and that I hold the office of _____ in the _____.

I have read the statements, questions and answers set forth in this application and they are true. I agree to comply with all of the requirements and conditions set forth in this application. Futhermore, I understand that this application may be rejected and any permit issued shall not be considered a lease or rental of facilities and shall be revocable without prior notice.

I understand that this application shall not be forwarded for approval and waiver of fee (if applicable), unless this application has been completed and all conditions set forth therein are satisfied, including but not limited to, proof of payment of applicable costs and fees, insurance coverage and adequate arrangements for security, custodial and repair and maintenance services acceptable to the approving authority. Final authority for approval of applications rests with the Executive Superintendent. The final authority for waiver of fees rests with the members of The Board of Education. When the appropriate approvals have been obtained, a permit will be issued. If approval is denied, the applicant will be informed in writing, within two (2) weeks of the decision.

SIGNATURE _____
ADDRESS _____
CITY, STATE _____
TELEPHONE NO. _____

Sworn and subscribed to
before me this _____
day of _____
20____

NOTARY PUBLIC