

NORTH HUNTERDON HIGH SCHOOL

1445 Rt. 31, Annandale, NJ 08801

908-713-4152/Fax 908-713-4194

APPROVED

DENIED

APPLICATION FOR USE OF SCHOOL FACILITIES

APPLICATION MUST BE RECEIVED AT LEAST 1 MONTH PRIOR TO ACTIVITY BUT NO MORE THAN 6 MONTHS IN ADVANCE

THIS IS AN: [] IN-SCHOOL ACTIVITY [] OUTSIDE ORGANIZATION [] FUND RAISER- Fill out fundraising form [] NON-PROFIT ORGANIZATION

Name of Organization: _____ Today's Date: _____

Contact Person: _____ E-mail address: _____

Address: _____ Town: _____ Zip: _____

Phone # Work: _____ Home: _____ Cell: _____

Dates Requested _____

Activity Description _____ # People Attending _____

Time of Activity AM/PM TO AM/PM Time you need facility AM/PM TO AM/PM

REQUEST THE USE OF: (check all that apply)

- AUDITORIUM* MUSIC ROOM CLASSROOM(S) STAGE* LIBRARY CONFERENCE ROOM MAIN GYM-New BOY'S GYM MALL FACULTY DINING Wrestling Room GIRL'S GYM CAFETERIA - A CAFETERIA - B OUTDOOR FACILITY (specify) OTHER (specify) SPECIAL SET-UP OR EQUIPMENT NEEDED:

* Auditorium/Stage needs to be scheduled through our Theatre Director - Please call 713-4199 ext. 6406

* Kitchen facilities available only when Cafeteria staffs are responsible for work and supervision.

BILL MOWERY MUST BE NOTIFIED AT LEAST 3HRS. PRIOR TO EVENT OF ANY CANCELLATIONS OR CHANGES. FAILURE TO COMPLY WOULD RESULT IN CHARGES FOR CUSTODIAL HOURS SCHEDULED

ABSOLUTLY NO SMOKING ON SCHOOL PROPERTY

- The Supervisor of Facilities will determine and assign the necessary personnel to insure proper security and custodial coverage. Organizations are responsible for any charges incurred. Minimal \$5.00/hr for custodial/security for ALL gym usage. A certificate of Commercial General Liability insurance (Min. coverage - \$500,000 per occurrence) is required. In signing this application the applicant certifies that the rules and regulations governing the use of school facilities have been received and are fully understood and accepted. The user further agrees to indemnify and save harmless the North Hunterdon - Voorhees Regional High School District Board of Education from any claim due to personal injury or property damage suffered or incurred in connection with or arising from the activities of the applicant. In addition the applicant shall be responsible for any penalties levied due to fire, health, or safety code violations resulting from the activity and/or the participants. A \$100.00/day deposit is required and must be received prior to approval of application.

SIGNATURE OF SPONSOR: _____ Date _____

REQUIREMENTS FOR RENTAL

Table with 4 columns: Requirement, Yes/No, REC'D, and Additional Notes. Rows include \$100 DEPOSIT REQUIRED, Payable to NHVRBOE, FIRE PERMIT REQUIRED, and # POLICE REQUIRED.

APPROVAL ROUTING

ATHLETICS DATE: _____ STUDENT ACT. DATE: _____ THEATER DATE: _____ CAFÉ DATE: _____

COMMENTS: _____

Please Note: All High School Activities Take Precedence Over Outside Requests. Refer to Board of Education Policy.

Custodial - Bill Mowery- 908-217-4097

Cafeteria - Sandy Banks 713-4173

CC- Theater : Perry Andrews 713-4199 X4201

Media- Ginny Konefal 713-4199 X6416

Music- David Lockhart 713-4110 X 6441

Multi-Media Specialist- Mark Herbert- 713-4199 X6411

Dist. Billing-Lynn LaMonte 713-4199 X 5149