

FOLLOW-UP



NORTH HUNTERDON HIGH SCHOOL

APPROVED

RECEIVED

1445 Rt. 31, Annandale, NJ 08801

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

DENIED

APPLICATION FOR USE OF SCHOOL FACILITIES and/or FUNDRAISER/EVENT

APPLICATION MUST BE RECEIVED AT LEAST 1 MONTH PRIOR TO ACTIVITY

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

[CLICK HERE TO REVIEW THE REGULATION 7510 BOE RULES AND REGULATION GOVERNING THE USE OF SCHOOL FACILITIES](#)

[CLICK HERE TO REVIEW THE REGULATION 5830 BOE RULES AND REGULATIONS ON FUNDRAISING](#)

[CLICK HERE TO REVIEW THE REGULATION 9210 PARENT ORGANIZATIONS AND BOOSTER CLUBS](#)

CHOOSE WHAT TYPE OF EVENT(S):

In School Event Fundraiser Outside Organization Non-Profit Organization

Name of Club/Activity: _____ Today's Date: _____

Contact Person: _____ Phone: - - - Email Address: _____

Address: _____

Date(s) Requested: _____

Activity Description: _____

(For Staff Members only) *Include a detailed description of the event. If a fundraiser, please include what will be sold and who will be selling. Once the Fundraiser/Event has concluded the **Follow-up Event form** (must be completed)*

How will profits be used? – (For Staff Members only): _____

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

REQUEST THE USE OF: (check all that apply)

REQUEST THE USE OF: (check all that apply)		# People Attending	# of Chaperones
<input type="checkbox"/> AUDITORIUM	<input type="checkbox"/> MUSIC ROOM	<input type="checkbox"/> CLASSROOM(S)	<input type="checkbox"/> KITCHEN
<input type="checkbox"/> STAGE	<input type="checkbox"/> LIBRARY	<input type="checkbox"/> CONFERENCE ROOM	<input type="checkbox"/> CAFETERIA – B ANNEX
<input type="checkbox"/> MAIN GYM-New	<input type="checkbox"/> BOY'S GYM	<input type="checkbox"/> MALL	<input type="checkbox"/> FACULTY DINING
<input type="checkbox"/> WRESTLING ROOM	<input type="checkbox"/> GIRL'S GYM	<input type="checkbox"/> CAFETERIA – A	<input type="checkbox"/> CAFETERIA – B
<input type="checkbox"/> OUTDOOR FACILITY (specify) _____		<input type="checkbox"/> OTHER (specify) _____	

SPECIAL SET-UP OR EQUIPMENT NEEDED: _____

- 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.**
- 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.

SIGNATURE OF SPONSOR or ADVISOR Date

SIGNATURE OF DIRECTOR OF STUDENT ACTIVITIES\ADMINISTRATOR Date

SIGNATURE OF PRINCIPAL Date

SIGNATURE OF SUPERINTENDENT Date

OFFICE USE ONLY – REQUIREMENTS FOR FACILITY USAGE

# OF POLICE REQUIRED	POLICE CONTACTED	YES	REC'D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$100 DEPOSIT REQUIRED TO NHVRBOE	CERT. OF INSURANCE REQUIRED	YES	REC'D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIRE PERMIT REQUIRED	NON-PROFIT DOCUMENTATION	YES	REC'D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POLICE REQUEST FORM COMPLETED	DATES AVAILABLE	YES	REC'D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPROVAL ROUTING BELOW : _____ EMAIL COMPLETED FORM TO wmowery@nhvweb.net or FAX FORM TO: 908-713-4150

CC: Custodial - Bill Mowery- 908-217-4097	Cafeteria - Sandy Banks 713-4173	Theater : Perry Andrews 713-4199 X4201
Media - Ginny Konefal 713-4199 X6416	Music- David Lockhart 713-4110 X 6441	Student Activities-Tara Kraatz 713-4199 X6367
Dist. Billing-Lynn LaMonte 713-4199 X 5149	Multi-Media Specialist- Mark Herbert- 713-4199 X6411	Admin. – John Deutsch