

APPROVED

DENIED

APPLICATION FOR USE OF SCHOOL FACILITIES AND FUNDRAISING

(APPLICATION MUST BE RECEIVED AT LEAST 2 WEEKS PRIOR TO ACTIVITY)

ALL SCHOOL FUNCTION TAKE PRECEDENCE OVER OUTSIDE REQUESTS

THIS IS AN:	IN-SCHOOL ACTIVITY	FUNDRAISING ACTIVITY	OUTSIDE ORGANIZATION
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Name of Organization: _____ Today's Date: _____

Contact Person: _____

Address: _____ Town: _____ Zip: _____

Phone # Home: _____ Cell: _____ Email: _____

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)

- | | | | |
|---|------------------------------------|--|---|
| <input type="checkbox"/> AUDITORIUM* | <input type="checkbox"/> MAIN GYM | <input type="checkbox"/> CLASSROOM(S) | <input type="checkbox"/> OUTDOOR FACILITY (Specify) _____ |
| <input type="checkbox"/> STAGE* | <input type="checkbox"/> BACK GYM | <input type="checkbox"/> CONFERENCE ROOM | <input type="checkbox"/> KITCHEN 908-638-2154 |
| <input type="checkbox"/> MUSIC ROOM | <input type="checkbox"/> NEW CAFE | <input type="checkbox"/> MALL | <input type="checkbox"/> Contact Café Manager |
| <input type="checkbox"/> WRESTLING ROOM | <input type="checkbox"/> MAIN CAFE | <input type="checkbox"/> MUSIC ROOM | |

SPECIAL SET-UP OR EQUIPMENT NEEDED: _____

FUNDRAISER: PLEASE INCLUDE WHAT YOU ARE SELLING, AND WHERE THE PROCEEDS WILL GO

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.
- 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

\$100.00 DEPOSIT REC'D	<input type="checkbox"/>	YES	<input type="checkbox"/>	REC'D	DATES AVAILABLE
FIRE PERMIT REQUIRED	<input type="checkbox"/>	YES	<input type="checkbox"/>	REC'D	CERT. OF INS. REQUIRED
# POLICE REQUIRED	<input type="checkbox"/>	At outside organization expense			

APPROVAL ROUTING

Custodial _____ DATE _____

Athletic Director _____ DATE _____

Student Activities _____ DATE _____

Principal _____ DATE _____

Superintendent _____ DATE _____