

**VOORHEES HIGH SCHOOL**

256 County Rt. 513, Glen Gardner, NJ 08826

908-638-2108/ Fax 908-638-2185

**APPROVED**

**DENIED**

**APPLICATION FOR USE OF SCHOOL FACILITIES**

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

**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: \_\_\_\_\_

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\*       MAIN GYM       CLASSROOM(S)      \_\_\_\_\_
- STAGE\*       BACK GYM       CONFERENCE ROOM      \_\_\_\_\_
- MUSIC ROOM       NEW CAFE       MALL       KITCHEN / Contact Café
- WRESTLING ROOM       MAIN CAFE       MUSIC ROOM       Manager before affair
- OUTDOOR FACILITY (specify) \_\_\_\_\_
- OTHER (specify) \_\_\_\_\_
- SPECIAL SET-UP OR EQUIPMENT NEEDED: \_\_\_\_\_

**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	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
FIRE PERMIT REQUIRED	<input type="checkbox"/>	YES	<input type="checkbox"/>	REC'D	CERT. OF INS. REQUIRED	<input type="checkbox"/>	YES	<input type="checkbox"/>	REC'D
# POLICE REQUIRED	<input type="checkbox"/>	At outside organization expense							

**APPROVAL ROUTING**

Bruce Wood	<u>Custodial</u>	_____	DATE	_____
Al Stumpf	<u>Athletics</u>	_____	DATE	_____

COMMENTS: \_\_\_\_\_

**Please Note: All High School Activities Take Precedent Over Outside Requests**

Custodial – Bruce Wood  
Theater – Aaron Willsey 638-6116 X 2050  
Cafeteria- Sandy Banks 638-6116 X 7410